

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhavan, Rafi Marg, New Delhi - 110 001

No. 6-9(53)/78-2004-E.III

Date: 03.11.2020

OFFICE MEMORANDUM

Sub: Constitution of Committee for implementation of NIC e-office in CSIR Hqrs


DG, CSIR has been pleased to constitute the following Committee for implementation of NIC e-office in CSIR Hqrs (including HRDG, HRDC, URDIP) mandatorily while ERP may be used in various Labs and inter-Lab correspondences:

| | |
|---|-------------|
| 1. Dr. Viswajanani Sattigari, Outstanding Scientist | Chairperson |
| 2. Dr. VK Agarwal, Head/IT, CSIR | Member |
| 3. Dr. Radhakrishnan, Project Leader, ERP | Member |
| 4. Dr. VK Varun, Scientist F, CSIR | Member |
| 5. Shri. Baljeet Singh, DFA, CSIR | Member |
| 6. Shri. BK Singh, DS, CSIR | Member |

The Terms of Reference of the committee are as follows:

1. Role mapping of employees.
2. Determination of numbers of functionaries to be given access to e-office.
3. Deliberation upon the cost aspect of NIC e-office whether to take through DSIR or independently.
4. Other related issues if any.

The committee is requested submit its report at the earliest.


(S S Mandal)
Section Officer

Copy to:

1. All the members of the Committee
2. O/o VP, CSIR
3. DS, O/o DG, CSIR
4. PS to JS, CSIR
5. PS to FA, CSIR
6. PA to CVO, CSIR
7. PA to LA, CSIR
8. DS (HR-I)
9. Head HRDG, HRDC, RAB, URDIP and TKDL
10. In-charge HRDC
11. All Divisional/Sectional Heads with the request to bring the contents of this Office Memorandum to the notice of all the employees working under their respective control.
12. Head, IT Division – with a request to upload this OM on the website.
13. Office Copy