



No.A.19-147/2022/NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health and Family Welfare)
Noida, U.P.

Dated: 19.04.2023

OFFICE ORDER: 05/2023-24

In supersession of all earlier orders, it has been decided by the Competent Authority to reconstitution of Website Committee of NIB comprising of the following officials of this Institute:

S. No.	Name & designation	Status of the committee
1	Dr. Harish Chander, Dy. Director (QC)	Chairperson
2	Dr. Hemant Kumar Verma, SG-II & Head, IT Division	Member
3	Ms. Shalini Tewari, Scientist Grade-III	Member
4	Sh. W.Z. Quazi, Sr. Administrative Officer & i/c DD(A)	Member
5	Sh. P.K. Mohapatra, Administrative Officer (F)	Member
6	Sh. Deepak Mahajan, Jr. Programme Officer	Member Secretary

2. The Term of Reference (ToR) of the Web Committee is as under:

- The committee members shall meet regularly once in three months to review the Website of the Institute.
- Managing the mechanism by which information across all areas of the website is reviewed and liaising with Institute's staff in respect of its accuracy.
- Managing the mechanism by which information on the website is updated in consultation with relevant Labs/ Divisions, to ensure its accuracy.
- The Web committee will address the comments & suggestions and identify the feasible suggestions for website redesign and update.
- The Web committee will guide the Jr. Programme Officer for updating the contents of the website.
- Making recommendations to the competent authority regarding changes that might improve the effectiveness of the website.

W.Z. Quazi
19-4-23

(W.Z. Quazi)

Sr. Administrative Officer &
i/c DD(A)

To,

As above (By Name)

Copy to:

- 1) PS to Director, NIB
- 2) All Heads of Laboratories/ Administration/ Finance/ Procurement/ Engineering/ Training/QMU/SRRDU/ IT /HvPI
- 3) Notice Board/ LED display