



Council of Scientific & Industrial Research
Anusandhan Bhavan,
Rafi Marg, New Delhi - 110 001

Dated: 24.07.2013

**To CoFAs/F&AOs,
All CSIR labs/Instt.**

Sub: Relief for Natural Calamity in Uttarakhand.

Dear Sir(s)/Madam(s),

With reference to Email dated 26.06.2013 from DG, CSIR & Secretary to Govt of India, DSIR addressed to all the Directors of Labs/Instts. suggesting voluntary contribution of one day salary (Group A & B staff) and half day salary (for C and Multitasking staff) to PM Relief fund to help the people affected by natural calamity in Uttarakhand. In this connection, it is requested to remit the contributions collected from all the staff members of your lab/instt positively by 1st August 2013 through electronic transfer under intimation to undersigned and a copy to SO(F&A), Central Office, CSIR Hqrs as per the following details:-

Accounts Name -	Council of Scientific & Industrial Research
Bank Name-	State Bank of India,
Branch Name-	NEW DELHI MAIN BRANCH
A/c. No.-	30242246752
IFSC Code-	SBIN0000691
MICR Code.	110002087

E mail Id of :

1. Sh. Swapan Mukherjee, F&AO(CO) m.swapan@yamil.com
2. Sh. Maharaj Singh, SO(F&A) maharajb109@gmail.com

This may please be treated as Most Urgent.

Yours faithfully,


Swapan Mukherjee
Finance & Accounts Officer (CO)



Council of Scientific & Industrial Research
Anusandhan Bhavan,
Rafi Marg, New Delhi - 110 001

Dated: 24.07.2013

OFFICE MEMORANDUM

Consequent upon creation of 'Central Office, CSIR Hqrs, FA, CSIR has been pleased to approve the maintenance and control of Headquarters Reserve Fund (HQRF) by Budget Section, CSIR Hqrs.

CoFAs/F&AOs of the CSIR Labs./ Instts. are requested to forward the remittances of HQRF henceforth to F&AO, Budget Section, CSIR Hqrs to the following bank account:-

Account Name	Council of Scientific & industrial Research
Bank Name & Branch	Union Bank of India, Safdarjung Development Area Branch, New Delhi-110016.
Bank Account No.	349902010040278
IFSC code	UBIN0534994
MICR code	110026016

It may be ensured that the money due is remitted in the first week of April every year.


(Swapan Mukherjee)
Finance & Accounts Officer (CO)

Copy for information to:

1. Directors of all CSIR Labs./Instts.
2. CoFAs/F&AOs of all CSIR labs
3. US O/o DG,CSIR
4. PS to FA,CSIR
5. US O/o JS(A), CSIR
6. Director (CO), CSIR Hqrs.
7. Sr. DFA
8. Sr. DFA , DGTC
9. DY.FA (Budget)
10. DFA (IFD)
11. DS (Central Office)
12. SPO, Central Office
13. Director (CO)
14. Office copy