

From: "Mrs. Renuka Ramachandran" <cleo@csir.res.in>
Subject: Implementation of AEBAS – Inputs required by return mail pl.
Date: Wed, March 18, 2015 5:14 pm
To: ap.res.in,joon.crri@nic.in,ao.crri@nic.in,kmsridhar@csmcni.org,ao@neeri.es.in
Cc: bijendra@csir.res.in,pallavisg@csir.res.in,sunil@csir.res.in,cleo@csir.res.in

No.8-6(2)12014-Security

18 March 2015

Dear Sir/Madam,

In accordance with the directions from the Competent Authority, CSIR has been registered in the attendance.gov.in portal with the undersigned as the Nodal Officer.

2. The CSIR Labs./Instts. and Units which have been accorded Lab. status are to be registered as different locations under the CSIR domain. A compilation (Annexure 1) of the Labs./Instts./Units is enclosed for perusal. Labs./Instts. having their extension centres/ field stations at different locations may kindly furnish necessary details to the undersigned by return mail so that the same could be included as different locations under the said Lab./Instt.

3. The Competent Authority is pleased to decide that the Labs./Instts. shall independently go ahead with the other aspects of implementation such as Employee Registration and Procurement and Installation of Biometric Devices. While the devices are available on DG S&D rate contract, the number and type of devices are to be finalized at their end. The following methodology is suggested in this direction:

- i. All HoDs and Officers having GP of 10,000 and above may be provided with Desktop devices;
- ii. Wall mounted devices are to be located -
 - a. one each at the front and rear entrance of the office premises;
 - b. one each at every floor - preferably near the lifts/stairs/entry and exit points.
- iii. IRIS devices (to enable the differently abled employees) to be set up near the Reception area in every location. Every location shall install at least one IRIS reading device.

4. As regards Organisation Registration, there exist several designations and divisions peculiar to the CSIR system, which need to be mapped to the Organisation in the attendance.gov.in portal. An effort is made in this direction to identify various Divisions and Designations that are commonly available in the CSIR system and is enclosed as Annexure 2. Considering the specialization of various Labs./Instts., there might be certain other Divisions/Designations that have not been included in the Annexure. It is therefore requested that such of these details may kindly be forwarded to the undersigned by return mail so that the same could be added on to the portal under the CSIR domain.

5. While Aadhaar details are pre-requisite for Employee Registration, mapping of the employees with their Designation, Division and Location is also necessary to the successful implementation of AEBAS.

Seeking the cooperation of all concerned,

Sincerely,

(Renuka Ramachandran)
Nodal Officer - AEBAS

(Under Secretary
Council of Scientific & Industrial Research)
2 Rafi Marg
New Delhi 110 001

To
All Sr.CoAs/Sr DSs/CoAs/DSs/IUSs/AOs of all Labs./Instts./Units

Copy to:

All Directors/Heads. of Labs./Instts./Units

Members of AEBAS Facilitation Committee

All Heads of Divisions/Units in the CSIR HQ

US, Office of DG CSIR

Sr DS(CO)

Head IT with a request to host the same on the CSIR Website

Office Copy

Attachments:

AEBAS Locations to be clubbed under CSIR domain name in the attendance.docx
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Size: 31 k

Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

CSIR Divisions & Designations.docx

Size: 31 k

Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

Annexure 1

Details of Locations to be clubbed under CSIR domain name in the attendance.gov.in

1.	CSIR HQrs. (CSIR)	New Delhi
2.	CSIR Vigyan Kendra (CSIR-VK)	New Delhi
3.	CSIR Maharani Bagh Guest House (CSIR-MBGH)	New Delhi
4.	CSIR Unit : Human Resource Development Centre (HRDC)	Ghaziabad
5.	CSIR Unit : Innovation Protection Unit(CSIR-IPU)	New Delhi
6.	CSIR Unit: Open Source Drug Discovery (CSIR-OSDD)	New Delhi
7.	CSIR Unit: Traditional Knowledge Digital Library (CSIR-TKDL)	New Delhi
8.	CSIR Unit - Translational Research and Innovative Science ThRough Ayurveda (CSIR-TRISUTRA)	Delhi
9.	CSIR Complex (CSIR-HRDG)	New Delhi
10.	CSIR Madras Complex (CSIR-CMC)	Chennai
11.	CSIR-Advanced Materials and Processes Research Institute (CSIR-AMPRI)	Bhopal
12.	CSIR-Central Building Research Institute (CSIR-CBRI)	Roorkee
13.	CSIR-Centre for Cellular & Molecular Biology (CSIR-CCMB)	Hyderabad
14.	CSIR-Central Drug Research Institute(CSIR-CDRI)	Lucknow
15.	CSIR-Central Electrochemical Research Institute (CSIR-CECRI)	Karaikudi
16.	CSIR-Central Electronics Engineering Research Institute (CSIR-CEERI)	Pilani
17.	CSIR-Central Food Technological Research Institute (CSIR-CFTRI)	Mysore
18.	CSIR-Central Glass & Ceramic Research Institute (CSIR-CGCRI)	Kolkata
19.	CSIR-Central Institute of Medicinal & Aromatic Plants (CSIR-CIMAP)	Lucknow
20.	CSIR-Central Institute of Mining and Fuel Research (CSIR-CIMFR)	Dhanbad
21.	CSIR-Central Leather Research Institute (CSIR-CLRI)	Chennai
22.	CSIR-Central Mechanical Engineering Research Institute (CSIR-CMERI)	Durgapur
23.	CSIR-Fourth Paradigm Institute (CSIR-FPI)	Bengaluru
24.	CSIR-Central Road Research Institute (CSIR-CRRI)	New Delhi
25.	CSIR-Central Scientific Instruments Organisation (CSIR-CSIO)	Chandigarh
26.	CSIR-Central Salt & Marine Chemicals Research Institute (CSIR-CSMCRI)	Bhavnagar
27.	CSIR-Institute of Genomics and Integrative Biology (CSIR-IGIB)	Delhi
28.	CSIR-Institute of Himalayan Bioresource Technology (CSIR-IHBT)	Palampur
29.	CSIR-Indian Institute of Chemical Biology (CSIR-IICB)	Kolkata

Details of Locations to be clubbed under CSIR domain name in the attendance.gov.in

30.	CSIR-Indian Institute of Chemical Technology (CSIR-IICT)	Hyderabad
31.	CSIR-Indian Institute of Petroleum (CSIR-IIP)	Dehradun
32.	CSIR-Indian Institute of Integrative Medicine (CSIR-IIIM)	Jammu
33.	CSIR-Indian Institute of Toxicological Research (CSIR-IITR)	Lucknow
34.	CSIR-Institute of Microbial Technology (CSIR-IMTECH)	Chandigarh
35.	CSIR-Institute of Minerals and Materials Technology (CSIR-IMMT)	Bhubaneswar
36.	CSIR-National Aerospace Laboratories (CSIR-NAL)	Bengaluru
37.	CSIR-National Botanical Research Institute (CSIR-NBRI)	Lucknow
38.	CSIR-National Chemical Laboratory (CSIR-NCL)	Pune
39.	CSIR-Unit for Research and Development of Information Products (CSIR-URDIP)	Pune
40.	CSIR-National Environmental Engineering Research Institute (CSIR-NEERI)	Nagpur
41.	CSIR-National Geophysical Research Institute (CSIR-NGRI)	Hyderabad
42.	CSIR-National Institute for Interdisciplinary Science & Technology (CSIR-NIIST)	Thiruvananthapuram
43.	CSIR-National Institute of Oceanography (CSIR-NIO)	Goa
44.	CSIR-National Institute of Science Communication And Information Resources (CSIR-NISCAIR)	New Delhi
45.	CSIR-National Institute of Science, Technology and Development Studies (CSIR—NISTADS)	New Delhi
46.	CSIR-National Metallurgical Laboratory (CSIR-NML)	Jamshedpur
47.	CSIR-National Physical Laboratory (CSIR-NPL)	New Delhi
48.	CSIR-North East Institute of Science and Technology (CSIR-NEIST)	Jorhat
49.	CSIR-Structural Engineering Research Centre (CSIR-SERC)	Chennai

Divisions / Units and Designations at CSIR

Divisions/Units

Scientific	Planning & Performance Division (PPD)		Administration	
	International S&T Affairs Directorate (ISTAD)		Finance	
	Innovation Protection Unit (IPU)		Stores & Purchase	
	Unit for Science Dissemination (USD)		Vigilance & OM	
	Human Resource Development Group (HRDG)		Legal Cell	
	Information Technology (IT)		Raj Basha	
	Recruitment & Assessment Board (RAB)		Security	
	Engineering Services Division (ESD)		Dispensary	
			Canteen	
			Horticulture & House Keeping	
			Guest House	
			Library	

Divisions / Units and Designations at CSIR

Designations

Scientific	Director General	Isolated	Security Officer
	Distinguished Scientist		Security Asst.
	Outstanding Scientist		Security Guard
	Director		Watch & Ward Asst.
	Head		Receptionist
	Chief Scientist		Driver
	Senior Principal Scientist		Sr Hindi Officer (SG)
	Principal Scientist		Sr Hindi Officer
	Senior Scientist		Hindi Officer
	Scientist		Sr Hindi Translator
	Junior Scientist		Jr Hindi Translator
	Trainee Scientist		
Technical		Administration	Joint Secretary
	Principal Technical Officer		Sr DS/Sr CoA
	Sr. Technical Officer (3)		DS/CoA
	Sr. Technical Officer (2)		US/AO
	Sr. Technical Officer (1)		SO (G)
	Technical Officer		Asst.Gr.I (Asst.)
	Technical Assistant		Asst.Gr.III (UDC)
	Sr. Technician (2)		Asst. Gr.II (LDC)
	Sr. Technician (1)		
	Technician (2)	Finance	Financial Advisor
	Technician (1)		Sr DFA/Sr CoFA
	Lab. Assistant		DFA/CoFA
	Lab. Attendant (2)		FAO
	Lab. Attendant (1)		SO(FA)
			Asst.Gr.I (Asst.)
			Asst.Gr.III (UDC)
			Asst. Gr.II (LDC)
Engineering	Sr Superintending Engineer	Store & Purchase	Sr CoSP
	Superintending Engineer		CoSP
	Executive Engineer		S&PO
	Asst. Executive Engineer		SO
	Asst. Engineer		Asst.Gr.I (Asst.)
	Jr. Engineer (Gr.I)		Asst.Gr.III (UDC)
	Jr Engineer (Gr.II)		Asst. Gr.II (LDC)
Architectural	Sr Architect (Gr.I)/Technical Officer	Vigilance	Chief Vigilance Officer
	Sr Architect (Gr.II)/Sr. Technical Officer		
	Architect/Technical Officer		
	Dy. Architect/Dy. Technical Officer		
	Asst. Architectural Asst./Asst. Technical Officer		
	Sr Architectural Asst.		
	Architectural Asst.		
		Legal	Legal Adviser
			Law Officer

Divisions / Units and Designations at CSIR

Designations

	Chief Medical Officer		Pvt. Secretary
	Resident Medical Officer		PS(ACP)
	Medical Officer		Sr Steno
	Lady Medical Officer		Jr Steno
	Nursing Sister		
	Compounder		MTS
			Work Asst.
Guest House	Manager/In-Charge		Helper
	Asst. Manager		Lift Attendant
	Caretaker		Mali
	Guest Room Attendant		Safaiwala
Canteen	Asst. Manager		Quick Hire Fellow
	Cook		Sr Research Associate
	Halwai-cum-Cook		Pool Officer
	Asst. Halwai		Project Assistant
	Bearer		
	Bearer (ACP)		
	Wash Boy		
	Tea Maker		