

Council of Scientific and Industrial Research
Anusandhan Bhawan, 2, Rafi Marg, New Delhi -110 001
[Director General Technical Cell]

DGTC/FDMIS/147/2018

22-03-2018

OFFICE MEMORANDUM

It has been observed by the competent authority that various Divisions/Sections are either using Manual or computerized Diary/ Movement of Files system, in their respective offices, in isolation. There is no mechanism through which HOD's can see the status of files/dak on a given date and time after it has been marked to his subordinate or to other Divisions for consultation. Many issues are found pending for months together and there is no accountability on disposal unless there is a reminder on the issue.

In order to address the issue, this office has developed a software (FDMIS) available in the URL <http://fdmis.csir.res.in>, which is capable of addressing these issues (locally at Anusandhan Bhawan).

The Competent Authority has desired that this software may be implemented in CSIR Hqs. with immediate effect. All functionaries need to send email at zareef@csir.res.in and share their 6 digit attendance ID (which is being used for AEBAS) for mapping the user and the user will be shared with a default password, which will have to be changed immediately on first login.

For queries/clarifications on the FDMIS software, kindly send email at zareef@csir.res.in or contact on intercom No. 142.


(Amutha Arunachalam)
Principal Technical Officer
Office of DG Technical Cell

Copy to:

- 1) All HoD(s), CSIR-Hqrs (List as per Annexure 'A')
- 2) Head, IT with request to host this OM on CSIR Website
- 3) All Officers and staff in CSIR Hqrs.
- 4) Office Copy

Annexure 'A'

List of Head/In-charge of the Division/Section/Units etc.(As per FDMIS Data)

- 1) Account
- 2) Audit
- 3) Budget
- 4) Cash Section
- 5) Central Office
- 6) Committee Section
- 7) CVO Office
- 8) DST
- 9) DG Office
- 10) DGTC
- 11) DRC
- 12) DSIR
- 13) ESD
- 14) FA Office
- 15) Finance
- 16) Funds
- 17) General Section
- 18) HR-1/E-1
- 19) HR-2
- 20) HR-3
- 21) HRDG
- 22) HRDG/Complex
- 23) IAC
- 24) IFD
- 25) Internal Audit
- 26) IPU
- 27) ISTAD
- 28) IT
- 29) JS Office
- 30) LA Office
- 31) Legal
- 32) Maharani Bagh Guest House
- 33) Medical Cell
- 34) Mission Directorate
- 35) Parliament Cell
- 36) Pension Section
- 37) Policy Div
- 38) Public Grievance
- 39) R&I
- 40) RAB
- 41) Rajbhasha
- 42) Report
- 43) RPPBDD
- 44) RTI
- 45) Software Dev. Unit
- 46) Store and Purchase
- 47) TKDL
- 48) USD
- 49) Vigilance
- 50) VP-Office