

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**  
**Anusandhan Bhavan, Rafi Marg, New Delhi-110 001**

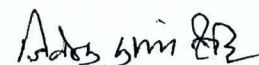
No. 6-1(1)/82-E.III

Dated: 26.02.2018

**REVISED OFFICE MEMORANDUM**

In order to strengthen the IT related solutions to various issue of CSIR, DG, CSIR has approved to create IT Solution Unit of CSIR at Headquarter headed by Shri S.P. Singh, Dy. FA along with Shri Arvind Khanna, SO (F&A), Ms. Akansha Trehan, Technical Assistant & Ms. Surbhi Sabharwal, Assistant Section Officer(F&A). Shri S.P.Singh Dy. FA (ITS Unit) will directly report to DG, CSIR and he will operate his office from CSIR Hqrs.

2. Further, Shri S.P. Singh, Dy.FA (ITS Unit) will participate in Finance related activities as and when directed from time to time.



(J.K. Singh)

Under Secretary (CO)

Copy to:

1. Shri S.P. Singh, Dy. FA, (ITS Unit) CSIR Hqrs.
2. Shri Arvind Khanna, SO (F&A) ITS Unit, CSIR Hqrs.
3. Ms. Akansha Trehan, Technical Assistant(ITS Unit), CSIR Hqrs.
4. Ms. Surbhi Sabharwal, Assistant Section Officer, (F&A) (ITS Unit) CSIR Hqrs.
5. O/o DG, CSIR
6. O/o JS(Admn.)
7. O/o FA, CSIR
8. O/o CVO, CSIR
9. All Directors of CSIR Labs./Instts.
10. Head, MD/RPPBDD/IPD/IT/USD
11. PS to DS (CO)
12. IT Division -- with the request to upload this on CSIR website
13. Office Copy