

Council of Scientific & Industrial Research (CSIR)

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

No.25-2(478)/19/2016-USD

Dated: 07.11.2016

OFFICE MEMORANDUM

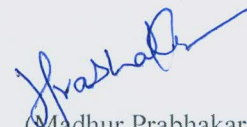
Sub: CSIR Platinum Jubilee Celebration – Allocation of Coordination Work involved in the management of CSIR Mega Expo at IITF, Pragati Maidan, New Delhi - Reg.

Competent Authority has been pleased to approve the constitution of the following committees to facilitate effective coordination of all activities involved in the organization of CSIR Mega Expo as a part of the India International Trade Fair (IITF), Pragati Maidan, New Delhi, during 14-27 November 2016.

Sl no.	Activity/ Committee	Nodal Officer	Representative from CSIR HQ
1	Overall management of CSIR Hall, including fabrication of both theme and general pavilions and management of display material	Mohd Asif Akhtar, Principal TO, USD 9891279560, 011-23470277 aasif61@yahoo.com	Mohd Asif Akhtar, Principal TO, USD 9891279560, 011-23470277 aasif61@yahoo.com
2	General Administration & Local Purchase & Transport	Mr. Vinay Kumar, SPO & US, PJC 9793137408, 011-23470426 vinaykumar@csir.res.in	Mr. Vinay Kumar, SPO & US, PJC 9793137408, 011-23470426 vinaykumar@csir.res.in
3	Media Relations - Publicity, Advertising, and other dissemination activities including publication of daily newsletter	Mr. Vinay Kumar, Media Consultant, USD 9818363133, 011-23470269 journovinay@gmail.com	Mr. Vinay Kumar, Media Consultant, USD 9818363133, 011-23470269 journovinoy@gmail.com
4	Scheduling and organization of theme-wise technical sessions	Dr. Manu Saxena, Head-HRDC, 9958285751, msaxena@csirhrdc.res.in	Mr. KK Kakkar, Consultant, PJC 9582052006, 011-23470269 kakkar1982@gmail.com
5	Scheduling and organization of student-based activities	Dr. Geetha Vaniraysam, CSIR-IGIB, 9350027078, geethavani@igib.res.in	Mr. S Santan, Consultant, USD 9717493049, 011-23470269 santancsir@gmail.com
6	Generation of feedback report on daily basis and final report on the event with emphasis on the outcome for CSIR	Dr. Kasturi Mandal, CSIR-NISTADS, Principal Scientist, 9313245343, 011-25843054, kasturi@nistads.res.in	Ms. Gaurika, Consultant, USD 9811796042, 011-23470269 gaurikakapoor@gmail.com
7	Protocol for VVIPs, Invitees, and Guests, including their registration, accommodation and transport	Dr. B. K. Durai, Chief Scientist-CRRI, 9899897080, durai.crri@nic.in	Mr. Rajiv Gupta, Consultant, PJC 9818611135, 011-23470269 rajiv.gupta@gmail.com
8	Protocol for CSIR staff as exhibitors including their registration, accommodation and transport	Mr. Rajesh Verma, Sr. Principal Scientist, CSIR-HRDG, 9868783381, rverma@csirhrdg.res.in	Mr. Madhur Prabhakar, SO, USD/PJC 9717784988, 011-2347069 madhurp@csir.res.in

9	Catering, including tea/snacks and lunch for both CSIR staff & invitees, during the exhibition hours	Mr Pradeep Bhardwaj, Manager Science Center, 9953687839, csirsciencecentre@yahoo.com	Mr. Anil Kumar, PS to H/USD 9910006213, 011-23470269, anilk0219@gmail.com
		Mr Pradeep Kumar, US, CSIR Hqrs, 01123470231, pradeepkumar@csir.res.in	
10	Photography and Videography Coverage of the event and preparation of short video capsules & Wi-Fi in VIP lounge, seminar hall, and office area and web casting of the event	Dr. Surjit Singh, Pr. Technical Officer, CSIR-NISCAIR, 9968492949, ssdabas@yahoo.com , Mrs Dolly Chaudhary, Pr.Scientist CSIR-Hqrs IT Division, 9818623573, dolly@csir.res.in	Mr. Madhur Prabhakar, SO, USD/PJC 9717784988, 011-2347069 madhurp@csir.res.in

A meeting has been convened on 8/11/16 at 1100 Hrs at CSIR Hqrs (Room no. 318) for the same. All concerned are hereby directed to attend the meeting as per the above mentioned details so that smooth execution of the event is can be ensured.


(Madhur Prabhakar)
Section Officer

Copy to:

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