

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL  
RESEARCH

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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



No. 5-1(169)/2012-PD

Date: 09.11.2012

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To,

The Directors/Heads of all  
National Labs./Instts. of CSIR

Sub: Implementation of decision taken in ADCON-2012 held on 5-6 Nov. 2012 – reg.

Sir,

I am directed to inform that in ADCON-2012 held on 05-06 November, 2012 at CSIR-HRDC, Ghaziabad, it has been decided that all orders/circulars/instructions of Policy Division will be uploaded in Policy Repository and no hard copy shall be sent to CSIR Labs./Instt. as a first step towards implementing paperless office and to encourage the staff to make optimum use of CSIR ERP portal. Henceforth all general orders/circulars/instructions of Policy Division will be uploaded in CSIR website under Notification as already being done and in addition they will also be made available in Policy Repository under the relevant subject category in the ERP Portal <http://onecsir.res.in>. The search facility of the Policy Repository will also facilitate search/retrieval of any Policy/OM published in the Portal. Therefore, all concerned persons in Labs./Instts. shall visit CSIR Website/ Policy Repository for general orders/circulars/instructions of Policy Division on regular basis.

It is requested that the above decision may be brought to the notice of all concerned in your Lab./Instt. for information, compliance and necessary action.

Yours faithfully

*D. Vijayalakshmi*  
(D. Vijayalakshmi)  
Deputy Secretary

Copy to:

1. Sr. COA/COA/AO of all Labs./Instts.,
2. US to DG, CSIR/US to JS (Admn.)
3. PA to FA, CSIR/PS to CVO, CSIR
4. Consultant (Legal) CSIR
5. Sr. Deputy Secretary (HR)
6. Head, URDIP/IPMD/HRDC/PPD/ISTAD/USD/HRDG.
7. All Dy. Secretaries/Under Secretaries in CSIR Hqs. & CSIR Complex
8. Head, RAB, CSIR Complex, Pusa, New Delhi
9. Secretary, JCM (Staff Side), Indian Institute of Chemical Technology, Uppal Road, Hyderabad-5000 07 (Andhra Pradesh)
10. Head. IT Division with the request to make this circular available on the website.