

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001

No. 3-US(HR)/Reorg/2015-EI

Dated : 14/07/2016

OFFICE MEMORANDUM

Sub : Creation of Monitoring Cell at CSIR HQ

In order to efficiently monitor the implementation of SOPs and Timelines, Joint Secretary (Admn.), CSIR has been pleased to approve as under:-

(i) Creation of a Monitoring Cell at CSIR HQ in order to monitor timelines assigned for various administrative processes and to compile the data received from Labs/Instts in the proforma being circulated by Policy Division.

(ii) Monitoring Cell comprising of Sh. Y.K. Sharma, Consultant and Sh. A.K. Mukherjee, Consultant will (a) collect the data from Labs/Instts/CSIR HQ/Units (b) compile the same and submit a monthly report on 10th of the following month to DG through DS (Monitoring) and JS (A). The first report will be submitted by 10/08/2016. In the discharge of this monitoring role, the Consultants will directly correspond with COAs/AOs of the Labs/Instts for timely completion of the work.

(iii) Sh. Anjum Sharma, DS, CSIR HQ is nominated as DS (Monitoring), in addition to his present assignments. He may take necessary action for creation of an official email ID <monitoring@csir.res.in> for the use of Monitoring Cell. This email ID will be accessed/operated by the Consultants.

This will take immediate effect.

(Rajeev Sharma)
Under Secretary

**Sh. Anjum Sharma,
Deputy Secretary, CSIR**

Copy for information and compliance to:-

1. Directors of al CSIR Labs/Instts
2. Heads – HRDC, HRDG, IPU, 4PI, URDIP
3. DS to DG, CSIR
4. US to JS (Admn.), CSIR
5. PS to FA, CSIR
6. PS to CVO, CSIR
7. Sr. DS (HR/Policy)
8. DS (CO)
9. Legal Advisor
10. Consultants (Sh. Y.K. Sharma and Sh. A.K. Mukherjee)
- ✓ 11. IT Division – with the request to upload this OM on CSIR website
12. Office Copy