

**Aryabhatta Research Institute of Observational Sciences (ARIES),
Manora Peak, Nainital-263001, Uttarakhand**

No. AO/Civil/2022/.1074

Date: 06 April, 2022

OFFICE ORDER

CIVIL MAINTENANCE COMMITTEE

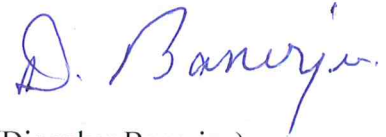
Civil Maintenance Committee (CMC) for all ARIES premises is reconstituted as under :

1. Dr. Amitesh Omar, Scientist-F	Chairman
2. Mr. Chandra Prakash, Engineer-E	Member
3. Mr. D.S. Negi, Sr. Engg. Asso.	Member
4. Mr. Sanjay Kumar Singh, Sr. Engg. Asso.	Member
5. Mr. Abhijit Mishra, Engg. Asst.	Member
6. Mr. Manjay Yadav, UDC	Member

Scope of Work:

1. The Committee will meet at-least once in a month and examine all work requisition for civil work for residential as well as office premises in all compuses.
2. Mr. Chandra Prakash will arrange to convene the meeting of CMC and place all the requisitions before the committee for their consideration.
3. After careful examination and consideration of the work requisition, the committee will recommend the works to be undertaken to the competent authority.
4. Mr. Sanjay Kumar Singh will monitor the painting projects within the residential and office space currently under progress.
5. The Committee will randomly check the quality of work during execution by the Contractor/ARIES as per tender BOQ/DSR.
6. Random check of MB and the BOQ rates as per contract agreement.
7. Bill raised against work to be verified by the committee for the final payment.

All previous orders issued in this regard are superseded.


(Dipankar Banerjee)
Director

To: Everyone at ARIES

Finance Committee

Name	Address	Designation
Director	ARIES, Nainital	Chairman (Ex-officio)
Financial Advisor	DST, Govt. of India or his/her nominee not below the rank of Dy. Secretary	Member (Ex-officio)
Shri S.P. Mishra	Deputy Executive Director, INSA, New Delhi	Member
Dr. Brijesh Kumar	Scientist - F, ARIES, Nainital	Member
Registrar, ARIES	Manora Peak, Nainital	Member-Secretary (Ex-officio)

No. AO/6-1-10 (1)/6.4.4

Date: 16 November, 2021

OFFICE ORDER

The committee for day-to-day management of Hostel, PDF House and Canteen for all ARIES premises is reconstituted as under:

- | | |
|------------------------------|--------------------------|
| 1. Mr. Praveen Solanki | - Warden |
| 2. Mr. Sanjay Kumar Singh | - Co-warden |
| 3. Mr. Abhishek Kumar Sharma | - Member-convener |
| 4. Mr. Manjay Yadav | - Member |
| 5. Ms. Dimple | - Student representative |
| 6. Mr. Mahendar C. Rajwar | - Student representative |

Mr. Krishna Reddy will be the Warden of ARIES Transit House at Haldwani.

Mr. Rajendra Prasad (Devasthal) will look after day to day affairs of Devasthal Canteen and report to the above committee. He will also be responsible for collection and verification of the bills related to Devasthal Canteen and forward it to committee for further action. He will also check the quality of food.

The following team will primarily be responsible for maintenance of Hostel, PDF House, Canteen at Manora Peak and Transit House at Haldwani and they may be directly instructed by the Committee/Transit House Warden for speedy action:

Section	Name	Remarks
Mechanical Section	Mr. Rajdeep Singh	In his absence, Mr. Babu Ram will look after his duties
Electrical Section	Mr. Jagdish Mer	In his absence, Mr. Ravindra Joshi will look after his duties
Computer Section	Mr. Javed Alam	In his absence, Mr. Naveen Chandra Arya will look after his duties.
Carpentry Section	Mr. Rajan	In absence of Mr. Rajan, Mr. Abhishek Gajpati will look after his duties
Plumbing Section	Mr. Kishan Arya	In absence of Mr. Kishan, Mr. Vinod Yadav will look after his duties

Scope of Work:

- The Committee will henceforth manage all affairs relating to running of the Hostel and Canteen (for Guest House as well as Hostel). Petty cash book will be maintained by Mr. Abhishek Sharma.
- The Committee will prepare the Hostel/PDF House Room Allotment Policy from time to time as per the requirement of ARIES keeping in view the number of regular JRF, SRF and PDF, Project & Visiting Students. The committee will also frame the rules and regulations for the welfare of the students.

- The Warden and Co-warden will be responsible for timely action on canteen bills and recommend it to the competent authority for approval.
- The Committee will distribute the work relating to day-to-day management among the canteen staff.
- Monthly meeting shall be convened for smooth functioning of above facilities.

Guest House at all ARIES premises will be managed by the Director's office only with the help of above maintenance team.

This office order supersedes all previous orders in this regard.

D. Banerjee

(Dipankar Banerjee)
Director

To: Everyone at ARIES



**Aryabhata Research Institute of Observational Sciences
(ARIES), Manora Peak, Nainital**

No. AO/Work-Assignment/2021/113

Date: 2nd June 2021

OFFICE ORDER

In supersession of all previous orders, the Knowledge Resource Centre (KRC) and Public Outreach activities will be supervised by the following members:

- | | |
|--|------------------|
| 1. Dr. S.B. Pandey, Scientist-E | -Chairman |
| 2. Dr. Kuntal Mishra, Scientist-D | -Member |
| 3. Dr. Virendra Yadav, Scientist-B | -Member-convener |
| 4. Mr. Prashant Kumar, Sr. Engg. Assistant | -Member |
| 5. Mr. Arjun Singh, Sr. Engg. Assistant | -Member |

The members will be responsible for maintaining the Library and its day-to-day activities. Dr. Virendra Yadav will be in charge of the Science Centre. Dr. Kuntal Mishra will act as editor for the Annual report and other academic reports as demanded by DST time to time. Dr. Virendra Yadav will act as associate editor. Dr. Virendra Yadav will be responsible for the contents of the social media platforms and the website. Mr. Prashant Kumar and Mr. Arjun Singh will be responsible for Digital libraries, physical and electronic journals and upkeep of the books and they are hereby authorised to process all books/journals bills related to KRC. Regular monthly meeting of the committee is to be convened for smooth functioning of the Library as well as Public Outreach activities.

The committee will submit the minutes of the meeting to the Director from time to time.

(Dipankar Banerjee)

Director

**Aryabhata Research Institute Of
Observational Sciences (ARIES)**
(Under Department of Science & Technology)

To: All concerned

**Aryabhatta Research Institute of Observational Sciences (ARIES),
Manora Peak, Nainital**

No. AO/4-6/.19.85

Date: 20 April, 2020

Office Order

Sub: Reconstitution of Internal Complaints Committee against Sexual Harassment

In compliance with orders of Supreme Court and the Govt. of India, an Internal Complaint Committee comprising of the following members is constituted for redressal of complaints made by employee of ARIES regarding their sexual harassment by a co-employee of ARIES:

- | | |
|---|-----------------|
| 1. Dr. Snehlata, Scientist-E | Chairman |
| 2. Mr. Ravinder Kumar, Registrar | Member |
| 3. A representative from NGO & Social Activists | Member |
| 4. Mrs. Hansa Karki, Personal Assistant | Member-convener |

“Sexual Harassment” shall include such unwelcome sexually determined behavior, whether directly or otherwise, as-

- (a) Physical contact and advances;
- (b) Demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing any pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The tenure of the committee will be for a period of two years from the date of issue of this order or reconstitution of the committee whichever is earlier.


(Dipankar Banerjee)

Director

To : All Concerned

CC to:

- 1. Web Master, ARIES
- 2. Guard File



आर्यभट्ट प्रेक्षण विज्ञान शोध संस्थान(एरीज),मनोरापीक,नैनीताल ।

संख्या: ए0ओ0/2-25/2251

दिनांक 13 जुलाई, 2020

कार्यालय आदेश

कार्यालय आदेश संख्या:ए0ओ0/2-25/1183 दिनांक 06 अक्टूबर, 2017 में संशोधन करते हुए आवास आवंटन समिति का पुनर्गठन निम्नवत् किया जाता है :-

- | | |
|---|----------------|
| 1. डा0 स्नेहलता, वैज्ञानिक-ई | अध्यक्ष |
| 2. श्री रविन्द्र कुमार, रजिस्ट्रार | सदस्य |
| 3. डा0 उमेश चन्द्र दुम्का, वैज्ञानिक-डी | सदस्य |
| 4. श्री चन्द्र प्रकाश, इंजीनियर-डी | सदस्य |
| 5. श्री मंजय यादव, क0 लिपिक | गैर-सदस्य सचिव |

समिति की बैठकों हेतु अध्यक्ष सहित 3 सदस्यों का कोरम अनिवार्य होगा ।



(दीपांकर बनर्जी)
निदेशक ।

प्रतिलिपि:-

1. सभी सम्बन्धित सदस्य ।
2. सम्बन्धित पंजी ।
3. गार्ड फाईल ।

**Aryabhatta Research Institute of Observational Sciences (ARIES),
Manora Peak, Nainital-263001, Uttarakhand**

No. AO/2-26/2020/1918

Date: 28 March, 2020

Office Order

The Academic Committee (AC) of ARIES is reconstituted as under:

- | | | |
|----|---|--|
| 1. | Dr. Indranil Chattopadhyay, Scientist-F | -Chairman |
| 2. | Dr. Alok C. Gupta, Scientist-F | -Co-Chairman and Coordinator for University registration and subsequent activities |
| 3. | Dr. Yogesh C. Joshi, Scientist-E | -Member and Coordinator for Internships and Short-term projects |
| 4. | Dr. Kuntal Misra, Scientist-D | -Member and Coordinator for ATSOA and other Schools |
| 5. | Dr. U.C. Dumka, Scientist-D | -Member and Coordinator for students' seminar |
| 6. | Dr. Saurabh, Scientist-E | -Member-convener and coordinator for JRFs and SRFs under externally funded projects |
| 7. | Dr. T. S. Kumar, Engineer-E | -Member and coordinator for students' participation in Institutional activities |

Chairman may involve two student representatives as and when required.

Roles and responsibilities:

Following approved guidelines and procedures, the committee will be responsible for smooth conduct of all activities related to admissions, courses, university related activities for PhD students (internally and externally funded), project students and interns.

The committee will be responsible for organizing and conducting the selection of new students. The Chair will initiate the admission process with a request to the Director.

Powers of the Academic committee:

- a) The Chairman may accord approvals of procurement of materials from indigenous and import sources, following prescribed procedure, for value up to and including 1,00,000/- in each case. He may consider and accord approvals for cash purchase of items that are required urgently for operational reasons up to and including Rs. 10,000 in each case. The registrar may submit report to the Director, in monthly basis for all such purchases.
- b) Based on recommendations of Guides/mentors/coordinators, the Chairman may approve leave, domestic tours, participation in national meetings/conferences and field trips.
- c) Chairman may approve reimbursements of all fees, book grants etc. following approved guidelines.
- d) The proposals for summer/winter schools to be submitted to Director for approval.

- e) Allotment of projects/internship will be recommended by Chair and submitted to Director for approval.
- f) In the absence of the Chair on leave/tour, the Co-Chair may officiate as the Acting Chair.

Tenure:

The tenure of this committee is for a period of two years from 1st April, 2020 or until further order.

This office order supersedes all earlier orders issued in this regard.



(Dipankar Banerjee)
Director

Copy to:

- 1. All concerned
- 2. Registrar, ARIES
- 3. Guard File

निदेशक / Director
आर्यभट्ट प्रेक्षण विज्ञान शोध संस्थान (एरीज)
Aryabhatta Research Institute of Observational Sciences (ARIES)
मनोरा पीक, नैनीताल - 263 001
Manora Peak, Nainital-263 001

आर्यभट्ट प्रेक्षण विज्ञान शोध संस्थान, मनोरा पीक, नैनीताल ।

संख्या: ए.ओ./समिति/..202.....

दिनांक : 03 जून, 2019

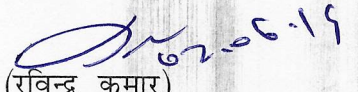
कार्यालय आदेश

चिकित्सा व्यय प्रतिपूर्ति हेतु समिति का गठन

कार्यालय आदेश संख्या ए.ओ./समिति/2569 दिनांक 18 दिसम्बर, 2017 में आंशिक संशोधन करते हुए एरीज कार्मिकों व सेवानिवृत्त कार्मिकों तथा उनके आश्रित सदस्यों के रु. 2000/- से अधिक के चिकित्सा व्यय प्रतिपूर्ति के दावों के निष्पादन हेतु निम्नलिखित सदस्यों की समिति का पुर्नगठन निम्नवत् किया जाता है :-

१. डा. जीवन चन्द्र पाण्डे, वैज्ञानिक 'ई'	अध्यक्ष
२. डा. सौरभ, वैज्ञानिक 'ई'	सदस्य
३. अंशकालिक चिकित्साधिकारी	सदस्य
४. श्री अभिषेक कुमार शर्मा, एल.डी.सी.	सदस्य

डा. जीवन चन्द्र पाण्डे, वैज्ञानिक 'ई' की अनुपस्थिति अथवा मुख्यालय से बाहर रहने की स्थिति में डा. सौरभ, वैज्ञानिक 'ई' समिति के अध्यक्ष होंगे । समिति की बैठक हेतु उक्त क्रमांक 1 तथा 2 का कोरम अनिवार्य होगा । समिति की अभिशंसा व अंशकालिक चिकित्साधिकारी के प्रतिहस्ताक्षरोपरान्त ही सम्बन्धित दावों पर स्वीकृति की कार्यवाही की जायेगी ।


(रविन्द्र कुमार)

रजिस्ट्रार

प्रतिलिपि:

१. सम्बन्धित सदस्य ।
२. गार्ड फाईल ।

आर्यभट्ट प्रेक्षण विज्ञान शोध संस्थान (एरीज), मनोरा पीक, नैनीताल

संख्या: ए0ओ0/क0स0/2/4-4/.....7.1

दिनांक: 16-04-2015

कार्यालय आदेश

दिनांक 16 अप्रैल, 2015 से एरीज के विभिन्न अनुभागों के लिए संयंत्र, उपकरण एवं अन्य सामग्री क्रय करने हेतु क्रय समिति का निम्नानुसार पुर्नगठन किया जाता है :

1- श्री रविन्द्र कुमार, रजिस्ट्रार	अध्यक्ष
2- श्री समरेश भट्टाचार्य, इंजीनियर-डी	सदस्य
3- डॉ० नरेन्द्र सिंह, वैज्ञानिक-डी	सदस्य
4- श्री मोहित कुमार जोशी, इंजीनियर-सी	सदस्य
5- श्री भरत सिंह, सहायक रजिस्ट्रार	सदस्य
6- मांगकर्ता अधिकारी/अनुभाग अधिकारी	सदस्य
7- श्री महेश पाण्डे, वरिष्ठ लिपिक	संयोजक

श्री रविन्द्र कुमार की अनुपस्थिति में श्री समरेश भट्टाचार्य अध्यक्ष के दायित्वों तथा श्री महेश चन्द्र पाण्डे की अनुपस्थिति में श्री मन्जय यादव, कनिष्ठ लिपिक संयोजक के दायित्वों का निर्वहन करेंगे। समिति की बैठक हेतु अध्यक्ष एवं मांगकर्ता अधिकारी सहित 4 सदस्यों का कोरम अनिवार्य होगा।

अध्यक्ष क्रय समिति को किसी भी प्रकार के क्रय हेतु रु० 2 लाख तक की स्वीकृति देने के लिए प्राधिकृत किया जाता है। रु० 2 लाख के ऊपर किसी भी प्रकार के क्रय संबंधित व्यय की स्वीकृति देने का प्राधिकार निदेशक के पास रहेगा।

(वहाब उद्दीन)
कार्यवाहक निदेशक

प्रतिलिपि :

- 1- सम्बन्धित अध्यक्ष, सदस्य, संयोजक, श्री मन्जय यादव, कनिष्ठ लिपिक
- 2- श्री टी०एस० कुमार इंजीनियर -डी.
- 3- डा० योगेश चन्द्र जोशी, वैज्ञानिक -डी
- 4- डा० सौरभ, वैज्ञानिक -डी
- 5- सम्बन्धित पंजी.
- 6- लेखा अनुभाग
- 9- गार्ड फाइल