



A.19-102/2012/NIB/
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 16.02.2026

OFFICE ORDER: 165 -/2025-26

Sub: Re-Constitution of the Committee for Weeding Out of the Old Records of Laboratory Block at NIB, Noida -Reg.

In supersession of earlier Order on the above subject, the approval of the Competent Authority hereby accorded for the re-constitution of the Committee for Weeding Out of the Old Records of Laboratory Block at NIB, Noida with the following composition: -

S. No.	Name of the Officer & Designation	Committee Status
1.	Dr. Harish Chander, Deputy Director (Quality Control)	Chairperson
2.	Smt. Kanchan Ahuja, Scientist Grade-II	Member
3.	Smt. Shalini Tewari, Scientist Grade-III	Member
4.	Dr. Richa Barnwal, Scientist Grade-III	Member
5.	Sh. Tara Chand, Scientist Grade-III	Member Secretary
6.	Dr. Swati Shalini, Junior Scientist	Co-opted Member
7.	Smt. Archana Sayal, Junior Scientist	Co-opted Member

2. The TOR of the Committee is as follows: -
- The Committee shall meet and furnish its recommendations for weeding out records of laboratories.

W.Z. Quazi
16.02.26
(W.Z. Quazi)

Deputy Director (Admn.)

To,

The All the Members (as per list)

Copy to:

- PS to Director (for information)
- Deputy Director (Quality Control)
- All Heads: Laboratories/QMU/HvPI/Administration/Finance/Procurement/IT
- Office Order/Circular File



राष्ट्रीय जैविक संस्थान
National Institute of Biologicals
स्वास्थ्य एवं परिवार कल्याण मंत्रालय,
Ministry of Health and Family Welfare,
नोएडा उ.प्र./Noida U.P.

F.no. Q-1.0/435/2025-Proc.-NIB-Part(1)

Date: 27.02.2026

OFFICE ORDER: 172 /2025-26

Subject: Re-constitution of Purchase Committee-reg.

In supersession of all earlier orders, the approval of the Competent Authority is hereby accorded for the re-constitution of the Purchase Committee of the Institute, consisting of an outside expert and officers of this Institute, as under:

Sr. No.	Name & Designation	Status
1	Dr. Gauri Misra, Scientist Grade-I, NIB	Chairperson
2	Dr. Prashant Mallick, Scientist E, ICMR-NIMR,	Member
3	Dr. Meena Kumari, Scientist Grade-II, NIB	Member
4	Dr. Richa Baranwal, Scientist Grade-III, NIB	Member
5	Sh. P.K. Mohapatra, Administrative Officer (F), NIB	Member
6	Sh. Manmeet Singh, Section Officer (P), NIB	Member Secretary

- Intending Officials shall participate and assist the above committee for quick disposal.
- The above order will come into force with immediate effect.

W.Z. Quazi
27/02/26
(W.Z. Quazi)

Deputy Director (Administration)

To,

All concerned officials.

Copy to:-

- PS to Director, NIB
- Deputy Director (Quality Control)
- All heads of Laboratory/ Administration/ Finance/ Procurement/ Engineering/ Training Units/ QMU/ SRRDU/ Animal Facility/ IT/ HvPI.
- Office Order file
- E-Office Display



Q-1.0/718/2025-Proc.-NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Govt. of India)
Noida (UP)

Date: 23.03.2026

OFFICE ORDER: 193/2025-26

Sub.:^{Ref} Constitution of Committee for Vetting Technical Specifications of Network Switches at NIB, Noida - reg.

In supersession of earlier order of even number dated 16.02.2026, approval of the Competent Authority is hereby accorded to re-constitute the committee for vetting the technical specification of Network Switches at NIB, Noida with the following composition: -

S.No.	Name with Designation	Committee Status
1.	Sh. W. Z. Quazi, Deputy Director (Admn.)	Chairperson
2.	Dr. Hemant Kumar Verma, Scientist Grade-II	Member
3.	Sh. Rajendra Singh Thakur, Senior Project Manager, ICMR, HQ, New Delhi	Member
4.	Sh. Sumit Saxena, Head IT, HLL HITES, Noida	External Expert
5.	Sh. Deepak Mahajan, Junior Programme Officer	Member Secretary

2. This issues with the approval of Director, NIB.

3. Hindi version will follow.

WZ
23.03.26
(W. Z. Quazi)
Deputy Director (Admn.)

To,

All the Members (as per list)

Copy to: -

1. PS to Director, NIB
2. Head, IT Cell
3. Office Order File.



A.19-147/2022/NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 18.03.2025

OFFICE ORDER 205/2024-25

Sub.: Constitution of Committee to review and document the rationale in case of Turn-Around Time (TAT) exceedance, partial testing and FIFO exceptions by the Laboratories in NIB, Noida-reg.

Approval is hereby granted by the Competent Authority to constitute a Committee to review and document the rationale in case of Turn-Around Time (TAT) exceedance, partial testing and FIFO exceptions by the Laboratories before seeking Dy. Director (Quality Control) approval for the Certificate of Analysis (CoA) release. The composition of the Committee is as follows:

S. No.	Name of the Officer & Designation	Role
1.	Dr. Charu Mehra Kamal, Scientist Grade-I (In her absence, the next senior-most scientist shall chair the committee)	Chairperson
2.	Head, SRRDU or nominee	Member
3.	Head, QMU or nominee	Member
4.	Respective Laboratory Head or nominee	Member Secretary

2. Terms of References:

- The committee may, as required, co-opt Heads (Sterility Testing, In-Vivo Bioassay & Animal Facility, Centralized Bioassay, Procurement, Finance, Engineering) or their nominees as co-opted members
- The committee shall ascertain the facts in consultation with the Laboratories Head to review the submitted data/information collectively and document the rationale before seeking approval to the CoA release based on information furnished by the respective Laboratories.
- The committee shall submit its report within two working days to the Dy. Director (Quality Control).
- The committee shall review the justification and risk assessment submitted by the respective laboratories, document its observations, and submit its recommendations to the Dy. Director (Quality Control) for final approval. Further, in the absence of Dy. Director (Quality Control), the approval will be given by the Director, NIB.

18.03.25

(W.Z. Quazi)

Deputy Director (Admn.)

To,

All Members (as per list)

Copy to:

- PS to Director (for information)
- Office Order File



A.19-154/2023-NIB

NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 17.03.2025

OFFICE ORDER 204/2024-25

Sub.: Constitution of Committee for Uniformity in Remuneration of Bench Biologist & Technical Associate in NIB, Noida-reg.

Approval is hereby granted by the Competent Authority to constitute a Committee for the Uniformity of Remuneration for Bench Biologists and Technical Associates at NIB, Noida. The composition of the Committee is as follows:

S. No.	Name of the Officer & Designation	Role
1.	Dr. Harish Chander, Dy. Director (QC)	Chairman
2.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Member
3.	Sh. P.K Mohapatra, Admn. Officer (F)	Member
4.	Sh. Upender N. Sharma, Section Officer (Admn.)	Member Secretary

WZ
17-03-25

(W.Z. Quazi)

Deputy Director (Admn.)

To,

All Members (as per list)

Copy to:

1. PS to Director (for information)
2. Office Order File



(National Institute of Biologicals)
Ministry of Health & Family Welfare
Government of India

F.No.A.19-147/2022/NIB

Dated:06.03.2025

OFFICE ORDER- 199/2024-25

Sub: Constitution of committee to prepare Procurement Manual of NIB -reg.

It has been decided to constitute a Committee to prepare Procurement Manual. The composition of the committee is as under:-

Sr. No.	Name & Designation	Status of the Committee
1.	Ms. Ajanta Sircar, Scientist Gr.-II	Chairperson
2	Ms. Y. Madhu, Scientist Gr.-III	Member
3	Sh. P.K. Mohapatra, Administrative Officer (F)	Member
4	Sh. Manmeet Singh, Section Officer (P)	Member
5	Dr. Subhash Chand, Scientist Gr.-III	Member Secretary

2. The terms of reference for the committee will be as under –

- The Committee will peruse the Procurement Manual of Ministry of Finance, Government of India, the General Financial Rules as amended from time to time and prepared a Manual for National Institute of Biologicals.
 - The Committee will submit a Draft Manual latest by 31.03.2025.
3. This issues with the approval of Director.

W. Z. Quazi
06.03.25
(W. Z. Quazi)

Deputy Director (Admin)

To - All the members of the committee

Copy to:-

- PS to Director - For information
- Notice Boards/ E Office Notice Board
- Office Order file.



(National Institute of Biologicals)
Ministry of Health & Family Welfare
Government of India

F.No.A.19-147/2022/NIB

Dated:06.03.2025

OFFICE ORDER-198/2024-25

Sub: Constitution of committee to prepare Procurement Policy of NIB -reg.

It has been decided to constitute a Committee to prepare Procurement of NIB. The composition of the committee is as under:-

Sr. No.	Name & Designation	Status of the Committee
1.	Dr. Harish Chander, DD(QC)	Chairperson
2	Sh. W. Z. Quazi, Deputy Director (Admn.)	Member
3	Ms. Rashmi Srivastava, Scientist Gr. -III	Member
4	Sh. P.K. Mohapatra, Administrative Officer (F)	Member
5	Dr. Manoj Kumar, Scientist Gr.-III & I/C (P)	Member Secretary

2. The terms of reference for the committee will be as under –

- The Committee will prepare the Procurement Policy of NIB.
- The Committee will submit a Draft Policy latest by 31.03.2025.

3. This issues with the approval of Director.

W. Z. Quazi
06.03.25

(W. Z. Quazi)

Deputy Director (Admin)

To - All the members of the committee

Copy to:-

- PS to Director - For information
- Notice Boards/ E Office Notice Board
- Office Order file.



(National Institute of Biologicals)
Ministry of Health & Family Welfare
Government of India

F.No.A.19-147/2022/NIB

Dated:06.03.2025

OFFICE ORDER: 197/2024-25

Sub: Constitution of a Committee to examine and recommend on the Indents raised by various laboratories of National Institute of Biologicals (NIB) to procure items on Single Source basis.

It has been decided to constitute a Committee to evaluate, examine and recommend appropriately on the Indents raised by various laboratories of NIB to procure items on Single Source Basis. The composition of the committee is as under:-

S. No	Name and Designation	Status of the Committee
1.	Dr. Harish Chander, Dy Director (QC), NIB	Chairperson
2	Dr. Gaurav Pratap Singh, Sr. Principal Scientific Officer IPC	Member
3.	Shri. W. Z. Quazi, Deputy Director (Admin)	Member
4.	Shri P.K. Mohapatra, A.O.(F), NIB	Member
5.	Shri Manmeet Singh, SO, NIB	Member Secretary

2. The terms of reference for the committee will be as under –

- i) The Committee will peruse the recommendations of Independent External Monitors (IEMs) of NIB related to single source purchase and examine all the Indents related to single source purchase and having an estimated value of more than Rs. 50000/-.
 - ii) The Committee will also deal with any other issue related to procurement of items in NIB, as deemed fit, by the Director, NIB.
3. This issues with the approval of Director.

WZQ
06-03-25

(W. Z. Quazi)
Deputy Director (Admin)

To - All the members of the committee.

Copy to:-

- (i) PS to Director- For information
- (ii) Notice Boards/ E Office Notice Board
- (iii) Office Order file.



(National Institute of Biologicals)
Ministry of Health & Family Welfare
Government of India

F.No.A.19-147/2022/NIB

Dated:06.03.2025

OFFICE ORDER: 196/2024-25

Sub: Constitution of a Committee to examine and recommend on the Corrigendum for the GeM Bid for purchase of equipment HPLC.

The National Institute of Biologicals (NIB) had floated a Bid on GeM Portal for procurement of 2 nos of equipment HPLC (one each for Recombinant Product Lab and Blood Product Lab). The specifications of the equipment were examined and vetted by a Committee which no more exists. Subsequently, the Institute received representations from 3 Vendors requesting to change some specifications. Based on which concerned laboratories have accepted few minor changes and proposed a Corrigendum to be uploaded on GeM Portal.

2. In view of above, it has been decided to constitute a Committee to evaluate, examine the said Corrigendum and recommend appropriately. The composition of the committee is as under –

S. No	Name and Designation	Status in the Committee
1.	Dr. Joy Chakma, Scientist 'F', ICMR	Chairperson
2.	Dr. Swati Allen, Scientist 'C', ICMR	Member
3.	Dr. Charu Mehra Kamal, Scientist Grade-I, NIB	Member
4.	Sh. W.Z. Quazi, DD(A), NIB	Member
7.	Shri Manmeet Singh, SO, NIB	Member Secretary

3. The terms of reference for the committee will be as under –

- The committee will examine the proposed Corrigendum and recommend appropriately.
- The Committee will also deal with any other issue related to GeM Bid / Tender floated by NIB for purchase of any other Equipment.

4. These issues with the approval of the Director.

Waz
06.03.25

(W. Z. Quazi)
Deputy Director (Admin)

To - All the members of the committee

Copy to:-

- PS to Director- For information
- Notice Boards/E Office Notice Board
- Office Order file.



A-17.0/1/2024-Admin-NIB-Part(1)
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 04.03.2025

OFFICE ORDER - 195/2024-25

Sub.: Re-constitution of Committee for Post Doctoral Fellowships Recruitment in NIB, Noida-reg.

In supersession of previous order on the subject cited above, the Internal Committee has been re-constituted for the Recruitment process of Post Doctoral Fellowships in NIB, Noida. The composition of the Committee is as follows:

S. No.	Name of the Officer & Designation	Role
1.	Dr. Sandeep Verma, Prof. IIT Kanpur (Outside Expert)	Chairman
2.	Dr. Gauri Misra, Scientist Grade-I	Member
3.	Dr. Hemant Kumar Verma, Scientist Grade-II	Member
4.	Dr. Ratnesh Kumar Sharma, Scientist Grade-II	Member
5.	Dr. Varun Singh, Scientist Grade-III	Member Secretary

Wani
04.03.25
(W.Z. Quazi)

Deputy Director (Admn.)

To,

All Members (as per list)

Copy to:

1. PS to Director (for information)
2. Deputy Director (Quality Control)
3. Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 25.02.2025

OFFICE ORDER /93 /2024-25

Sub.: Constitution of Committee to monitor the progress of the Recruitment Process-reg.

Pursuant to the direction of the Director, NIB, an Internal Committee has been formulated to monitor the progress of the recruitment process. The composition of the Committee is as follows:

S. No.	Name of the Officer & Designation	Role
1.	Dr. Shikha Yadav, Scientist Grade-I	Chairperson
2.	Dr. Gauri Misra, Scientist Grade-I	Member
3.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Member
4.	Ms. Shalini Tewari, Scientist Grade-III	Member
5.	Sh. Varun Pandey, Administrative Assistant	Member Secretary

WZ
25.02.25

(W.Z. Quazi)

Deputy Director (Admn.)

To,

All Members (as per list)

Copy to:

1. PS to Director (for information)
2. Deputy Director (Quality Control)
3. Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 25.02.2025

OFFICE ORDER 192/2024-25

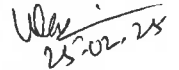
Sub.: Constitution of Tender Assessment Committee - Reg.

In supersession of all office orders on the subject matter, it has been decided to constitute a Tender Assessment committee to streamline and regularize the process of procurement of goods and services related to laboratories and engineering division of NIB. The committee is formed to ensure a structured and efficient approach for processing the tenders, reducing ambiguities, and enhancing compliance with relevant guidelines and procedures. The committee will be comprising of the following:

S. No.	Name of the Officer & Designation	Role
1.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Chairman
2.	Sh. P.K. Mohapatra, AO (F)	Member
3.	Sh. Mukesh Kumar, AE (E)	Member
4.	Procurement i/c	Member
5.	Concerned Lab/Division, Head	Member
6.	Sh. Manmeet Singh Bhatia, SO (P)	Member Secretary

2. Terms of Reference:

- i. The Committee shall examine the tender documents for procurement of goods and services of NIB laboratories and engineering section to ensure compliance with applicable procurement guidelines and financial rules.
 - ii. The meeting of the committee shall convene on the 1st and 15th of every month or earlier, if required to review the status of the tender as per the requirements of various divisions/sections to ensure that the tender is completed in a time bound manner.
 - iii. The committee shall ensure that all tender documents adhere to the prescribed government norms, financial regulations, and best practices to maintain transparency, fairness and competitiveness.
 - iv. The concerned division will open the technical bids of the firms participated in the tender. The Division will prepare a Technical Evaluation Sheet of each firm.
 - v. The Indenter will review the Technical Evaluation Sheet and recommend each firm as "suitable" or "non-suitable".
 - vi. The Committee shall also review areas for improvement and make recommendations for enhancing the procurement process.
 - vii. In case of any discrepancies or issues arising during the tender processing, the committee shall provide necessary resolutions in consultation with the competent authority.
3. This order comes into force with immediate effect and shall remain in force until further notice.
4. This issues with the approval of the Competent Authority


25.02.25

(W.Z. Quazi)

Deputy Director (Admn.)

To,

All Members (as per list)

Copy to:

1. PS to Director (for information)
2. Deputy Director (QC)
3. Office Order File



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

Date: 25-02-2025

OFFICE ORDER: - 191/2024-25

In supersession of all earlier orders, it has been decided by the Competent Authority to reconstitute the purchase committee of the Institute comprising of the following an outside expert and officers of the Institute: -

- | | | | |
|------|---|---|------------------|
| i. | Dr. Rekha Saxena, Scientist G, NICPR, NOIDA | - | Chairperson |
| ii. | Dr. Gauri Misra, Scientist Grade-I | - | Member |
| iii. | Dr. Meena Kumari, Scientist Grade-II | - | Member |
| iv. | Dr. Richa Baranwal, Scientist Grade-III | - | Member |
| v. | Sh. P.K. Mohapatra, Administrative Officer(F) | - | Member |
| vi. | Sh. Manmeet Singh, Section Officer (P) | - | Member-Secretary |

2. Indenting officials shall participate & assist the above committee for quick disposal.

3. Dr. Gauri Misra, Scientist Grade-I will be the Chairperson in the absence of Dr. Rekha Saxena, Scientist G, NICPR, NOIDA.

4. The above order will come in force with immediate effect.

WZ
25.02.25

(W.Z. Quazi)

Deputy Director (Admn.)

To

All Members (By name)

Copy to:-

1. PS to Director, NIB
2. Deputy Director (Quality Control)
3. All Heads of Laboratories/ Administration/ Finance/ Procurement/ Engineering/ Training Units/ QMU/ SRRDU/ Animal Facility/ IT/HvPI
4. Office Order File.



NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P.)

Date: 25.02.2025

OFFICE ORDER | 90/2024-25

Sub.: Constitution of Project Coordination Committee-reg.

In order to ensure effective planning, execution, and monitoring of civil work, including repair and renovation of the Hostel as well as the construction of the L-shaped building, a Project Coordination Committee (PCC) is hereby constituted. The Composition of the Committee will be as follows:

S. No.	Name of the Officer & Designation	Role
1.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Chairman
2.	Sh. P.K. Mohapatra, AO (F)	Member
3.	Sh. Mukesh Kumar, AE (E)	Member
4.	Procurement i/c	Member
5.	Sh. Manmeet Singh Bhatia, SO (P)	Member Secretary

2. The concerned Lab/Division Head will act as the co-opted member of this Committee.
3. Terms of Reference (ToR) of the Committee:
 - i. Ensure that civil work, repair, and construction activities adhere to approved designs, quality standards, and regulatory guidelines. The Committee will conduct regular reviews of project progress, identifying and addressing any bottlenecks to facilitate timely completion.
 - ii. The Committee will oversee the procurement requirements, tender processes for materials, contractor selection and ensure fair and transparent selection of contractors / vendors.
 - iii. In the event of grievances or disputes arising during project execution, the Committee will address these issues promptly and effectively.
 - iv. The Committee will ensure that all activities comply with statutory and environmental regulations, maintaining the highest standards of safety and sustainability.
 - v. Submit periodic reports to the competent authority regarding the project's status and key developments.
4. This order comes into immediate effect and shall remain in force until further orders.
5. This issues with the approval of the Competent Authority.

W.Z. Quazi
25.02.25

(W.Z. Quazi)

Deputy Director (Admn.)

To,

All Members (as per list)

Copy to:

1. PS to Director (for information)
2. Deputy Director (QC)
3. Office Order File



A-2.0/6/2024-Admin-NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 19.02.2025

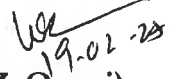
OFFICE ORDER-187/2024-25

Sub.: Constitution of a Committee to Reassess the Eligibility of Candidates for the Post of Assistant-II at NIB, Noida- Reg.

The Competent Authority has decided to constitute a committee to reassess the eligibility & non-eligibility of candidates who applied for the post of Assistant-II in response to advertisement number A-2.0/6/2024-Admin-NIB. The committee shall comprise of the following NIB officials:

- i. Ms. Gurminder Bindra, Scientist Grade-III
- ii. Dr. Ashwini Kumar Dubey, Scientist Grade-III

2. The Committee shall submit their inputs to the Competent Authority by **21.02.2025** positively.


(W.Z. Quazi)
Deputy Director (Admn.)

To,

- i. **Ms. Gurminder Bindra,**
Scientist Grade-III
- ii. **Dr. Ashwini Kumar Dubey,**
Scientist Grade-III

Copy to:

1. PS to Director (for information)
2. Administrative Officer (F)
3. Office Order File



A-2.0/6/2024-Admin-NIB

NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare, Government of India)

Noida (U.P)

Date: 18.02.2025

OFFICE ORDER-186 /2024-25

Sub.: Constitution of a Committee to Reassess the Eligibility of Candidates for the Post of Scientist Grade-II at NIB, Noida- Reg.

The Competent Authority has decided to constitute a committee to reassess the eligibility & non-eligibility of candidates who applied for the post of Scientist Grade-II in response to advertisement number A-2.0/6/2024-Admin-NIB. The committee shall comprise of the following NIB officials:

- i. Dr. Gauri Misra, Scientist Grade-I
- ii. Sh. Md. Naseem Khan, Consultant (Admn.)
- iii. Sh. U.N. Sharma, Section Officer (Admn.)

2. The Committee shall submit their inputs to the Competent Authority by 20.02.2025 positively.

WZ
18.02.25
(W.Z. Quazi)

Deputy Director (Admn.)

To,

- i. Dr. Gauri Misra,
Scientist Grade-I
- ii. Sh. Md. Naseem Khan,
Consultant (Admn.)
- iii. Sh. U.N. Sharma,
Section Officer (Admn.)

Copy to:

1. PS to Director (for information)
2. Administrative Officer (F)
3. Office Order File



Q-1.0/646/2024-Proc.-NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

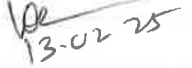
Date: 13.02.2025

OFFICE ORDER-183/2024-25

Sub: Constitution of Committee to Verify Conditions of Custom Bid-Reg.

With the approval of the Competent Authority, a committee is constituted to verify conditions of the custom bid in draft in order to publish the same in GeM Portal with the following composition: -

S. No.	Name of the Officer & Designation	Role
1.	Sh. P.K Mohapatra, Administrative Officer (F)	Chairperson
2.	User Scientist	Member
3.	Dr. Manoj Kumar, Scientist-III	Member Secretary


(W.Z. Quazi)
Deputy Director (Admn.)

To,
The All the Members (as per list)

Copy to:

1. PS to Director (for information)
2. Office Order File



Q-1.0/353/2024-Proc.-NIB-Part(1)/
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 10.02.2025

OFFICE ORDER: 180 /2024-25

Sub: Constitution of Committee for Reviewing Technical Specifications of various Laboratory Equipment -Reg.

In supersession of this Institute's previous office order of even number on the subject cited above, approval of the Competent Authority is hereby conveyed for reconstitution of committee for finalization technical specification of various Laboratory Equipment with the following composition: -

1.	Dr. Joy Chakma, Scientist 'F', ICMR	Chairman
2.	Dr. Charu Mehra Kamal, Scientist Grade-I	Member
3.	Sh. W.Z. Quazi, Deputy Director (Admn.),	Member
4.	Dr. Swati Allen, Scientist 'C', ICMR	Member
5.	Sh. P. K. Mohapatra, Administrative Officer (F)	Member
6.	Sh. Manmeet Singh, Section Officer (P)	Member Secretary

Terms of Reference (TORs):

- To review the quality, specifications, justification and proprietary or non-proprietary nature of indented equipment as per Lab indent.
- To examine the essential spare parts, computers, software, printers etc. required for such equipment
- Whenever there is a clarification or expert advice is required further before initiating tendering process.
- To recommend the nature of maintenance required for such equipment, i.e. whether CMC/AMC and also whether the same should be undertaken with the OEM and
- To recommend purchase of suitable indented equipment.

2. The TA/DA/Honorarium of the outside expert committee members will be borne by this Institute as per govt. rules.

W.Z. Quazi
10-02-25
(W.Z. Quazi)

Deputy Director (Admn.)

To,

All Members (as per list above)

Copy to:

1. PS to Director (for information)
2. Deputy Director (QC)
3. Administrative Officer (F)
4. Office Order File



Q-1.0/353/2024-Proc.-NIB-Part(1)/
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Govt. of India)
Noida (UP)

Date: 10.02.2025

OFFICE ORDER: 78/2024-25

Sub.: Re-constitution of the Committee to discuss various pre-contract issues with L1 firms with various equipment - reg.

In supersession of earlier orders, it has been decided by the Competent Authority of the Institute to re-constitute the committee comprising of the following Officers to discuss various pre-contract issues with L1 firms for various equipment: -

S.No.	Name with Designation	Committee Status
1.	Dr. Rekha Saxena, Scientist G, NICPR, NOIDA	Chairman
2.	Dr. Harish Chander, Deputy Director (QC), NIB	Member
3.	Sh. W.Z. Quazi, Deputy Director (Admn.)	Member
4.	Sh. P.K. Mohapatra, Administrative Officer (F), NIB	Member
5.	Concerned Laboratory Head	Member
6.	Sh. Manmeet Singh, Section Officer (P)	Member Secretary

2. Terms of Reference (ToR):

- The committee will discuss various pre-contract issues with L1 firms.
- Submit the detailed recommendations.

3. TA/DA & Honorarium to the outside expert(s) will be borne by this NIB as per Govt. rules.

4. This issues with the approval of Director, NIB.

WZQ
10.02-25

(W. Z. Quazi)
Deputy Director (Admn.)

To
All Members (By name)

Copy to: -

- PS to Director, NIB
- Office Order File.



National Institute of Biologicals
(Ministry of Health & F.W. Govt. of India)
Noida (UP)

F.NO.N.1-14/IBSC/NIB

Dated 07.02.2025

Office Order: 17/2024-25

Sub: Constitute of a Institutional Biosafety Committee (IBSC) of NIB (NIB-1078) as per issue OM by RCGM, DBT- Reg.

In reference of OM No. BT/IBKP/528/2021 dt. 25.10.21 issued by Dr. Nitin Kumar Jain, Scientist-F & Member Secretary, RCGM, DBT, New Delhi, the Competent Authority of the Institute has re-constitute the Institutional Bio-Safety Committee (IBSC) of NIB (NIB-1078) comprise of the following officers:-

S.N.	Name of the Officials	Committee Status
1.	Dr. Harish Chander, DDQC	Chairperson
2.	Dr. Krishna Mohan Atmakuri, Asstt. Prof., THSTI, Faridabad.	DBT Nominee
3.	Dr. Satyam Arora, Add.Professor, PGCIH, Noida.	Bio Safety Officer
4.	Dr. R. Suresh Kumar, Scientist-E, NICPR-ICMR, Noida.	Outside Expert
5.	Dr. Charu M. Kamal, Scientist Grade-I	Internal Expert
6.	Dr. Pankaj Kumar Sharma, Scientist Grade-III	Internal Expert
7.	Dr. Suresh Kumar Yadav, Scientist Grade-III (Vet.)	Internal Expert
8.	Dr. Subhash Chand, Scientist Grade-III	Internal Expert
9.	Dr. Jyoti Sharma , Scientist Grade-III	Member Secretary

2. The duties of the Safety Officer include the following:-
 - a) To keep updates of immunization records of Scientific & Technical personnel in the Laboratory area in coordination with Biomedical Waste Management Committee.
 - b) Systematic examination of all safety features as laid down in NIB Bio-safety in routine & R&D activities.
 - c) Any other duties as may be assigned by the Competent Authority from time to time.
3. The other Terms of Reference of the IBSC will be as per DBT guidelines.
4. This issues with the approval of Director, NIB.

WZ
07-02-25
(W.Z.Quazi)

Deputy Director (Admn.),

Copy to:-

1. PS to Director, NIB.
2. All Lab Head /QMU/ Administration/Finance/ Procurement/IT /Engineering/ HvPI
3. Notice Board
4. Office Order File.



NATIONAL INSTITUTE OF BIOLOGICALS
(MINISTRY OF HEALTH & FAMILY WELFARE)
NOIDA, U.P.-201309.

F.No. A-19.0/16/2024-Admin-NIB

Dated: 07.02.2025

OFFICE ORDER: 175/2024-25

Sub: Committee for convening of MACP - Reg.

The following officials of NIB have been completed/completing 10 years of regular services in their respective Scale of Pay/Pay Band/Pay Matrix Level.

S.No.	Name & Designation	Date of MACP
i.	Sh. P.C. Gupta, Assistant-I	17.10.2024
ii.	Shri Hari Prakash Vashisth, Electrician	17.04.2025
iii.	Shri Harendar Singh Chauhan, Staff Car Driver Gr.-II	11.01.2025
iv.	Sh. Narendar Kumar, Laboratory Assistant	31.12.2024

2. As per norms, MACP Committee within the Department has to be constituted for the purpose of Screening of all the officials who have completed 10 years of regular services in the existing grade / Scale of pay vide Govt. of India, DOPT OM No. 35034/2008-Estt (D) dated 19.05.2009. Para 4.

3. In view of the above, a committee has been constituted comprising of following officials:-

S.No.	Name & Designation	Role
I	Sh. W.Z.Quazi, DD(A)	Chairperson
II	Sh.P.K. Mohapatra, A.O.(F)	Member
III	Ms. Sudha V. Gopinath, Scientist Grade-II	Member
IV	Ms. Kanchan Ahuja, Scientist Grade-II	Member

4. This issue with the approval of Competent Authority.

(W.Z.Quazi)

Deputy Director (Admin)

Copy to:-

1. PS to Director, NIB,
2. Concerned officials by name,



National Institute of Biologicals
(Ministry of Health & Family Welfare, Govt. of India)
Noida U.P.

F.No. A.19-147/2022-NIB

Dated: 05.02.2025

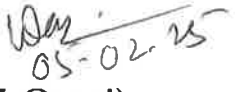
OFFICE ORDER-173/2024-25

Subject: Constitution of Committee for the examination of the complaint of Mr. Prem Kumar Prasad, Laboratory Technician, TAL, NIB-reg.

With the approval of the Competent Authority a committee is hereby constituted to examine the complaint of Mr. Prem Kumar Prasad, Laboratory Technician with the following composition: -

S. No.	Name of the Officer & Designation	Role
1.	Ms. Kanchan Ahuja, Scientist Gr.-II	Chairperson
2.	Ms. Shalini Tiwari, Scientist Gr.-III	Member
3.	Mr. U. N. Sharma, Section Officer	Member Secretary

2. The above committee submit their findings to Competent Authority.


05-02-25

(W.Z. Quazi)

Deputy Director (Admin)

To,

All the Members (as per list)

Copy to:

1. PS to Director
2. Deputy Director (QC)
3. Head TAL



Q-1.0/913/2024-Proc.-NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

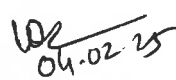
Date: 04.02.2025

OFFICE ORDER-171/2024-25

Sub: Constitution of Committee to Review Conditions of Custom Bid in Draft Mode for Sanitary Items in GeM Portal-Reg.

With the approval of the Competent Authority, a committee is constituted to draft the custom bid conditions and float custom bid for Sanitary Items in order to publish the same in GeM Portal with the following composition: -

S. No.	Name of the Officer & Designation	Role
1.	W.Z. Quazi, Deputy Director (Admn.)	Chairperson
2.	Dr. Manoj Kumar, Scientist-III & In-charge Procurement Division	Member
3.	Sh. Mukesh Kumar, Assistant Engineer	Member Secretary


(W.Z. Quazi)
Deputy Director (Admn.)

To,
The All the Members (as per list)

Copy to:

1. PS to Director (for information)
2. Administrative Officer (F)
3. Notice Board
4. Office Order File



राष्ट्रीय जैविक संस्थान

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)

ए - 32, सेक्टर 62, इंस्टीट्यूशनल क्षेत्र, नोएडा, उत्तर प्रदेश - 201309

D-12.0/8/2024-IT-NIB

Date: 04.02.2025

OFFICE ORDER - 170/2024-25

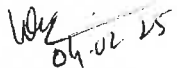
Subject: Meeting of committee members to review the technical evaluation of bids on GeM portal for IT Cell to manage servers for existing Laboratory Information Management System (LIMS) & replacement of old network switches, etc. – Reg.

In continuation of the revised office order 137/2024-25 dated 26.12.2024, the meeting of committee members to review the technical evaluation of bids on GeM portal for IT Cell to manage servers for existing Laboratory Information Management System (LIMS) & replacement of old network switches, etc. shall convene on 06.02.2025 from 11:00 AM onwards in Meeting Room, First Floor, Laboratory Building, NIB.

2. The necessary arrangements need to be provided during the said meeting by the following divisions of the institute:

S. No.	Services / Arrangements needed to be provided	Department
1.	For LED Display, Audio Visual of Meeting Room, First Floor, Laboratory Building and other IT related arrangements in Meeting Room, First Floor, Laboratory Building	IT Cell
2.	Electrical, AC and housekeeping arrangements in Meeting Room, First Floor, Laboratory Building	Engineering Dept.
3.	For Hospitality and Transportation in Meeting Room, First Floor, Laboratory Building	CGT Committee

3. The TA / DA / Honorarium of the outside Committee member(s) will be borne by NIB as per Govt. rules.


(W.Z. Quazi)
Deputy Director (Admn.)

Copy to:

1. PS to Director (for information)
2. All Committee Members
3. Head (IT), Head (Engineering) & Head (Finance)
4. Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 31.01.2025

OFFICE ORDER-169/2024-25

Sub: Constitution of Committee for the syllabus of written test for the advertised posts -Reg.

With the approval of the Competent Authority, a committee is constituted to prepare the syllabus for the written test for the said advertised post with the following composition: -

Scientist Gr. -II

S. No.	Name of the Officer & Designation	Role
1.	Dr. Gauri Mishra, Scientist Gr. -I	Member
2.	Sh. Nasim Khan, Admn. Consultant	Member

Junior Scientist

1.	Ms. Gurminder Bindra, Scientist Gr.-III	Member
2.	Sh. Nasim Khan, Admn. Consultant	Member

Assistant -II

1.	Sh. Nasim Khan, Admn. Consultant	Member
2.	Sh. R.K. Sharma, Consultant	Member

2. The above committee submit their report to Director, NIB.

WZ
31.01.25

(W.Z. Quazi)

Deputy Director (Admn.)

To,

The All the Members (as per list)

Copy to:

1. PS to Director (for information)
2. Administrative Officer (F)
3. Notice Board
4. Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 30.01.2025

OFFICE ORDER- 168/2024-25

Sub: Meeting of Committee Members to Review the Operations and Functioning of the Sterility Testing Laboratory in NIB, Noida - Reg.

In continuation of the previous order of even number dated 01.01.2025, the meeting of the Committee Members to Review the Operations and Functioning of the Sterility Testing Laboratory at NIB, Noida, shall convene on 31.01.2025 from 10:00 AM onwards in Conference Hall, Laboratory Building, NIB.

2. The necessary arrangements need to be provided during the said meeting by the following Divisions of the Institute:

S. No.	Services/arrangements need to be provided	Department
1.	For LED Display, Audio-visual of Conference Hall, Ground Floor, Laboratory Building and other IT related arrangements in Conference Hall, Laboratory Building	IT
2.	For Banners, Standees, Electrical, AC for Conference Hall, Ground Floor, Laboratory Building and Housekeeping arrangements in Conference Hall, Laboratory Building	Engineering
3.	For Hospitality, Transportation and Accommodation arrangements in Conference Hall, Laboratory Building	CGT Committee

(The Agenda of the Meeting is attached herewith for reference.)

3. The TA/DA/Honorarium of the outside Committee member(s) will be borne by NIB as per Govt. rules.

W.Z. Quazi
30.01.25

(W.Z. Quazi)

Deputy Director (Admn.)

Copy to:

1. PS to Director (for information)
2. Deputy Director (QC)
3. All Committee Members
4. All Heads: Administration/Finance/IT/Engineering
5. Office Order File



A.19-147/2022/NIB/
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 22.01.2025

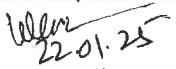
OFFICE ORDER 161/2024-25

Sub: Constitution of Need Based Assessment Committee -Reg.

In supersession of earlier Order on the above subject, the approval of the Competent Authority hereby accorded for the constitution of a Need Based Assessment Committee in NIB with the following composition: -

S. No.	Name of the Officer & Designation	Role
1.	Dr. Charu M Kamal, Scientist-I	Chairperson
2.	Dr. Akanksha Bisht, Scientist-I	Member
3.	Smt. Kanchan Ahuja, Scientist-II	Member
4.	Dr. Saurabh Sharma, Scientist-III	Member Secretary

2. The **TOR** of the Committee is as follows: -
- The committee shall rationalize the requirements of scientific equipment and accordingly submit their recommendations.


(W.Z. Quazi)
Deputy Director (Admn.)

To,

The All the Members (as per list)

Copy to:

1. PS to Director (for information)
2. Deputy Director (Quality Control)
3. All Heads:
Laboratories/QMU/HvPI/ Administration/ Finance/ Procurement/ IT
4. Office Order File

NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & F.W., Govt. of India)

A-32, Sector-62, Noida.

Dated : 08.01.2025

OFFICE ORDER: 157/2024-25

Subject : Constitution of a Committee for Assessment and rationalization of Manpower and Space Resources.

The competent authority has approved the constitution of a Committee to assess and rationalize the allocation of manpower and space resources within the Institute. This step aims to ensure efficient utilization and address future requirements effectively. The composition of the Committee is as follows:

- | | |
|---|--------------------|
| 1. Dr. Shikha Yadav, Scientist Grade-I | – Chairperson |
| 2. Dr. Gauri Misra, Scientist Grade-I | – Member |
| 3. Dr. Manoj Kumar, Scientist Grade-III | – Member |
| 4. Dr. Varun Singh, Scientist Grade-III | – Member-Secretary |

TOR of the Committee:

- i) The Committee will interact with the respective Laboratory Heads to collect detailed information about the number of personnel deployed in relation to the work assigned during the period January 2024 to December 2024. This data will serve as the basis for analyzing current manpower utilization against assigned workloads.
- 2) During these interactions, the Committee will also document the justification for any additional manpower or space requirements raised by the laboratory heads. This will include specific reasons for the requests and their alignment with institutional goals and priorities.
- 3) Based on the information gathered and its analysis, the Committee will prepare a comprehensive report with its findings and recommendations. This report should highlight key insights into manpower and space utilization, identify gaps or inefficiencies, and suggest actionable steps to address them.
- 4) The Committee is required to submit its report to the office of Director within one fortnight (14 days) from the date of its constitution.

WZ
08-01-25
(W.Z. Quazi)

Dy. Director (Admn)

To

All Members of the Committee (By Name)

- CC : 1) PS to Director – for information.
2) Dy. Director (Q.C.)
3) All Lab Heads
4) Notice Board.

राष्ट्रीय जैविक संस्थान

स्वास्थ्य एवं परिवार कल्याण मंत्रालय,
भारत सरकार
ए-32, सेक्टर-62, नोएडा-201309,
उत्तर प्रदेश, भारत



NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health & Family Welfare,
Government of India
A-32, Sector - 62, NOIDA - 201309
Uttar Pradesh, INDIA

Phone : 0120- 2593600 Fax : 0120- 2403014 E-mail : info@nib.gov.in Website : www.nib.gov.in

F. No.: A.19-147/2022-NIB

Dated: 09-01-2025

OFFICE ORDER: 156 /2024-2025

Sub: Re-Constitution of Expert committee on Diagnostics -Reg.

In supersession of all earlier orders, it has been decided by the competent authority to re-constitute a committee comprising of the following experts for strengthening the Quality Control testing by Diagnostics laboratories of NIB:

S.No.	Name of Expert	Designation	Status of the Committee
1.	Dr V.M. Katoch	Former Secretary, Department of Health Research and Director-General, ICMR, New Delhi	Chairman
2.	Dr Sanjay Mishra	Scientist-H & Advisor, DBT	Member
3.	Dr. R.M Pandey	Ex-HOD-Biostatistics-AIIMS, A. S. Paintal Distinguished Scientist Chair (Chairperson) ICMR	Member
4.	Dr Manoranjan Mahapatra	Professor and Head, Department of Haematology, All Indian Institute of Medical Sciences, New Delhi	Member
5.	Dr. Nivedita Gupta	Scientist G & Head Communicable Diseases Division, ICMR HQ.	Member
6.	Dr. Vanshree Singh	Joint Secretary, Indian Red Cross Society	Member
7.	Dr Varsha Potdar	Scientist E and Head Influenza Group, ICMR, Virology Pune	Member
8.	Mr Pramod Meshram	DDCI, IVD Division CDSCO, MoH&FW	Member
9.	Dr. Bhawna Rao	Dy. Director, National Aids Control Organization, New Delhi	Member
10.	Dr. Nivedita Jena	Institute of Life Sciences (ILS) NALCO Square, Bhubaneswar	Member
11	Concerned Lab Head	Scientist Grade-I, NIB, Noida	Member Secretary

2. TA/DA & Honorarium to the outside experts will be borne by this Institute as per the norms.

3. This issues with the approval of the Competent Authority.

WZ
09-1-25

(W.Z Quazi)

Deputy Director (Administration)

To,

All the members as per list

Copy to:

1. PS to Director, NIB
2. Dy. Director (QC)
3. Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare, Govt. of India)
Noida (UP)

F.N.A.19-147/2022-NIB

Date: 07.01.2025

OFFICE ORDER: 153 /2024-25

Sub.: Amendment to Office Order No. 143/2024-25 dated 26.12.2024- Reg.

In continuation of above-said office order declaring Ms. Y. Madhu, Scientist Grade-III as Head of Malaria Quality Control Laboratory of NIB, the said Laboratory is hereby officially renamed as Malaria Testing Laboratory (MTL) instead of Malaria Quality Control Laboratory.

2. This issues with the approval of Director, NIB.

W.Z. Quazi
07.01.25

(W.Z. Quazi)

Deputy Director (Admn.)

To

Ms. Y. Madhu
Scientist Grade-III & Head, MTL

Copy to: -

1. PS to Director, NIB
2. Deputy Director (Quality Control)
3. All Heads of Laboratories/ Administration/ Finance/ Procurement/ Engineering/
Training Units/ QMU/ SRRDU/ Animal Facility/ IT/HvPI
4. Office copy.
5. Notice Board



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare, Govt. of India)
Noida (UP)

F.N.A.19-147/2022-NIB

Date: 03.01.2025

OFFICE ORDER: 152 /2024-25

Sub.: Re-constitution of the Condemnation Committee of NIB- Reg.

In supersession of all the earlier orders, it has been decided by the Competent Authority to reconstitute the Condemnation Committee comprising of the following officials of NIB: -

S.No.	Name with Designation	Committee Status
1.	Dr. Harish Chander, Dy. Director (QC)	Chairperson
2.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Member
3.	Sh. P.K. Mohapatra, Administrative Officer (Finance)	Member
4.	Sh. Deepak Mahajan, Jr. Programme Officer	Member
5.	Sh. Mukesh Kumar, Assistant Engineer (Electrical)	Member
6.	Ms. Rashmi Srivastava, Scientist Grade-III	Member
7.	Sh. Manmeet Singh, Section Officer (P)	Member Secretary

2. Terms of Reference of the Committee: -

- The above committee will prepare a list of condemnation items specifically assets item lying in the Institute.
- The above committee will assess the life of asset items for condemnation.
- To finalize the depreciation value for asset items like Lab equipment, furniture & fixtures etc.

W.Z. Quazi
03.01.25

(W.Z. Quazi)

Deputy Director (Admn.)

To

All Members (By name)

Copy to: -

- PS to Director, NIB
- All Heads of Laboratories/ Administration/ Finance/ Procurement/ Engineering/ Training Units/ QMU/ SRRDU/ Animal Facility/ IT/HvPI
- Office copy.
- Notice Board



N/34/2024-TAL-NIB Part (4)

NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare, Government of India)
Noida, (U.P)

Date: 01.01.2025

OFFICE ORDER 151/2024-25

Subject: Constitution of a Committee to Review the Operations and Functioning of the Sterility Testing Laboratory- Reg.

With the approval of the Competent Authority a committee to review the operations and functioning of the Sterility Testing Laboratory and to recommend strategies to upgrade the facility for further improvement is constituted with the following composition:

S. No	Name of the Officer & Designation	Role
1.	Dr. Harish Chander, DD (QC), NIB	Chairperson
2.	Dr. Jyothi T. Bhat, Scientist- 'F' ICMR-National Institute of Traditional Medicine, Belagavi, Karnataka	Member
3.	Dr. Charu Mehra Kamal, Scientist-I, NIB	Member
4.	Mr. Neeraj Malik, Scientist-II & Head- Sterility, NIB	Member
5.	Ms. Shalini Tewari, Scientist-III, Head- QMU, NIB	Member
6.	Dr. Subhash Chand, Scientist-III, NIB	Member-Secretary

2. Terms of Reference (TORs):

- Operational Review:** To critically assess current sterility testing procedures, workflows, and compliance with ISO/IEC 17025:2017 standards.
- Gap Analysis:** To identify areas requiring improvement or enhancement in laboratory practices, equipment, or infrastructure.
- Resource Optimization:** To evaluate the utilization of resources within the laboratory and suggest measures for improved efficiency.
- Upgradation Proposals:** To propose specific upgrades to align the laboratory with emerging global standards and technologies in biological product testing.
- Report Submission:** To compile findings and actionable recommendations into a comprehensive report to be submitted to the Competent Authority.

3. This issues with the approval of the Competent Authority.

WZ
01.01.25

(W. Z. Quazi)
Deputy Director (Admn.)

To,

The All the Members (as per list)

Copy to

1. PS to Director (for information)
2. Administrative Officer (F)
3. Notice Board
4. Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare, Govt. of India)

Noida (UP)

F.N.A.19-147/2022-NIB

Date: 01.01.2025

OFFICE ORDER: 150 /2024-25

Sub.: Re-constitution of the Condemnation Committee of NIB- Reg.

In supersession of all the earlier orders, it has been decided by the Competent Authority to reconstitute the Condemnation Committee comprising of the following officials of NIB: -

S.No.	Name with Designation	Committee Status
1.	Dr. Harish Chander, Dy. Director (QC)	Chairperson
2.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Member
3.	Sh. P.K. Mohapatra, Administrative Officer (Finance)	Member
4.	Sh. Deepak Mahajan, Jr. Programme Officer	Member
5.	Sh. Mukesh Kumar, Assistant Engineer (Electrical)	Member
6.	Ms. Rashmi Srivastava, Scientist Grade-III	Member
7.	Sh. Amarjeet Singh, Junior Engineer (Mech.)	Member Secretary

2. Terms of Reference of the Committee: -

- The above committee will prepare a list of condemnation items specifically assets item lying in the Institute.
- The above committee will assess the life of asset items for condemnation.
- To finalize the depreciation value for asset items like Lab equipment, furniture & fixtures etc.

W.Z. Quazi
01.01.25

(W.Z. Quazi)

Deputy Director (Admn.)

To

All Members (By name)

Copy to: -

1. PS to Director, NIB
2. All Heads of Laboratories/ Administration/ Finance/ Procurement/ Engineering/ Training Units/ QMU/ SRRDU/ Animal Facility/ IT/HvPI
3. Office copy.
4. Notice Board



NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health and Family Welfare, Govt. of India
Noida

F. No.A-19-151/2023/NIB

Dated: 31-12-2024

OFFICE ORDER: 148/2024-2025

Sub: Constitution of a committee to examine the compiled details of consumption of materials, manpower, depreciation, admn. charges, etc. for internal review for Re-fixation of fee/charges for testing of Biologicals-reg.

It has been decided by the competent authority to constitute a committee consisting of the following on the above subject: -

S. No.	Name of the Officer & Designation	Status of Committee
1.	Dr. Harish Chander, Deputy Director (QC)	Chairman
2.	Dr. Shikha Yadav, Scientist Grade-I	Member
3.	Dr. Gauri Misra, Scientist Grade-I	Member
4.	Smt. Shalini Tewari, Scientist Grade-III	Member
5.	Sh. Jaipal Meena, Scientist Grade-III	Member- Secretary

2. Sh. Varun Pandey, Admin Assistant is designated as coordinator and he will assist the committee in collecting information from all the lab heads and providing the same to the committee.

3. **The Terms of Reference of the Committee are:-**

- to examine the compiled details of consumption of materials, manpower, depreciation, admn. Charges, etc. for internal review for Re-fixation of fee/charges for testing of Biologicals.
- committee will ensure timely execution of said work.

W.Z Quazi
31.12.24

(W.Z Quazi)

Deputy Director (Administration)

To,

1. All members as per list.

Distribution:

1. PS to Director, NIB
2. Deputy Director (QC)
3. Administrative Officer (F)
4. Notice Board
5. Office Order File



eFile No. A.2.0/6/2024-Admin-NIB

NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health and Family Welfare)

Noida, U.P.

Date: 26.12.2024

OFFICE ORDER: 145 /2024-25

Sub.: Constitution of Screening Committee to screen the applications of Scientific and Administrative post in NIB - Reg.

In supersession of all earlier orders, the Competent authority have constituted Screening Committee of following Officials / Scientists of Institute and outside experts to screen all the applications received various post, i.e., Scientist Grade - I, II, Junior Scientist and Assistant-II as under:

Screening Committee for Scientist Grade -I

S.No.	Name with Designation	Status of the committee
1.	Dr. Rekha Saxena, Scientist G, NICPR, NOIDA	Chairperson
2.	Dr. Harish Chander, Dy. Director (QC)	Member
3.	Sh. R.K. Sharma, Ex. Sr. AO ICMR	Member
4.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Member Secretary

Screening Committee for Scientist Grade -II

S.No.	Name with Designation	Status of the committee
1.	Dr. R.C. Dhiman, Former Scientist-G, ICMR-NIMR	Chairman
2.	Dr. Vanshree, Director, Blood Bank	Member
3.	Dr. Shikha Yadav, Scientist Gr- I (Vet.)	Member
4.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Member Secretary

Screening Committee for Junior Scientist

S.No.	Name with Designation	Status of the committee
1.	Dr. Sher Singh Kashoriya, Delhi Govt.	Chairman
2.	Dr. Neloo Mishra, Delhi Govt. Skill Dev. Lecturer University	Member
3.	Sh. Mohd. Nasim Khan, Consultant (Admn.) NIB	Member
4.	Dr. Pankaj Kumar Sharma, Scientist Grade-III	Member Secretary

Screening Committee for Assistant-II

S.No.	Name with Designation	Status of the committee
1.	Dr. Charu M. Kamal, Scientist Gr.-I, NIB	Chairperson
2.	Sh. Vijesh Kumar, AO, NICPR, NOIDA	Member
3.	Sh. Mohd. Nasim Khan, Consultant (Admn.) NIB	Member
4.	Sh. Varun Pandey, Administrative Assistant	Member Secretary

2. A copy of the advertisement indicating the eligibility criteria for the post is enclosed. The above-mentioned Committee is required to go through the eligibility criteria prescribed for the post and scrutinize/shortlist the application by evolving rational norms/criteria for shortlisting and submit a list of eligible candidates to be called for interview/written test. The Screening Committee shall, without fail, indicate, in writing, in their recommendation, the rational criteria/norms evolved by the Committee for shortlisting.

3. Therefore, this recruitment, being a special drive (Mission recruitment) should be accorded the priority it deserves. Keeping in view the urgency, the Committee is requested to give its recommendation by 10.01.2025 positively.

(W.Z. Quazi)

Deputy Director (Admn.)

To,
All the Committee Member

CC:
i) PS to Director NIB
ii) Office order file



eFile No. A.2.0/6/2024-Admin-NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health and Family Welfare)
Noida, U.P.

Date: 24.12.2024

OFFICE ORDER: 142 /2024-25

Sub.: Constitution of Screening Committee to screen the applications of Scientific and administrative post in NIB - Reg.

The Competent authority have constituted Screening Committee of following Officials / Scientists of Institute and outside experts to screen all the applications received various post, i.e., Scientist Grade - I, II, Junior Scientist and Assistant-II as under:

Screening Committee for Scientist Grade -I

S.No.	Name with Designation	Status of the committee
1.	Dr. Rekha Saxena, Scientist G, NICPR, NOIDA	Chairperson
2.	Dr. Harish Chander, Dy. Director (QC)	Member
3.	Sh. R.K. Sharma, Ex. Sr. AO ICMR	Member
4.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Member Secretary

Screening Committee for Scientist Grade -II

S.No.	Name with Designation	Status of the committee
1.	Dr. R.C. Dhiman, Former Scientist-G, ICMR-NIMR	Chairman
2.	Dr. Vanshree, Director, Blood Bank	Member
3.	Dr. Shikha Yadav, Scientist Gr- I (Vet.)	Member
4.	Sh. W.Z. Quazi, Dy. Director (Admn.)	Member Secretary

Screening Committee for Junior Scientist

S.No.	Name with Designation	Status of the committee
1.	Dr. Sher Singh Kashotiya, Delhi Govt.	Chairman
2.	Dr. Neloo Mishra, Delhi Govt. Skill Dev. Lecturer University	Member
3.	Sh. Mohd. Nasim Khan, Consultant (Admn.) NIB	Member Secretary

Screening Committee for Assistant-II

S.No.	Name with Designation	Status of the committee
1.	Dr. Charu M. Kamal, Scientist Gr.-I, NIB	Chairperson
2.	Sh. Vijesh Kumar, AO, NICPR, NOIDA	Member
3.	Sh. Mohd. Nasim Khan, Consultant (Admn.) NIB	Member Secretary

2. A copy of the advertisement indicating the eligibility criteria for the post is enclosed. The above-mentioned Committee is required to go through the eligibility criteria prescribed for the post and scrutinize/shortlist the application by evolving rational norms/criteria for shortlisting and submit a list of eligible candidates to be called for interview/written test. The Screening Committee shall, without fail, indicate, in writing, in their recommendation, the rational criteria/norms evolved by the Committee for shortlisting.

3. Therefore, this recruitment, being a special drive (Mission recruitment) should be accorded the priority it deserves. Keeping in view the urgency, the Committee is requested to give its recommendation by 10.01.2025 positively.

W.Z. Quazi
24.12.24
(W.Z. Quazi)

Deputy Director (Admn.)

To,
All the Committee Member

CC:

- PS to Director NIB
- Office order file



D-12.0/8/2024-IT-NIB/
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 21.01.2025

OFFICE ORDER 137/2024-25

Sub: Re-constitution of Committee for Technical Evaluation of Bids on GeM portal for IT Cell to manage servers for existing Laboratory Information Management System (LIMS) & replacement of old Network switches etc.-Reg.

In partial modification of this Institute's office order of even no. dated 01.08.2024 on the subject cited above, approval of the Competent Authority is hereby conveyed for the reconstitution of Committee for Technical Evaluation of Bids on GeM portal to manage servers of existing Laboratory Information Management System (LIMS) & replacement of old Network switches etc. for IT Cell, NIB is re-constituted with the following composition: -

1.	Dr. Manjeet Singh Chalga, Scientist-E, ICMR	Chairman
2.	Dr. Hemant Kumar Verma, Scientist-II & Head IT Cell	Member
3.	Sh. P.K. Mohapatra, Administrative Officer (F)	Member
4.	Sh. Manmeet Singh Bhatia, Section Officer (P)	Member
5.	Sh. Deepak Mahajan, JPO	Member Secretary

2. Terms of Reference:

- i. Sh. Deepak Mahajan, JPO shall download the bid documents received on GeM Portal and prepare a draft check-list of documents received from the bidders and scrutinise for technical evaluation.
- ii. In case, if, any document is not provided by the bidder, the same may be requested on GeM portal by the IT Cell.
- iii. The Committee members review the technical specification, bid terms & condition and check-list with documents provided by bidders for further technical evaluation and submit their recommendation with respect to the qualified bidders.

3. The TA/DA/Honorarium of the outside expert committee members will be borne by this Institute as per govt. rules.

W.Z. Quazi
21.01.25

(W.Z. Quazi)

Deputy Director (Admn.)

To,

The All the Members (as per list above)

Copy to:

1. PS to Director (for information)
2. Deputy Director (QC)
3. Administrative Officer (F)
4. Heads: Laboratories/Administration/Finance/Procurement/IT/SRRDU/
Training Unit/QMU/HvPI
5. Notice Board/e- Notice Board
6. Office Order File

NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

F.No. A.19-147/2022/NIB

Dated: 24-12-2024

OFFICE ORDER: 35/2024-2025

Sub: Constitution of a committee for legal advice for signing of MoU by this institute with other Institutes/Organizations on various projects and legal advice for Audit paras-reg.

It has been decided with the approval of the competent authority of this institute to constitute a following committee for giving legal advice as and when required by this institute for signing MoUs with various other institutes/organizations for various projects and also for legal advice on Audit paras.

S. No.	Name of the Officer & Designation	Status of Committee
1.	Shri Chintu Baisya, Consultant (Legal), ICMR	Chairman
2.	Dr. Gauri Misra, Scientist Grade-I, NIB	Member
3.	Shri W.Z. Quazi, Deputy Director (Admn.), NIB	Member
4.	Dr. Hemant Kumar Verma, Scientist Grade-II, NIB	Member
5.	Mohammad Nasim Khan, Consultant (Admn.)	Member
6.	Shri R.K Sharma, Ex-Sr. A.O, ICMR	Member
7.	Shri P.K Mohapatra, A.O (Finance)	Member

2. The Terms of Reference of the Committee are:

- a. for giving legal advice as and when required by this institute for signing MoUs with various institutes/organizations for various projects and also for legal advice on Audit paras.

W.Z Quazi
24-12-24

(W.Z Quazi)

Deputy Director (Administration)

To,

1. All members as per list.

Distribution:

1. PS to Director, NIB
2. Office Order File



D-12.0/8/2024-IT-NIB/
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 21.01.2025

OFFICE ORDER 137/2024-25

Sub: Re-constitution of Committee for Technical Evaluation of Bids on GeM portal for IT Cell to manage servers for existing Laboratory Information Management System (LIMS) & replacement of old Network switches etc.-Reg.

In partial modification of this Institute's office order of even no. dated 01.08.2024 on the subject cited above, approval of the Competent Authority is hereby conveyed for the reconstitution of Committee for Technical Evaluation of Bids on GeM portal to manage servers of existing Laboratory Information Management System (LIMS) & replacement of old Network switches etc. for IT Cell, NIB is re-constituted with the following composition: -

1.	Dr. Manjeet Singh Chalga, Scientist-E, ICMR	Chairman
2.	Dr. Hemant Kumar Verma, Scientist-II & Head IT Cell	Member
3.	Sh. P.K. Mohapatra, Administrative Officer (F)	Member
4.	Sh. Manmeet Singh Bhatia, Section Officer (P)	Member
5.	Sh. Deepak Mahajan, JPO	Member Secretary

2. Terms of Reference:

- i. Sh. Deepak Mahajan, JPO shall download the bid documents received on GeM Portal and prepare a draft check-list of documents received from the bidders and scrutinise for technical evaluation.
 - ii. In case, if, any document is not provided by the bidder, the same may be requested on GeM portal by the IT Cell.
 - iii. The Committee members review the technical specification, bid terms & condition and check-list with documents provided by bidders for further technical evaluation and submit their recommendation with respect to the qualified bidders.
3. The TA/DA/Honorarium of the outside expert committee members will be borne by this Institute as per govt. rules.

W.Z. Quazi
21.01.25

(W.Z. Quazi)

Deputy Director (Admn.)

To,

The All the Members (as per list above)

Copy to:

1. PS to Director (for information)
2. Deputy Director (QC)
3. Administrative Officer (F)
4. Heads: Laboratories/Administration/Finance/Procurement/IT/SRRDU/
Training Unit/QMU/HvPI
5. Notice Board/e- Notice Board
6. Office Order File



Phone : 0120 - 2593600; Fax : 0120 - 2403014; E-mail : info@nib.gov.in; Website : www.nib.gov.in

F. No.A.2-77/2024/NIB

Dated: 11-12-2024

OFFICE ORDER: 133/2024-2025

Sub: Constitution of a committee to examine and verify the OBC certificates of employees of this institutes as to whether their respective certificates are as per resolutions / notifications / OBC certificate format of Central Government of India-reg.

During the hearing held on 11.09.2024 & 24.09.2024 on varied issues in the National Commission for Backward Classes (NCBC), inter-alia, the issue of the OBC certificates of employees of this institutes was also discussed. In pursuance of discussion on the issue of OBC certificates in the NCBC, a committee consisting of the following members on the above subject is constituted: -

S. No.	Name of the Officer & Designation	Status of Committee
1.	Dr. Satpal Yadav, Scientist-E, ICMR	Chairman
2.	Shri Gopa Kumar, Sr. A.O, ICMR	Member
3.	Shri W.Z. Quazi, Deputy Director (Admn.), NIB	Member
4.	Dr Hemant Kumar Verma, Scientist Grade-II, NIB	Member- Secretary

2. The Terms of Reference of the Committee are:

- to examine and verify the OBC certificates of the employees of this institutes as to whether their respective OBC certificates furnished by them at the time of their respective appointments in this institute are as per resolutions/notifications /OBC certificate format of Central Government of India.
 - and to give it findings.
3. This issues with the approval of the Competent Authority.

W.Z Quazi
11.12.24

(W.Z Quazi)

Deputy Director (Administration)

To,

- All members as per list.

Distribution:

- PS to Director, NIB
- Office Order File

NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

F.No. A-19-147/2022/NIB

Date: 05.12.2024

OFFICE ORDER No.:/29/2024-25

Sub: Constitution of Committee to examine as per Govt. of India rules the case of resignation of Dr Apoorva Talwar, Junior Scientist, the case of Voluntary Retirement of Ms. Girija L.V., Lab Technician and the case of Ms. Vandana Tandasi, Jr. Scientist who has proceeded on leave to foreign country and requested further leave extension-reg.

It has been decided by the Competent Authority to constitute a Committee consisting of the following members: -

S. No.	Name of the Officer & Designation
1.	Shri W.Z. Quazi, Deputy Director (Admn.)
2.	Shri R.K Sharma, Ex Senior Accounts Officer, ICMR
3.	Mohd. Nasim Khan, Consultant (A)
4.	Shri Safal Chetri, Sr. Administrative Officer, ICMR

2. The Terms of Reference of the said Committee are:

- (a) to examine as per Govt. of India rules the case of resignation of Dr Apoorva Talwar, Junior Scientist, the case of Voluntary Retirement of Ms. Girija L.V., Lab Technician, and the case of Ms. Vandana Tandasi, Jr. Scientist who has proceeded on leave to foreign country and requested further leave extension,
- (b) and to give its proper suggestion in each case for further course of action.

W.Z. Quazi
05.12.24
(W.Z. Quazi)

Deputy Director (Admn.)

To,

(1) To all the Members (as per list)

Copy to:

1. PS to Director (for information)
2. Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health and Family Welfare, Govt. of India
Noida

F. No.A-19-151/2023/NIB

Dated: 22-11-2024

OFFICE ORDER: 121 /2024-2025

Sub: Re-Constitution of a committee for updating bye-laws of this institute with latest RRs -Reg.

In supersession of all earlier orders, it has been decided by the competent authority to re-constitute a committee for updating bye-laws of this institute with latest RRs consisting of the following:

S. No.	Name of the Officer & Designation	Status of the committee
1.	Dr. Rajni Kant Srivastava, Ex- Director, RMRC, ICMR	Chairman
2.	Dr. Gauri Misra, Scientist Grade-I	Member
3.	Shri R.K Sharma, Ex. Senior Accounts Officer, ICMR	Member
4.	Shri W.Z. Quazi, Deputy Director (Admn.)	Member
5.	Shri P.K. Mohapatra, Administrative Officer (F)	Member

2. The Terms of Reference of the Committee:

- a. To thoroughly examine / review the existing bye-laws of this institute with latest RRs and update the same.

3. This issues with the approval of the Competent Authority.

W.Z. Quazi
22.11.24
(W.Z Quazi)

Deputy Director (Administration)

To,

1. Dr. Rajni Kant Srivastava, Ex- Director, RMRC, ICMR
2. Dr. Gauri Misra, Scientist Grade-I
3. Shri R.K Sharma, Ex Senior Accounts Officer, ICMR
4. Sh. W.Z. Quazi, Deputy Director (Admin.)
5. Shri P.K. Mohapatra, AO(F)

Distribution:

1. PS to Director, NIB
2. Office Order File

A-19.0/20/2024-Admin-NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 20.11.2024

OFFICE ORDER No.: 117 /2024-25

Sub: Re-constitution of Committee to formulate the Policy and Recruitment Rules for Scientists at NIB for implementation of Modified Flexible Complementing Scheme (MFCS) -Reg.

The Committee to formulate the Policy and Recruitment Rules under MFCS for Scientists at NIB has been re-constituted with the approval of the Ministry of Health & Family Welfare with the following composition: -

S. No.	Name of the Officer & Designation	Role
1.	Dr. Alka Sharma, Scientist-'H'/Senior Advisor, Department of Biotechnology, Ministry of Science & Technology, Govt. of India	Chairperson
2.	Dr. Neelima Mishra, Director, NIB	Member
3.	Dr. R. Lakshminarayan, DDG (Admn.), ICMR	Member
4.	Dr. A. Visala, JDC(I), CDSCO	Member
5.	Sh. W.Z. Quazi, Dy. Director (Admn.), NIB	Member

2. The Terms of Reference of the said Committee are:

- (a) to formulate the Policy and Recruitment Rules for Scientists at NIB for implementation of MFCS as per the recommendation of the Department of Science & Technology Committee (DST) and Department of Personnel & Training (DoP&T) guidelines.

W.Z. Quazi
20.11.24
(W.Z. Quazi)

Deputy Director (Admn.)

To,

(1) The Chairperson, and All the Members (as per list)

Copy to:

1. PS to Director (for information)
2. Administrative Officer (F)
3. Notice Board
4. Office Order File



No.A.19-147/2022/NIB

National Institute of Biologicals,

(Ministry of Health & Family Welfare, Government of India)

Noida (U.P)

Dated: 19-11-2024

OFFICE ORDER: 116/2024-25

Sub.: Constitution of a Committee for Celebration of Institute's Foundation Day in 27th January, 2025 - Reg.

National Institute of Biologicals (NIB), Noida is celebrating foundation day of the Institute in 27th January, 2025.

In view of above, the Competent Authority has constituted a committee comprising of the following officials of the Institute for celebration of Institute's Foundation Day at NIB: -

S. No.	Name of the Officer & Designation	Status of the committee
1.	Dr. Shikha Yadav, Scientist Grade-I (Vet.)	Chairperson
2.	Dr. Hemant Kumar Verma, Scientist Grade-II	Member
3.	Ms. Sudha V. Gopinath, Scientist Grade-II	Member
4.	Sh. W.Z. Quazi, Deputy Director (Admn.)	Member
5.	Ms. P.K. Mohapatra, Administrative Officer	Member
6.	Sh. R.K. Arora, PS- Director	Member
7.	Ms. Shalini Tewari, Scientist Grade-III	Member Secretary

2. ToR of the Committee:

- The committee suggest the events, cultural activities to be organized for annual day function.
- To chalk out the detail program to be organized during the annual day function.
- To Finalize the list of dignitaries to be invited in consultation with the competent authority.
- To select mementoes for the dignitaries.
- Any other work assigned by the competent authority.
- Submit the financial proposal for the said work for the approval of the competent authority.

WZ
19.11.24

(W. Z. Quazi)

Deputy Director (Admn.)

To

All Members (By name)

Copy to:

- 1) PS to Director, NIB
- 2) Office Order File



National Institute of Biologicals,
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

No.A.19-147/2022/NIB

Dated: 18-11-2024

OFFICE ORDER:-115/2024-25

Sub.: Constitution of committee for establishing BSL-3 and ABSL-3-Reg.

In supersession of all office orders on subject matter, it has been decided to constitute a committee to examine the potential establishment of BSL-3 and ABSL-3 facilities at the Institute:

The composition of the committee is as under-

S. No.	Name and Designation	Status of the committee
1.	Dr. Harish Chander, Deputy Director (QC)	Chairman
2.	Dr. Shikha Yadav, Scientist Grade-I (Vet.)	Member
3.	Ms. Kanchan Ahuja, Scientist Grade-II	Member
4.	Dr. Ratnesh Kumar Sharma, Scientist Grade-II	Member
5.	Dr Subhash Chand, Scientist Grade-III	Member Secretary

The terms of reference for the committee will be as under-

1. Conduct a thorough assessment of the scientific, logistical, and operational feasibility of establishing BSL-3 and ABSL-3 facilities at the Institute.
2. Identify the specific infrastructure, equipment, and facility design requirements necessary to develop BSL-3 and ABSL-3 laboratories.
3. Evaluate the financial implications, including capital investment, maintenance costs, and ongoing operational expenses
4. Explore alternative options for accessing BSL-3/ABSL-3 facilities, such as partnerships with institutions that have existing laboratories, to mitigate costs and resource constraints
5. Assess the potential benefits and drawbacks of collaborating with external BSL-3/ABSL-3 facilities, including the possibility of leveraging resources from the IGIB facility.
6. Review and outline the regulatory and compliance requirements necessary for establishing and operating BSL-3 and ABSL-3 laboratories.

This comes into force with immediate effect

This issues with the approval of the Director.

W. Z. Quazi
18.11.24

(W. Z. Quazi)

Deputy Director (Admin)

To All the members of the committee

Copy to:-

- (i) PS to Director- For information
- (ii) Notice Boards
- (iii) Office Order file.



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health and Family Welfare)

Noida, U.P.

No. A.19-147/2022/NIB

Date: 13.11.2024

OFFICE ORDER NO.: -11/2024-25

Sub.: Constitution of a committee to examine the feasibility of creating the technical cadre in this institute from the post of Laboratory Assistant to the post of Junior Scientist NIB – Reg.

It has been decided by the competent authority of this institute to constitute a committee consisting of the following: -

S. No	Name and Designation	Status of the Committee
1.	Dr. Shikha Yadav, Scientist Grade-I (Vet.)	Chairperson
2.	Dr. Sanjay Mendiratta, Scientist Grade-III	Member
3.	Dr. Paras Jain, Junior Scientist	Member
4.	Sh. Sukhen Majhi, Laboratory Technician	Member
5.	Ms. Sanchi Goel, Junior Scientist	Member Secretary

2. The Terms of Reference of the said Committee are:

- (a) to examine the feasibility of creating the technical cadre in this institute from the post of Laboratory Assistant to the post of Junior Scientist on the lines of similar other Scientific institutes or ICMR.
- (b) and to give its finding and recommendations.

Waz
13.11.24

(W.Z. Quazi)

Deputy Director (Admn.)

To,

1. Dr. Shikha Yadav, Scientist Grade-I (Vet.)
2. Dr. Sanjay Mendiratta, Scientist Grade-III
3. Dr. Paras Jain, Junior Scientist
4. Sh. Sukhen Majhi, Laboratory Technician
5. Ms. Sanchi Goel, Junior Scientist

Copy to:

- 1) PS to Director NIB
- 2) Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health and Family Welfare)

Noida, U.P.

No. A.19-147/2022/NIB

Date: 13.11.2024

OFFICE ORDER NO.: - 11/2024-25

Sub.: Constitution of a committee to review retirement age of Scientific Staff of NIB from 60 to 62-reg.

It has been decided by the competent authority of this institute to constitute a committee consisting of the following: -

S. No	Name and Designation	Status of the Committee
1.	Dr. Gauri Misra, Scientist Grade-I	Chairperson
2.	Sh. W.Z. Quazi, Deputy Director (Admn.)	Member
3.	Dr. Hemant Verma, Scientist Grade-II	Member
4.	Dr. Manoj Kumar, Scientist Grade-III	Member
5.	Mrs Shalini Tiwari, Scientist Grade-III	Member Secretary

2. The Terms of Reference of the said Committee are:

(a) to review the retirement age of Scientific Staffs of this institute from 60 to 62 in the light of DoP&T's O.M no 25012/8/98-Estt. (A) dated 30.05.1998

(b) and to give its finding and recommendations.

W.Z. Quazi
13.11.24

(W.Z. Quazi)

Deputy Director (Admn.)

To,

1. Dr. Gauri Misra, Scientist Grade-I
2. Sh. W.Z. Quazi, Deputy Director (Admn.)
3. Dr. Hemant Verma, Scientist Grade-II
4. Dr. Manoj Kumar, Scientist Grade-III
5. Mrs Shalini Tiwari, Scientist Grade-III

Copy to:

- 1) PS to Director NIB
- 2) Office Order File



National Institute of Biologicals,
(Ministry of Health & Family Welfare, Government of India)
Noida (U.P.)

No.A.19-147/2022/NIB

Dated: 13-11-2024

OFFICE ORDER:-110/2024-25

Sub.: Constitution of committee for establishing BSL-3 and ABSL-3-Reg.

In supersession of all office orders on subject matter, it has been decided to constitute a committee to examine the potential establishment of BSL-3 and ABSL-3 facilities at the Institute:

The composition of the committee is as under-

S. No.	Name and Designation	Status of the committee
1.	Dr. Harish Chander, Deputy Director (QC)	Chairman
2.	Dr. Shikha Yadav, Scientist Grade-I (Vet.)	Member
3.	Ms. Kanchan Ahuja, Scientist Grade-II	Member
4.	Dr. Ratnesh Kumar Sharma, Scientist Grade-II	Member Secretary

5. Dr. Subhash Chandra Saxena - 1st
The terms of reference for the committee will be as under-

1. Conduct a thorough assessment of the scientific, logistical, and operational feasibility of establishing BSL-3 and ABSL-3 facilities at the Institute.
2. Identify the specific infrastructure, equipment, and facility design requirements necessary to develop BSL-3 and ABSL-3 laboratories.
3. Evaluate the financial implications, including capital investment, maintenance costs, and ongoing operational expenses
4. Explore alternative options for accessing BSL-3/ABSL-3 facilities, such as partnerships with institutions that have existing laboratories, to mitigate costs and resource constraints
5. Assess the potential benefits and drawbacks of collaborating with external BSL-3/ABSL-3 facilities, including the possibility of leveraging resources from the IGIB facility.
6. Review and outline the regulatory and compliance requirements necessary for establishing and operating BSL-3 and ABSL-3 laboratories.

This comes into force with immediate effect

This issues with the approval of the Director.

WZQ
13.11.24
(W. Z. Quazi)

Deputy Director (Admin)

To All the members of the committee

Copy to:-

- (i) PS to Director- For information
- (ii) Notice Boards
- (iii) Office Order file.

NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & Family Welfare)
Government of India

F.No. A.19-147/2022/NIB

Dated : 06.11.2024

OFFICE ORDER No: 108/2024-25

Sub: Constitution of a Committee to manage and improve the overall functions of Canteen / Guest House & Hostel / Transport facilities of the institute.

In supersession of earlier office orders on the above subject matter, it has been decided to constitute a new Committee to manage and improve the overall functions of Canteen, Guest House & Hostel and Transport facilities of the Institute.

The committee will consist of the following: -

S. No	Name and Designation	Status
1.	Dr. Akanksha Bisht, Scientist Grade-I	Chairperson
2.	Ms. Sudha V. Gopinath, Scientist Grade-II and Head – Training	Member
3.	Shri P.K. Mohapatra, AO (F)	Member
4.	Shri Manmeet Singh, SO	Member
5.	Sh. R.K. Arora, Steno 'B'	Member-Secretary

2. Sh. Partho Mondal, Administrative Assistant will continue to assist the Committee in relation to works and functions of Guest House and Hostel and Shri Rajeev Kumar Srivastava, Lab Assistant will assist the committee for canteen facility.

3. The Committee will oversee and manage all the following activities and aspects of the Canteen, Guest House & Hostel and Transport facilities:

- a) hire agencies for the above facilities through tender.
- b) deploy the vehicles as per requirement and contract.
- c) ensure proper maintenance of hygienic conditions / sanitation in the canteen and use of fresh & good quality raw materials for cooking / serving guests / students
- d) check canteen menu from time to time.
- e) take actions on feedback or complaints for improvement in the facilities.
- f) ensure that participants of various training programmes / conferences / workshops or eminent Guests visiting Institute are provided comfortable stay and proper food.
- g) process the bills related to canteen and transport services.





NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health and Family Welfare)

Noida, U.P.

No. A.19-147/2022/NIB

Dated: 28.10.2024

OFFICE ORDER NO.: 106 /2024-25

Sub: Constitution of Standing Tender Assessment Committee

In supersession of all office orders on subject matter, it has been decided to constitute a Standing Committee to evaluate, examine, monitor and address any issue related to all the tenders for the procurement of goods/services floated by NIB Engineering Division having an estimated value of more than Rs. 5 Lakhs.

The composition of the committee is as under –

S. No	Name and Designation	Status of the Committee
1.	Dr. Shikha Yadav, Scientist Grade I	Chairperson
2.	Ms. Kanchan Ahuja, Scientist Grade II and Head – Engineering	Member
3.	Shri W. Z. Quazi, DDA	Member
4.	Shri Mukesh Kumar, AE (E)	Member
5.	Shri P. K. Mohapatra, AO (F)	Member
6.	Dr. Manoj Kumar, Scientist Grade III and I/C Procurement	Member
7.	Shri Manmeet Singh, SO (P)	Member Secretary

For the tenders related to Engineer Division, the concerned Junior Engineer will assist the committee.

The terms of reference for the committee will be as under –

1. The committee will examine the tender documents along with standard terms and conditions to be floated with the tender.
2. The concerned Division will open the technical bids of the firms participated in the tender. The Division will prepare a Technical Evaluation Sheet of each firm.
3. The Indenter will review the Technical Evaluation Sheet and recommend each firm as "suitable" or "non-suitable".
4. The committee will address any complaints received regarding a tender and provide appropriate recommendations.

This comes into force with immediate effect

These issues with the approval of the Director.

W. Z. Quazi
28.10.24

(W. Z. Quazi)

Deputy Director (Admin)

To - All the members of the committee

Copy to:-

- (i) PS to Director - For information
- (ii) Notice Boards
- (iii) Office Order file.



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health and Family Welfare)

Noida, U.P.

No. A.19-147/2022/NIB

Date: 13-11-2024

OFFICE ORDER NO.: 105/2024-25

Sub.: **Constitution of Director Advisory Committee of NIB – Reg.**

It has been decided by the competent authority to constitute a Director Advisory Committee to offer strategic advice, guidance, and expertise to the Director of NIB. The committee's primary role is to support the Institute in achieving its objectives by enhancing decision-making processes, providing recommendations and ensuring the implementation of good governance practices.

The composition of the Committee will be as follows:

Sr. No.	Name and Designation	Status of the Committee
1.	Dr. Harish Chander, Dy. Director (Q.C.)	Chairperson
2.	Dr. Gauri Misra, Scientist Grade-I	Member
3.	Ms. Kanchan Ahuja, Scientist Grade-II & Head - Engineering	Member
4.	Sh. P K Mohapatra, Administrative Officer (Finance)	Member
5.	Dr. Manoj Kumar, Scientist Grade-III	Member- Secretary

The Terms of reference of the Committee will be as under:

- 1) The Committee will offer independent and expert advice on key issues affecting the Institute.
- 2) The Committee will advise Director in the development and evaluation of strategic plans and policies.
- 3) The Committee will provide recommendations on institute's growth, risk management, and operational efficiency.
- 4) The Committee will ensure that the Institute adheres to best practices in governance, ethics, and sustainability.
- 5) The Committee will advise Director to address, investigate, and resolve grievances raised by employees of the Institute and other stakeholders.

All committee members will maintain confidentiality regarding discussions, documents, and recommendations. The Committee will meet as per the requirement and as directed by the Director. The Committee will submit its recommendations to the Director in a time bound manner.

This issues with the approval of Director.

Waz
13.11.24
(W. Z. Quazi)

Dy. Director (Admn.)

To

All members of the Committee.

- CC :
- 1) PS to Director – for information
 - 2) Notice Board
 - 3) Office Order file.



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare, Government of India)
Noida (U.P)

Date: 28.10.2024

OFFICE ORDER 104/2024-25

Sub: Constitution of Negotiation Committee for procurement of laboratory chemicals, reagents, and consumables etc. for Laboratory, NIB - Reg.

Approval of the Competent Authority is hereby accorded for Constitution of Negotiation Committee for procurement of laboratory chemicals, reagents, and consumables etc. for Laboratory, NIB with the following composition: -

1.	Dr. Harish Chander, Deputy Director (QC)	Chariman
2.	Head of Concerned Laboratory	Member
3.	Sh. P.K. Mohapatra, Administrative Officer (F)	Member
4.	Sh. Manmeet Singh, SO (P)	Member Secretary

2. This issues with approval of the Competent Authority.

W.Z. Quazi
28.10.24

(W.Z. Quazi)

Deputy Director (Admn.)

To,

The All the Members (as per list)

Copy to:

1. PS to Director (for information)
2. Administrative Officer (F)
3. Office Order file



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health and Family Welfare)

Noida, U.P.

No. A.19-147/2022/NIB

Dated: 22.10.2024

OFFICE ORDER NO.:103 /2024-25

Sub: Constitution of Standing Tender Assessment Committee- Reg.

In supersession of all office orders on subject matter, it has been decided to constitute a Standing Committee to evaluate, examine, monitor and address any issue related to all the tenders for the procurement of goods/services floated by NIB having an estimated value of more than Rs. 5 Lakhs.

The composition of the committee is as under –

S. No	Name and Designation	Status of the Committee
1.	Dr. Shikha Yadav, Scientist Gr.-I (Vet.)	Chairperson
2.	Ms. Kanchan Ahuja, Scientist Gr.-II and Head Engineering	Member
3.	Shri W. Z. Quazi, Dy. Director (A)	Member
4.	Shri Mukesh Kumar, Assistant Engineer (E)	Member
5.	Shri P.K. Mohapatra, Administrative Officer (F)	Member
6.	Dr. Manoj Kumar, Scientist Gr.-III and I/C Procurement	Member
7.	Shri Manmeet Singh, Section Officer (P)	Member - Secretary

For the tenders related to Engineer Division, the concerned Junior Engineer will assist the committee.

The terms of reference for the committee will be as under –

1. The committee will examine the tender documents along with standard terms and conditions to be floated with the tender.
2. The concerned Division will open the technical bids of the firms participated in the tender. The Division will prepare a draft Technical Evaluation Sheet of each firm and present it to the committee.
3. The committee will review the draft Technical Evaluation Sheet and recommend each firm as "suitable" or "non-suitable".
4. The committee will participate in discussion to review higher quoted rates with the lowest bidder.
5. The committee will address any complaints received regarding a tender and provide appropriate recommendations.
6. This comes into force with immediate effect

These issues with the approval of the Director.

W. Z. Quazi
22.10.24
(W. Z. Quazi)

Deputy Director (Admin)

To - All the members of the committee

Copy to:-

- 1) PS to Director- For information
- 2) Notice Boards
- 3) Office Order file.



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

Date: 18-10-2024

OFFICE ORDER NO.- 101 /2024-25

Sub.: Formation of Capacity Building Unit (CBU) committee for Karmayogi Bharat-Reg.

As per the Office Memorandum No. A.11033/31/2023-Trg. Dated 14.08.2024 issued by Training Division, MoHFW, the competent authority has constituted a committee comprising of the following officials of the Institute to create a Capacity Building Unit (CBU) in this Institute: -

i.	Dr. Harish Chander, Deputy Director (QC)	-	Chairperson
ii.	Dr. Charu M. Kamal, Scientist Grade-I	-	Member
iii.	Sh. W.Z. Quazi, Deputy Director (Admn.)	-	Member
iv.	Ms. Sudha V. Gopinath, Scientist Grade-II	-	Member
v.	Ms. Rashmi Srivastava, Scientist Grade-III	-	Member
vi.	Sh. P.K. Mohapatra, Administrative Officer(F)	-	Member
vii.	Sh. U.N. Sharma, Section Officer (Admn.)	-	Member-Secretary

2. ToR of the Capacity Building Unit (CBU):
 - a. To adhere the guidelines of Mission Karmayogi Bharat.
 - b. To develop the Annual Capacity Building Plan for the staff of this Institute.
 - c. To impart the trainings programmes periodically to the staff of this Institute.
3. The committee will conduct necessary CBU programs as per Mission Karmayogi guidelines and take the necessary administrative and financial approval, if requires.

W.Z. Quazi
18.10.24

(W.Z. Quazi)
Deputy Director (Admn.)

To,
All the committee members

Copy to: -

1. PS to Director, NIB.
2. Office Order file.



No. A.19-147/2022/NIB

NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health and Family Welfare)

Noida, U.P.

Date: 18-10-2024

OFFICE ORDER NO.- 100 /2024-25

Sub.: Training and felicitation of Sanitary Workers during Swacchta Hi Sewa Campaign and Karmayogi Saptah- National Learning Week from 19-10-2024 to 25-10-2024 and Special Campaign 4.0- Reg.

In light of ongoing Special Campaign 4.0 - Swachhta Hi Sewa Campaign from 02.10.2024 to 31.10.2024 and Karmyaogi Saptah-National Learning Week from 19.10.2024 to 25.10.2024, this institute participating actively in both activities.

2. In this context, it has been decided by the competent authority that the committee constituted during the Special campaign 3.0 vide Office Order No. 78/2023-24 dated 13.09.2023 will also look after the above activities.

W.Z Quazi
18.10.24

(W.Z Quazi)

Deputy Director (Administration)

Encl.: OM No. A-11033/31/2023-Trg. dated 16-10-2024 issued by Training Division, MoHFW

To,

All the committee members

Copy to: -

3. PS to Director, NIB.
4. Office Order file.



NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health and Family Welfare, Govt. of India

Noida

F. No.A-19-151/2023/NIB

Dated: 03-10-2024

OFFICE ORDER 93/2024-2025

Sub: Constitution of a committee consisting of outside experts to examine whether Master in Pharma or Doctorate in Pharma is essentially matching with the prescribed essential qualifications for the post of Jr. Scientist as per Recruitment Rules of this institute and to give its findings in the matter -Reg.

It has been decided by the Competent Authority of this institute to constitute a committee consisting of the following on the above subject:

S. No.	Name of the Officer & Designation	Status of the committee
1.	Prof. Y.K. Gupta, Chairman, AIIMS, Jammu	Chairman
2.	Dr Jatinder Katyal, Prof & Head Pharmacology, AIIMS, New Delhi	Member
3.	Dr. Gauri Misra, Scientist Grade-I, NIB	Member
4.	Shri K.K Gupta, Ex Under Secretary, MoH&FW	Member

2. The Terms of Reference of the said Committee are:

- a. to examine whether Master in Pharma or Doctorate in Pharma is essentially matching with the prescribed essential qualifications for the post of Jr. Scientist as per Recruitment Rules of this institute as reproduced below:

"Master in Microbiology / Clinical Microbiology / Biotechnology/ Bioinformatics / Biochemistry / Bacteriology / Pharmacology / Serology / Molecular Biology/ Physiology from any recognized university with at least 60% marks".

- b. and after examination give its findings.

WZ
03.10.24
(W.Z Quazi)

Deputy Director (Administration)

To,

1. Prof. Y.K. Gupta, Chairman, AIIMS, Jammu
2. Dr Jatinder Katyal, Prof & Head Pharmacology, AIIMS, New Delhi
3. Dr. Gauri Misra, Scientist Grade-I, NIB
4. Shri K.K Gupta, Ex Under Secretary, MoH&FW

Distribution:

1. PS to Director, NIB
2. Office Order File



No. A.19-150/2023/NIB
NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health and Family Welfare)
Noida, U.P.

Date: 19-08-2024

OFFICE ORDER NO.- 81/2024-25

Sub.: Constitution of Committee to review the representation of outsourced contractual employees for enhancement of the monthly remuneration - Reg.

Competent Authority has constituted a committee comprising of the following officials of the Institute to review the representations submitted by the contractual employees deployed through outsourced agency to enhance their monthly remuneration:

1. Dr. Gauri Misra, Scientist Grade-I
 2. Ms. Sudha V. Gopinath, Scientist Grade-II
 3. Sh. P.K. Mohapatra, Administrative Officer (F)
2. ToR of the Committee:
- (i) The committee examine the representation for enhancement of monthly remuneration in light of approval granted by Ministry for hiring of contractual employees at NIB.
 - (ii) The committee submit their report with recommendations for further necessary action.

W.Z Quazi
19.08.24
(W.Z Quazi)

Deputy Director (Administration)

To,
All concerned officials as above (by Name)

Copy to: -

1. PS to Director, NIB.
2. Office Order file.



National Institute of Biologicals

(Ministry of Health & F.W. Govt. of India)

Noida (UP)

F.No.A. 19-102/2016/NIB

Dated 07.08.2024

Office Order-75 /2023-24

Sub: Tender Opening and scrutiny Committee for all Engineering Works/Services-Reg.

In supersession of all earlier orders, it has been decided by the Competent Authority to reconstitute the Tender opening and scrutiny Committee for all Engineering Works/Services in NIB as under:-

S.No.	Name of Official with designation	In-Committee
1.	Assistant Engineer (Concern)	Chairman
2.	Administrative Officer (Finance)	Member
3.	Section Officer (Procurement)	Member
4.	Section Officer (Admn.)	Member
5.	Junior Engineer (Concern)	Member

The concern Junior Engineer will assist the Committee and also prepare the checklist the Technical evaluation of the tender for further scrutiny/recommendation by the above Committee.

W.Z. Quazi
07.8.24
(W.Z Quazi)

Dy. Director (Admn.)

Copy to:-

1. PS to Director, NIB.
2. All Assistant Engineer/Jr. Engineer
3. Finance Division
4. Procurement Division.
5. Notice Board.
6. Office Order file.



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

Date: 01-08-2024

OFFICE ORDER: - 74/2024-25

In supersession of all earlier orders, it has been decided by the Competent Authority to reconstitute the purchase committee of the Institute comprising of the following Officers of the Institute: -

- | | |
|---|--------------------|
| i. Dr. Gauri Misra, Scientist Grade-I | - Chairperson |
| ii. Dr. Meena Kumari, Scientist Grade-II | - Member |
| iii. Dr. Richa Baranwal, Scientist Grade-III | - Member |
| iv. Sh. P.K. Mohapatra, Administrative Officer(F) | - Member |
| v. Sh. Manmeet Singh, Section Officer (P) | - Member-Secretary |

2. Indenting officials shall participate & assist the above committee for quick disposal.

3. Dr. Meena Kumari, Scientist Grade-II will be the Chairperson in the absence of Dr. Gauri Misra, Scientist Grade-I.

4. The above order will come in force with immediate effect.

W.Z. Quazi
01.8.24
(W.Z. Quazi)

Deputy Director (Admn.)

To

All Members (By name)

Copy to:-

1. PS to Director, NIB
2. Deputy Director (Quality Control)
3. All Heads of Laboratories/ Administration/ Finance/ Procurement/ Engineering/ Training Units/ QMU/ SRRDU/ Animal Facility/ IT/HvPI
4. Office Order File.



फ.स.-ए.6-37/2014- एन.आई.बी

राष्ट्रीय जैविक संस्थान

National Institute of Biologicals

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, नोएडा उ.प्र.

Ministry of Health and Family Welfare, Noida U.P.

Date: 01/08/2024

OFFICE ORDER: 73 /2024-25

In supersession of earlier orders issued regarding Pay Protection granted on account of Direct Recruitment to the post of Scientist Gr-III in the Pay Matrix Level-10 (Rs.56100-177500) w.e.f. 07.03.2022 vide O.O.-20/2022-23 dated 25.10.2022, the pay of Dr. Varun Singh, Scientist Gr-III is refixed as follows:

S.No.	Particulars	Amount (In Rs.)
1.	Pay drawn as Junior Scientist in the Pay Matrix Level-7 (Rs.44900-142400) as on 06.03.2022	55200 (Cell 08)
2.	Pay fixed on Direct Recruitment to the post of Scientist Gr-III in the Pay Matrix Level-10 (Rs.56100-177500) w.e.f. 07.03.2022.	
3.	Pay fixed in Pay Matrix Level-7 w.e.f. 07.03.2022 to 30.06.2022 In terms of Para 3(B) of OM No. 12/2/2017-Estt.(Pay-I) dated 05.08.2020	55200 (Cell 08)
4.	Regular Increment in the Pay Matrix Level-7 w.e.f. 01.07.2022 to 06.03.2023	56900 (Cell 09)
5.	Probation period w.e.f. 07.03.2022 till 06.03.2023	
6.	Notional Increment in the Pay Matrix Level-7	58600 (Cell 10)
7.	Pay fixed on successful completion of probation and on confirmation to the post of Scientist Gr-III in the Pay Matrix Level-10 (Rs.56100-177500) w.e.f. 07.03.2023	59500 (Cell 02)
8.	Date of next Increment i.e. 01.01.2024	61300 (Cell 03)
9.	Date of next Increment i.e. 01.01.2025	63100 (Cell 04)

2. Dr. Varun Singh, Scientist Gr-III may be paid as the above fixation.

W.Z. Quazi
01.8.24

(W.Z. Quazi)

Deputy Director (Admin.)

Enclosure: Order 20/2022-23 dated 25/10/2022

Copy to:

1. Administrative Officer (Finance) - for necessary action.
2. Dr. Varun Singh, Scientist Gr-III
3. Personal file/ Service Book of Concerned Scientist
4. Office Order file



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & F.W.)

NOIDA – UP

No. D-12.0/8/2024-IT-NIB

Date: 01.08.2024

OFFICE ORDER:72/2024-25

Subject: Constitution of a Committee for Technical Evaluation of Bids received on GeM Portal for Server for IT Cell to manage existing Laboratory Information Management System (LIMS) Applications and replacement of old Network Switches etc.– Reg.

Competent Authority has constituted a Committee comprising of the following officials of the Institute and an outside expert for evaluation of Technical Bids received on GeM Portal and further recommendation of qualified bidders for opening of Price-Bids:

S.No.	Name of the Officer & Designation	Status of the Committee
1.	Dr. Hemant Kumar Verma, Scientist-II & Head, IT & CCTV Cell	Chairman
2.	Sh. Sanjeev, Section Officer (F)	Member
3.	Sh. Manmeet Singh Bhatia, Section Officer (P)	Member
4.	Sh. Sumit Kumar Saxena, Manager (IT), HLL-HITES	Member
5.	Sh. Deepak Mahajan, J.P.O.	Member Secretary

Terms of Reference:

1. Sh. Deepak Mahajan shall download the bid documents received on GeM Portal and prepare a draft check-list of documents received from the bidders and scrutinise for technical evaluation.
2. In case, if, any document is not provided by the bidder, the same may be requested on GeM Portal by the IT Cell.
3. The Committee members review the technical specification, bid terms & condition and check-list with documents provided by bidders for further technical evaluation and submit their recommendation with respect to the qualified bidders.
4. TA/DA & Honorarium of outside expert Committee members will be borne by the Institute as per rules.
5. This issue with the approval of Director, NIB.

W.Z. Quazi
01.8.24
(W.Z. Quazi)

Deputy Director (Admin)

To,

All the Members (As per list above)

Copy to:

1. PS to Director (for information)
2. Dy. Director (QC)
3. All the Lab Heads / QMU / Administration / Finance / Procurement / Engineering / IT / Training / HvPI.
4. Notice Board
5. Office Order File.



Date: 01-08-2024

OFFICE ORDER 68/2024-25**Sub: Constitution of Anti-Ragging Committee at National Institute of Biologicals, Noida- Reg.**

Approval of the Competent Authority is hereby accorded for the constitution of Anti-Ragging Committee comprising of the following NIB officials. This Committee is responsible for inculcating a culture of Ragging Free Environment in this Institute. The detail of the Committee is as under: -

S. No.	Name with Designation	In-Committee
1.	Dr. Akanksha Bisht, Scientist Gr-I	Chairperson
2.	Dr. Varun Singh, Scientist Gr-III	Member
3.	Sh. P.K Mohapatra, Administrative Officer (Finance)	Member Secretary

(U.N Sharma)

Section Officer (Admn.)

To,

1. **Dr. Akanksha Bisht,**
Scientist Gr-I
2. **Dr. Varun Singh,**
Scientist Gr-III
3. **Sh. P.K Mohapatra,**
Administrative Officer (Finance)

Copy to:

1. PS to Director (for information)
2. Office Order File

राष्ट्रीय जैविक संस्थान

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

NATIONAL INSTITUTE OF BIOLOGICALS
Ministry of Health & Family Welfare, Government of India



A-32, Sector - 62 (Institutional Area)

NOIDA - 201309 (U.P.) - INDIA

Phones : 0120 - 2400022, 2400072

Fax : 0120 - 2403014, 2400074

e-mail : info@nib.gov.in Website : www.nib.gov.in

Date: 24-07-2024

OFFICE ORDER 66/2024-25

Sub.: Training Programme for Technical Committee Member (MSD 20) of Bureau of Indian Standards at National Institute of Training for Standardization (NITS), Noida - Reg.

Approval of the Competent Authority is hereby accorded to attend the mandatory Training Programme for Technical Committee Member (MSD 20) of Bureau of Indian Standards on 29th July, 2024 at National Institute of Training for Standardization (NITS), Noida.

2. This issues with the approval of the Competent Authority.

WZ
24-7-24

(W.Z. Quazi)

Deputy Director (Admn.)

To,

Dr. Charu Mehra Kamal,
Scientist Grade-I

Copy to:

1. PS to Director (for information)
2. Deputy Director (QC)
3. Administrative Officer (F)
4. IT Cell
5. Notice Board
6. Office Order File



Date: 22-07-2024

OFFICE ORDER 59/2024-25

Sub: Constitution of Committee to formulate the Policy and Recruitment Rules for Scientists at NIB- Reg.

Approval of the Ministry is hereby accorded for constitution of Committee to formulate the Policy and Recruitment Rules for Scientists at NIB with the following composition: -

1.	Dr. Alka Sharma, Adviser in the Department of Biotechnology, Ministry of Science & Technology, Government of India	Chairperson
2.	Dr. Anup Kumar Anvikar, Director	Member
3.	Dr. R. Lakshminarayan, DDG (Admn), ICMR	Member
4.	Dr. A. Visala, JDC(I), CDSCO	Member
5.	Sh. W. Z. Quazi, Dy. Director (A)	Member Secretary

Terms of Reference:

- i. To formulate policy and Recruitment Rules for scientists at NIB.
 - ii. Information on the strength of scientists who are eligible for implementation of MFCS at NIB along with total financial implications.
2. This issues with the approval of the Competent Authority.

W.Z. Quazi
22.07.24

(W.Z. Quazi)

Deputy Director (Admn.)

To,

The All the Members (as per list)

Copy to:

1. PS to Director (for information)
2. Administrative Officer (F)
3. IT Cell
4. Notice Board



Date: 16-07-2024

OFFICE ORDER: 54/2024-25

Sub: Constitution of Expert Committee for Biological Reference Standards & Invitro Diagnostic Quality Control Panels - Reg.

Approval of the Competent Authority is hereby accorded for constitution of Expert Committee for Biological Reference Standards & Invitro diagnostic Quality Control Panels consisting of the following External Experts and NIB officials.

S. No.	Name	Role in Committee
Outside Expert members		
1.	Prof. Rama Shanker Verma (Formerly Professor, Department of Biotechnology, Indian Institute of Technology Madras, Chennai) Director, Motilal Nehru National Institute of Technology Allahabad, Prayagraj	Chairman
2.	Prof. Rajendra Chaudhary Head, Dept of Transfusion Medicine Sanjay Gandhi Postgrad Institute of Medical Science, Lucknow	Member
3.	Dr. Prasun Bhattacharya, Professor, Department of Immunohematology and Blood Transfusion, Kolkata Medical College	Member
4.	Dr Meenu Bajpai Professor, Department of Transfusion Medicine, Institute of Liver and Biliary Sciences	Member
5.	Dr. Sam J Mathew Associate Professor Regional Center for Biotechnology, Faridabad	Member
6.	Dr. R. Suresh Kumar Scientist F ICMR-NICPR, NOIDA	Member
7.	Dr A. Ramkishan DDC(I) Hyderabad, CDSCO ECBS Member WHO	Member
8.	Dr M Kalaivani Senior Scientific officer, IPC, Ghaziabad	Member
9.	Representative from CDSCO	Member
10.	Representative from WHO-SEAR	Member

contd.

NIB Officials		
1.	Dr. Harish Chander, DD(QC), NIB	Member
2.	Dr Charu M Kamal, Divisional Head-Biotherapeutics	Member
3.	Mrs. Sudha V Gopinath, Head, Reference Standard Unit NIB	Member Secretary
4.	Dr. Subhash Chand, Head, Centralized Facility for Bioassay	Alternate Member Secretary
Ad-hoc Members (As per the Subject): Special invitee from industry/ NIB Laboratories/NABL/BIS/BIRAC/DBT/IIT/Blood banks/Medical college/Hospitals / Institutes of national Importance/ MOHFW		
The Expert Committee (EC) may invite a suitable expert having experience in the particular area of specialization as required by EC pertaining to the specified proposal.		

3. TA/DA of the expert committee members and collaborative study participants will be borne by NIB as per rules.

WZ
16-07-24

(W.Z. Quazi)

Deputy Director (Admn.)

To,

All the Members (as per list above)

Copy to:

1. PS to Director (for information)
2. Deputy Director (QC)
3. All Heads of Administration/Procurement/Engineering/Finance/IT/ Training Unit
4. Notice Board



NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health and Family Welfare, Govt. of India
Noida

F. No.A-19-151/2023/NIB

Dated: 14-06-2024

OFFICE ORDER 43/2024-2025

Sub: Constitution of a committee for updating bye-laws of this institute with latest RRs -Reg.

It has been decided by the Competent Authority to constitute a committee consisting of the following:

S. No.	Name of the Officer & Designation	Status of the committee
1.	Dr. Rajni Kant Srivastava, Ex- Director, RMRC, ICMR	Chairman
2.	Dr. G.R Soni, Ex DD(Qc), NIB	Member
3.	Shri R.K Sharma, Ex Senior Accounts Officer, ICMR	Member
4.	Shri W.Z. Quazi, DD(A)	Member
5.	Shri P.K. Mohapatra, AO(F)	Member

2. The Terms of Reference of the Committee:

- a. To thoroughly examine / review the existing bye-laws of this institute with latest RRs and update the same.

3. This issues with the approval of the Competent Authority.

W.Z Quazi
14.06.24
(W.Z Quazi)

Deputy Director (Administration)

To,

1. Dr. Rajni Kant Srivastava, Ex- Director, RMRC, ICMR
2. Dr. G.R Soni, Ex DD(Qc), NIB
3. Sh. W.Z. Quazi, Deputy Director (Admin)
4. Shri R.K Sharma, Ex Senior Accounts Officer, ICMR
5. Shri P.K. Mohapatra, AO(F)

Distribution:

1. PS to Director, NIB
2. Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health and Family Welfare, Govt. of India
Noida

F. No.A-19-151/2023/NIB

Dated: 14-06-2024

OFFICE ORDER 42/2024-2025

Sub: Constitution of a committee consisting of outside experts to thoroughly review from the starting process of recruitment to final publication of result for the post of Jr. Scientist reserved for OBC candidate and to give its findings in the matter -Reg.

With reference to Ministry of Health & Family Welfare's letter no 11018/10/2006 dated 22.04.2024 on representation of Dr Arjun Singh, and a reply thereon vide this institute letter dated 05.06.2024 to the Ministry, it has been decided by the Competent Authority to constitute a committee consisting of the following:

S. No.	Name of the Officer & Designation	Status of the committee
1.	Shri Jagdish Rajesh, ADG, ICMR	Chairman
2.	Sh. K.K. Gupta, Former Under Secretary to Govt. of India	Member (Outside Expert)
3.	Mohd. Nasim Khan, Consultant (Admn.), NIB	Member

2. The Terms of Reference of the Committee:

- To thoroughly review from the starting process of recruitment advertised vide no A.2-74/2022-NIB dated 08.02.2024 to final publication of result for the post of Jr. Scientist reserved for OBC candidate.
- and after review, the said committee will give its findings.

3. This issues with the approval of the Competent Authority.

W.Z Quazi
14.06.24
(W.Z Quazi)

Deputy Director (Administration)

To,

- Shri Jagdish Rajesh, ADG, ICMR, New Delhi
- Sh. K.K. Gupta, former Under Secretary to Govt. of India
- Mohd. Nasim Khan, Consultant (Admn.), NIB

Distribution:

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- Office Order File



NATIONAL INSTITUTE OF BIOLOGICALS
(MINISTRY OF HEALTH & FAMILY WELFARE)
NOIDA, U.P.-201309.

Dated: 10.06.2024

OFFICE ORDER: 41 /2024-25

Sub: Committee for the convening of MACP - Reg.

The following officials of the Institute have completed 10 years of regular services in their respective Scale of Pay/Pay Band/Pay Matrix Level

1. Sh. Bijender Singh, MTS
2. Shri Rakesh, MTS

2. The Competent Authority has constituted a committee for convening the MACP scheme comprising the following officials.

S.No.	Name & Designation	In Committee
1.	Sh. W.Z.Quazi, DD(A)	Chairperson
2.	Ms. Sudha V. Gopinath, Scientist Gr.-II	Member
3.	Sh.P.K. Mohapatra, A.O.(F)	Member
4.	Md. Naseem Khan (Consultant)	Member

3. As per norms of the MACP a Committee within the Department needs to be constituted for the Screening of all the officials who have completed 10 years of regular services in the existing grade / Scale of pay vide Govt. of India, DOPT OM No. 35034/2008-Estt (D) dated 19.05.2009. Para 4.

4. The department Screening Committee Meeting for Financial upgradation under the MACP scheme will be held on **19/06/2024 at 11.00 AM at the Administrative Block.**

WZ
19.6.24
(W.Z.Quazi)

Deputy Director (Admin)

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2. Concerned officials by name.
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राष्ट्रीय जैविक संस्थान NATIONAL INSTITUTE OF BIOLOGICALS

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)
(Ministry of Health & Family Welfare, Government of India)

प्लॉट संख्या ए-32, सेक्टर-62, संस्थागत क्षेत्र, नोएडा-201309, उत्तर प्रदेश, भारत
Plot No. A-32, Sector-62, Institutional Area, NOIDA-201309 (U.P.), INDIA

Phone : +91-120-2400022, 2400072; Fax : +91-120-2403014; E-mail : info@nib.gov.in; Website : www.nib.gov.in



F.No.: A.19-147/2022/NIB

Date: 21-05-2024

OFFICE ORDER NO.- 25 /2024-25

Sub: Constitution of a Committee for Interview for the post of Project Technical Support-III purely on contract basis -Reg.

Approval of the Competent Authority has been accorded to constitute a committee comprising of the following officials of the Institute and an external Expert for Interview for the post of Project Technical Support III purely on contract basis under the project entitled "Advance Center for Clinical Evaluation of diagnostics of National Importance (ICMRCAREP-2023-0000517) funded by ICMR: -

- | | |
|---|---------------------------------|
| 1. Dr. Suchita Markan, Scientist-E, ICMR Hqs | - External Expert & Chairperson |
| 2. Sh. W.Z. Quazi, Deputy Director (Admn.) | - Member |
| 3. Dr. Ratnesh Kumar Sharma, Scientist Grade-II | - Member |
| 4. Dr. Gauri Misra, Scientist Grade-I | - Member Secretary |

2. The Interview for the post of Project Technical Support-III is scheduled to be held on 12-06-2024 at NIB.

W.Z. Quazi
21-05-24

(W.Z Quazi)

Deputy Director (Administration)

To,

All concerned officials as above (by Name)

Copy to: -

1. PS to Director, NIB.
2. Office Order file.





NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health and Family Welfare, Govt. of India
Noida

F. No.A.19-147/2022/NIB

Dated: 02-05-2024

OFFICE ORDER: 07/2024-25

Sub: Constitution of a committee for proper assessment of actual requirement of technical staff in the laboratories of this Institute. -Reg.

It is stated that various requests are being received for deployment of technical staff from the labs of this Institute. Therefore, it has been decided by the competent authority to constitute a committee comprising of the following officials:-

S. No.	Name of the Officer & Designation	Status of the committee
1.	Dr. Harish Chander, DD(QC)	Chairman
2.	Dr. Charu M. Kamal, Scientist Gr-I	Member
3.	Dr. Akanksha Bisht, Scientist Grade-II	Member
4.	Dr. Gauri Misra, Scientist Grade-II	Member
5.	Sh. P. K. Mohapatra, Administrative Officer (F)	Member

2. The Terms of Reference of the said Committee is:

- To deliberate on the quantum of work and recommend on the number of staffs in each category in various laboratories.

3. This issues with the approval of the Competent Authority.

WZ
02.05.24
(W.Z Quazi)

Deputy Director (Administration)

To,

1. Dr. Harish Chander, DD(QC)
2. Dr. Charu M. Kamal, Scientist Gr-I
3. Dr. Gauri Misra, Scientist Grade-II
4. Dr. Akanksha Bisht, Scientist Grade-II
5. Sh. P. K. Mohapatra, Administrative Officer (F), NIB

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राष्ट्रीय जैविक संस्थान

NATIONAL INSTITUTE OF BIOLOGICALS

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)
(Ministry of Health & Family Welfare, Government of India)

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Plot No. A-32, Sector-62, Institutional Area, NOIDA-201309 (U.P.), INDIA



Phone : +91-120-2400022, 2400072; Fax : +91-120-2403014; E-mail : info@nib.gov.in; Website : www.nib.gov.in

No. Q/NIB/22-23/504

Date: 08.04.2024

OFFICE ORDER - 02/2024-25

Subject: Constitution of Standing Committee to address pre-contract issues for procurement of scientific equipment – Reg.

It has been decided by the competent authority to constitute a Standing Committee to address various pre-contract issues with the vendor such as logistics, after sales support services etc. The composition of the committee is as under:

Sr. No.	Name of the officials	Designation	Status
1	Dr. R.S. Sharma	Ex-Scientist 'G' ICMR	Chairman
2	Dr. Harish Chander	Dy. Director (QC), NIB	Member
3	Concerned Lab Head	-	Member
4	Sh. W.Z.Quazi	Sr. Administrative Officer, NIB	Member
5	Sh. P.K. Mohapatra	Administrative Officer (Finance), NIB	Member

2. TA/DA to the external expert will be borne by NIB as per rules.

W.Z. Quazi
08.4.24
(W.Z. Quazi)

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

To,

1. All members of the Committee
2. Heads of all laboratories
3. It Cell – for LED display/Notice Board (E Office)
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Copy to:-

PS to Director – for information

विश्व स्वास्थ्य संगठन
एचआईवी, एचसीवी, एचबीएसएजी, सिफलिस
इन-विट्रो डायग्नोस्टिक एसेस की
गुणवत्ता नियंत्रण के लिए सहयोग केन्द्र



WORLD HEALTH ORGANIZATION
Collaborating Centre for Quality Control of
HIV, HCV, HBsAg and Syphilis
in-vitro diagnostic assays

STANDING FINANCE COMMITTEE

Additional Secretary Ministry of Health & Family Welfare Nirman Bhavan, New Delhi – 110 011.	Chairman
Director General, Indian Council of Medical Research or his Nominee Indian Council of Medical Research Ansari Nagar, New Delhi – 110 029.	Member
Joint Secretary Ministry of Health & Family Welfare Nirman Bhavan, New Delhi – 110 011.	Member
Drugs Controller General of India or his nominee (Not below the rank of Assistant Drugs Controller (India)), FDA Bhavan New Delhi – 110 002	Member
Director (IFD) Ministry of Health & Family Welfare, Nirman Bhavan New Delhi – 110 011	Member
Director National Institute of Biologicals Noida, U.P.	Member Secretary

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Governing Body

Secretary (Health & Family Welfare) Ministry of Health & Family Welfare, Government of India Nirman Bhavan, New Delhi – 110 011.	Chairman
Secretary Deptt. of Biotechnology, Block No. 2, CGO Complex Lodhi Road, New Delhi-110 003.	Member
Director General of Health Services Directorate General of Health Services, Nirman Bhavan, New Delhi – 110 011.	Member
Director General Indian Council of Medical Research Ansari Nagar, New Delhi – 110 029.	Member
Addl. Secretary (Health) Ministry of Health & Family Welfare Nirman Bhavan, New Delhi – 110 011.	Member
Addl. Secretary & F.A. Ministry of Health & Family Welfare Nirman Bhavan, New Delhi – 110 011.	Member
Drugs Controller General of India Directorate General of Health Services, FDA Bhavan, New Delhi – 110 011.	Member
Joint Secretary Ministry of Health & Family Welfare Nirman Bhavan, New Delhi – 110 011.	Member
Director National Institute of Biologicals NOIDA (U.P.)	Member Secretary

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General Body.

The decision making process of the Institute is through the General Body, Governing Body and the Standing Finance Committee. The General Body is the supreme policy making body and the appellate authority of the Institute. The Governing Body is entrusted with management of the affairs of the Institute.

Secretary (Health & Family Welfare) Ministry of Health & Family Welfare Nirman Bhavan, Delhi – 110 011.	Chairman
Secretary Deptt. of Biotechnology, Block No. 2, CGO Complex Lodhi Road, New Delhi-110 003.	Member
Director General of Health Services Directorate General of Health Services, Nirman Bhavan, New Delhi – 110 011.	Member
Director General Indian Council of Medical Research Ansari Nagar, New Delhi – 110 029.	Member
Addl. Secretary (Health) Ministry of Health & Family Welfare Nirman Bhavan, New Delhi – 110 011	Member
Addl. Secretary & F.A. Ministry of Health & Family Welfare Nirman Bhavan, New Delhi – 110 011.	Member
Drugs Controller General of India Directorate General of Health Services, FDA Bhavan, Kotla Road, New Delhi – 110 011.	Member
Joint Secretary Ministry of Health & Family Welfare Nirman Bhavan, New Delhi – 110 011.	Member
Secretary Health & Family Welfare H Block Secretariat Govt. of Andhra Pradesh, Hyderabad (A.P.)	Member
Secretary Health & Family Welfare Govt. of West Bengal, Writers Building, Kolkata.	Member
Chairman Serum Institute of India Ltd. 212/2 Hadapsar, Pune – 411 028.	Member
Director Pasteur Institute of India Coonoor – 643 103. (The Neelgiris)	Member
The Chairman cum Managing Director National Dairy Development Board Anand, Gujarat.	Member
Managing Director Haffkine Bio-Pharmaceutical Corpn. Ltd., Acharya Donde Marg, Parel, Mumbai.	Member

Director National Institute of Biologicals NOIDA (U.P.)	Member Secretary
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