

# **CURRICULUM VITAE**

**FIROZ KHAN**

**M.Sc. (Organic Chemistry) & B. Ed (Science)**

**DIRECTOR/  
CHIEF ADMINISTRATIVE OFFICER  
(SENIOR GRADE)**

**ICAR-Indian Institute of Agricultural Biotechnology,  
Garhkhatanga, Ranchi, Jharkhand, India  
Dept. of Agriculture Research and Education (DARE),  
Ministry of Agriculture and Farmers Welfare  
Government of India**

**Name** : **FIROZ KHAN**

**Designation** : Director/Chief Administrative Officer  
(Senior Grade)

**Pay Scale** : Pay Level-13 (Rs.1, 23,100-2,15,900) of  
7<sup>th</sup> CPC Pay Matrix (Pre-revised)/P.B.-04,  
with Grade pay (Rs. 8700/-) as per 6<sup>th</sup> CPC

**Date of Birth** : 14<sup>th</sup> July, 1967

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**Present Address** : House no. 62, Akash puram Vistar,  
Philibhit, By pass Road, Bareilly-243005

**Permanent Address** : Inside Phatak, Mahibag, Shahabad,  
District- Hardoi, U.P.-241124

**Work Experience:** Ministry of Agriculture and Farmers  
Welfare, Department of Agriculture  
Research and Education (DARE), **Indian  
Council of Agriculture Research (ICAR),  
Krishi Bhawan, New Delhi-110001.**  
**Started career as *Section officer* and  
presently designated as Director/ Chief  
Administrative Officer (Senior Grade),  
GOI after the promotion in January-2023.**

## LIST OF DATES AND EVENTS

- 08.05.1998** Applicant was appointed as Section Officer in the pay Scale of Rs.6500-200-10500 and further granted the pay scale of Rs.8000- 275-13500 - w.e.f. 3.10.2003
- 05.10.2010** Applicant was promoted to the post of Under Secretary in the Pay Band III of Rs. 15600-39100-6600 as per 6<sup>th</sup> Pay Commission and transferred to ICAR-CISH, Lucknow, UP, India .
- 15.12.2015** Applicant was transferred from ICAR-CISH, Lko. to ICAR-IARI, New Delhi to Delhi & further to Izatnagar Bareilly, U.P, India.
- 05.06.2020** Applicant was promoted to the post of Deputy Secretary and transferred to ICAR Hq., Krishi Bhawan, New Delhi.
- 16.12.2021** Applicant was transferred from ICAR Hq., Krishi Bhawan, New Delhi to ICAR-IVRI, Izatnagar as Chief Administrative Officer.
- 30.12.2022** Applicant was promoted & transferred from ICAR-IVRI, Izatnagar as Chief Administrative Officer (Senior Grade) to ICAR-IGFRI with additional charge of ICAR-CAFRI, Jhansi, India .

## Brief Resume

- **Name:-** Firoz Khan, MSc.(Organic Chemistry), & B.Sc. (Zoology, Botany, Chemistry) and B.Ed.(Science)
- **Designation:** - Currently working as a **Chief Administrative Officer (Senior Grade)** at Indian Council of Agricultural Research (ICAR)- Indian Grassland & Fodder Research Institute, Jhansi with additional charge of ICAR-CAFRI, Jhansi.
- **Age-**57 years.
- **Date of Birth:-** 14<sup>th</sup> July 1967.
- Known as core administrator in building the Agriculture research establishment of the nation.
- A dynamic professional with over **25 years of experience in Administration and Management**, associated with **Indian Council of Agriculture Research (ICAR), Krishi Bhawan, New Delhi** under Ministry of Agriculture, Government of India.
- Successive **knowledge of all Government rules, By-laws and procedures** for different functions with the latest updates in different rules of Gov. of India.
- Capable of **managing multiple tasks** simultaneously and meeting tight timelines, prior exposure to devising and effectuating policies aimed at ensuring smooth running of operations and execution of administrative tasks.
- Holds reputation of **spearheading entire gamut of administrative operations and supporting activities** while strategizing long & short term directions to ensure smooth operations across the institute.
- Backed by **expertise in promotion, assessment, demotion and maintenance of service records.**
- Resource full in **liaising and networking with various local authorities and govt. institutions**, regulatory & statutory bodies for securing necessary clearances, approvals and sanctions. In establishing the new government departments required for the up-liftment and development of the nation.
- An analytical thinker with **excellent communication reasoning and interpersonal abilities.**

- Shared responsibility in different roles viz, **Head of Office of the Institution, Vigilance Officer of the Institute, Central Public Information Officer, Record Officer, In-charge of various Standing Committees and Nodal Officer of E-governance and also the nodal officer of E-procurement for online public procurement for the Gov. of India and Returning Officer for conducting IJSC Election.**
- **Nodal officer of** Central Public Grievance Redress and Monitoring System (CPGRMS)- A central Gov. mechanism of DOP & T, Gov. of India.
- As per new guidelines of Gov. of India I have shouldered the responsibility of online shopping for Gov. of India i.e. GeM (Government e-Market place).
- Successfully **established National Bureau of Agriculturally important microorganisms (NBAIM) (Mau) & Directorate of Seed Research (DSR) (Mau)**- The two institutes of Agriculture research of crops science under the aegis of Gov. of India.
- Shared responsibility as **In-charge of Award Cell & CDN (Tech.) Section** to conduct different award ceremonies with technical assistance from the Council.
- **As Vigilance Officer** of Institutes like Central Institute for Sub-tropical Horticulture (CISH) Rehman Kheda, Lucknow and Indian Agriculture Research Institute(IARI), Pusa, New Delhi-various issues of control through preventive vigilance, Punitive Vigilance and Surveillance was made done successfully. Various issues of preliminary investigations followed by punitive vigilance under CCS (CCA) rules-1965includingthecommonproceedings was completed well in time after due hearings at different interval of times.
- **Public procurement** as per Govt. of India Rules, GFR-2005 followed by the new rules of GFR-2017 were dealt successfully and are being dealt through electronic way of procurement as per the Govt. of India Guidelines of E-governance.
- Various contracts including **rate contracts, annual maintenance contract** are/ were work made successfully as per Govt. of India Rules.

- **Protocol** was one of the main assignments during the posting at Indian Agriculture Research Institute (IARI) New Delhi as all the foreign dignitaries who visits India and want to see the Agriculture in India are visited in this esteemed Institute. The coordination of different ministries for foreign delegates and from welcome to logistic including the overall arrangement has done.
- Had also been given a chance to lead the sport contingent as **Chief-de-Mission** containing around 100 sports persons during the year 2009 from 2<sup>nd</sup> February to 6<sup>th</sup> February at Mumbai which was done successfully.
- As an **Estate officer** of an Indian Agriculture Research Institute (IARI) New Delhi all the issues relating to house allotment, commercial allotment and office allotment were done during the year2015.
- Management of fund and its expenditure of **externally aided projects** is the common feature of the parent organization. Projects from different department of Govt. of India and state governments and even from the projects of other countries on Agriculture Research are received which are managed successfully.
- The construction of new establishment and repair and renovation of civil and electrical works are done through **Central Public Works Department (CPWD)**. Monitoring followed by taken over of the completed works were/are done successfully with established pace.
- Conducted various **departmental examinations for the promotion** of the permanent staff/officer. The role being from paper setter to conducting examination checking of answer sheets and the conduction of Department promotion committee(DPC) and finally declaration of results.
- In the era of **E-governance** the online end-to-end **E-procurement** and **Govt. E-market place (GeM)** have been implemented successfully and running smoothly.
- Conducted the election of Institute Joint Staff Council (IJSC) in Indian Veterinary Research Institute (IVRI), Izatnagar, Bareilly Successfully as **Returning Officer (R.O.)**, the result of which was declared on 03<sup>rd</sup> January 2019.
- Monitored **SPARROW** and had been Nodal Officer of various platforms.

## Service details

Sr. No.	Place of Working	Designation	Time Period	Pay Scale
1.	ICAR Hq, Krishi Bhawan, Dr. Rajendra Prasad Marg, New Delhi.	Section Officer	1998 to 2010	Rs.6500-200-10500 (w.e.f. 18-05-1998) & Rs.8000-275-13500 (w.e.f. 03.10.2003)
2.	ICAR-CISH, Rehman Kheda, Kakori, Lucknow.	Senior Administrative Officer	2010-2014	P.B.-03, Grade pay-Rs. 6600
3.	ICAR-IARI, Pusa, New Delhi-110012.	Senior Administrative Officer	2014-2015	P.B.-03, Grade pay-Rs. 6600
4.	ICAR-IVRI, Izatnagar, Bareilly-243122	Senior Administrative Officer	2016-2020 (May)	Pay Level-11 (Asper 7 <sup>th</sup> CPC)
5.	ICAR Hq., Krishi Bhawan, New Delhi	Deputy Secretary	June 2020	Pay Level 12 (Asper 7 <sup>th</sup> CPC)
6.	ICAR-IVRI, Izatnagar, Bareilly-243122	Chief Administrative Officer	December 2021- December 2022	Pay Level 12 (Asper 7 <sup>th</sup> CPC)
7.	ICAR IGFRI, Jhansi with additional charge of ICAR-CAFRI, Jhansi	Chief Administrative Officer (Senior Grade)	December 2022 – 12 <sup>th</sup> June 2024	Pay Level 13 (Asper 7 <sup>th</sup> CPC)
8.	ICAR IIAB, Garhkhata, Ranchi	Chief Administrative Officer (Senior Grade)	14 <sup>th</sup> June 2024 to till date	Pay Level 13 (Asper 7 <sup>th</sup> CPC)

## Training Program

<b>Sl. No.</b>	<b>Name of the training Programme</b>	<b>Institute Name</b>	<b>Period of training</b>	<b>Place of training</b>
1.	Training Programme on 'Attitudinal Transformation for Better Management'	Institute of Applied Manpower Research (IAMR)	7-9, February, 2000	New Delhi.
2.	Workshop on Noting and Drafting	Institute of Secretariat Training And Management (ISTM)	17 <sup>th</sup> February to 18 <sup>th</sup> February, 2000.	New Delhi.
3.	Enhancing Managerial Effectiveness for ICAR Officers	Management Development Institute, (MDI)	28 <sup>th</sup> February to 18 <sup>th</sup> March, 2000.	MDI Campus, Gurgaon
4.	Refresher Course on Improving Administrative and Financial Management in ICAR, Institute	National Academy of Agriculture Research Management, (NAARM)	30 <sup>th</sup> May to 9 <sup>th</sup> June 2000	Hyderabad
5.	Training course on Office Management	Institute of Secretariat Training and Management (ISTM)	29 <sup>th</sup> April to 2 <sup>nd</sup> May 2002	New Delhi



6.	Workshop on Pay Fixation	Institute Of Secretariat Training and Management( ISTM)	7 <sup>th</sup> April to 8 <sup>th</sup> April 2003.	New Delhi
7.	Good Governance Programme	Institute of Secretariat Training and Management (ISTM)	19.11.2012 to 23.11.2012	New Delhi.
8.	Records Managements for Records Officers under the provision of the public record act.1993.	National Archives of India,	9-13 September, 2013	New Delhi.
9.	Management Development Programme on Administrative and Financial Management Organized at ICAR- IASRI, New Delhi.	National Academy of Agricultural Research Management. (NAARM)	9 <sup>th</sup> October to 12 <sup>th</sup> October 2018.	New Delhi
10.	Trainers Development Programme( <b>TDP</b> )	National Academy of Agricultural Research Management. (NAARM)	4 <sup>th</sup> December to 09 <sup>th</sup> December 2019.	Hyderabad.