



## COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 4-38/2002-E.II(PD)

Dated: 09.01.2017

To

The Directors/Heads of all  
CSIR National Labs./Instts./Hqrs./  
Complex/Centres/Units.

Sub: Information on Director's tour programme- reg.

Sir/Madam,

DG, CSIR has desired that for effective functioning/Coordination between CSIR, Hqrs and Labs./Instts., the details of tour programs proposed to be undertaken by Directors of CSIR Labs./Instts., should be communicated to CSIR, Hqrs in advance to O/o DG, CSIR and Director Recruitment Cell through email ([dgcsir@csir.res.in](mailto:dgcsir@csir.res.in), [singhanita@csir.res.in](mailto:singhanita@csir.res.in)), in the proforma given below:

Name of Director	Lab./Instt.	Date of leaving Lab./Instt.	Date of return to Lab./Instt.	Place of visit	Purpose of visit	Name of the senior most Scientist who will look after the duties of Director alongwith contact details

The PS/PA to Director & Sr. CoA/CoA/AO of Lab. / Instt., as the case may be, will be collectively responsible for implementation of these instructions scrupulously.

Yours faithfully,

  
(Anita Singh)

Under Secretary(DRC)

Copy to:

- ✓ 1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. US, O/o DG, CSIR.
3. PA to JS(A)

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