

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, 2 RAFI MARG, NEW DELHI-1

No. 6-1(45)/2016-E.III

Dated: 20.07.2016

Office Memorandum

In continuation of this office memorandum of even number dated 03.06.2016 and 14.07.2016, DG, CSIR has been pleased to approve allocation of activities and manpower to the various Directorates as under:

1. Allocation of Room No.306 of CSIR Headquarters to Dr. S Srikanth, Scientist H, CSIR Madras Complex & Head of Research, Project Planning and Business Development Directorate;
2. Dr. B.K Mishra, Director, IMMT, Bhubaneswar & Head of Human Resource Directorate will sit at CSIR Complex, Pusa, New Delhi and Dr. R.R Hirwani, Head URDIP & Head of Intellectual Property Directorate will sit at IPU, Satsang Vihar Marg, New Delhi;
3. Allocation and sharing of space (rooms) in CSIR Headquarters between Research, Project Planning and Business Development Directorate and Mission Directorate will be decided by JS,CSIR in consultation with the concerned Heads of Directorates;
4. Head of each Directorate will prepare action plan for the current financial year and submit the same to DG,CSIR. The action plan will be reviewed by DG,CSIR once in a quarter;
5. Head of each Directorate will constitute an Advisory Committee for guiding the activities of the Directorate;
6. Head of each Directorate will prepare its budget requirements and delegation of powers for smooth functioning of the Directorate and submit the same to DG,CSIR;
7. Each Directorate will have a separate budget allocation and RPPBD Directorate will allocate budget in consultation with DG,CSIR ;
8. Allocation of activities and distribution of staff amongst the Directorates are enclosed as Annexure-I (2 pages) and Annexure-II (3 pages) respectively.



(Ram Sarup)

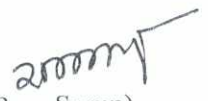
Deputy Secretary (CO)

Copy to:

1. Dr. B.K Mishra, Director, CSIR-IMMT, Bhubaneswar & Head of Human Resource Directorate
2. Dr. Sudeep Kumar, Head of Mission Directorate
3. Dr. S Srikanth, Scientist H, CSIR Madras Cx. Chennai & Head of Research, Project Planning and Business Development Directorate
4. Dr. RR Hirwani, Head CSIR-URDIP Pune & Head of Intellectual Property Directorate
5. Dr. Rajesh Luthra, Head HRDG, CSIR Complex, New Delhi
6. Dr. P.K Gupta, Head RAB, CSIR Complex, New Delhi
7. Dr. A Bandopadhyay, Head ISTAD
8. Dr. Anjana Baruah, Head IPU
9. Dr. Archana Sharma, Head TKDL
10. Dr. Manu Saxena, Scientist in-charge, HRDC Ghaziabad
11. O/o Hon'ble MoST & ES/VP, CSIR
12. O/o DG,CSIR
13. O/o JS,CSIR
14. O/o FA,CSIR
15. O/o CVO,CSIR
16. O/o LA,CSIR
17. Heads of all National Labs./Instts.
18. All Divisional/Sectional Heads of CSIR Headquarters. –  
HRDG/IPU/TKDL/HRDC/ESD/URDIP/PPD/ISTAD/USD - for circulation in their respective Divisions/Sections

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19. PS to Sr.DS(PD/HR)
20. PS to Sr.Dy.FA
21. F&AO(Audit)
22. F&AO(Cash)
23. Personal files of all concerned
24. Office copy



(Ram Sarup)  
Deputy Secretary(CO)

**Allocation of Activities amongst Scientific Directorates in CSIR Headquarters****A. Research, Project Planning and Business Development Directorate:**

In general the directorate will handle Public Goods and Social Goods with a sprinkling of Strategic Goods, besides Business Development activities. The specific activities will be:

- i. Overall R&D planning for CSIR with inputs from other directorates;
- ii. To develop specific projects and programmes in the area of Public Goods and Social Goods;
- iii. Preparation of background papers for allocation of Finances in consultation with Heads of other Directorates and FA, and release of funds with the approval of DG, CSIR;
- iv. Preparation of required background papers including annual plans for Demands for Grants and notes for Parliament consultative Committee;
- v. Interaction with Finance Ministry, NITI Aayog, and other central and state ministries as well as Government departments;
- vi. Performance monitoring of the labs and preparation of output and outcome documents;
- vii. Submission of monthly reports to DSIR and CSIR Annual Report;
- viii. All activities relating to business development including marketing guidelines and security sensitivity clearance as well as management of Innovation Fund;
- ix. Interaction with Industries, Industry Associations, Innovation hubs in CSIR labs for promotion of CSIR knowledgebase;
- x. Activities related to international collaboration and deputation including guidelines on deputation;
- xi. Enterprise Resource Planning (ERP);
- xii. Parliament matters relating to the above activities;
- xiii. Policy matters pertaining to the above activities;
- xiv. Awards – CSIR Technology Award, CSIR Diamond Jubilee Technology Award and CSIR Award for S&T Innovation for Rural Development; and
- xv. Any other activity as assigned by DG, CSIR from time to time.

**B. Missions Directorate:**

In general, the directorate will handle Private Goods and Strategic Goods with a sprinkling of Social Goods. The specific activities will be:

- i. Management of R&D activities, development and monitoring of projects under the umbrella of New Millennium Indian Technology Leadership Initiative (NMITLI) scheme;

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- ii. Development, management and monitoring of identified Mission projects with CSIR laboratories;
- iii. Activities related to translational research efforts - Development, management and monitoring of Fast Track Translation (FTT) projects with CSIR laboratories;
- iv. Financial resource management related to NMITLI, Mission projects and FTT projects;
- v. Interaction with CSIR laboratories and units related to NMITLI, Mission projects and FTT projects;
- vi. Interaction with industry to enlist them into NMITLI, Mission projects and FTT projects;
- vii. Parliament matters pertaining to the above activities;
- viii. Policy matters pertaining to the above activities; and
- ix. Any other matter as assigned by DG, CSIR from time to time.

**C. Human Resource Directorate:**

- i. All the activities pertaining to and presently being handled by HRDG, HRDC and examination unit;
- ii. Skill development activities in line with the stated Government objectives;
- iii. Administrative matters pertaining to RAB
- iv. Parliament matters pertaining to the above activities;
- v. Policy matters pertaining to the above activities;
- vi. Any other matter as assigned by DG, CSIR from time to time.

**D. Intellectual Property Directorate:**

- i. All the IPR related activities pertaining to and presently being handled by URDIP, IPU, TKDL;
- ii. Parliament matters pertaining to the above activities;
- iii. Policy matters pertaining to the above activities;
- iv. Any other matter as assigned by DG, CSIR from time to time.



### Distribution of Staff amongst Scientific Directorates in CSIR Headquarters

#### A. Research, Project Planning and Business Development Directorate -

1. Dr. S. Srikanth, Scientist H and Head of Directorate
2. Dr. K.V. Subramanian, Sr. Principal Scientist
3. Dr. Viswajanani J Sattigeri, Sr. Principal Scientist
4. Ms. Rama Swami Bansal, Sr. Principal Scientist
5. Dr. Meenakshi Singh, Sr. Principal Scientist
6. Shri. A.K. Kundalia, Principal Scientist
7. Dr. S.K. Tiwari, Principal Scientist
8. Dr. (Mrs.) Purnima Rupal, Principal Scientist •
9. Dr. (Ms.) Lalitha Goyal, Principal Scientist
10. Dr. Anuradha Madhukar, Principal Scientist
11. Dr. R.M. Mohanty, Senior Scientist
12. Dr. Ambarish Sanyal, Scientist
13. Shri. Abhishek Kumar, Scientist
14. Shri. Devi Prasad Bhukya, Scientist\*
15. Shri. Narain Singh, Sr. TO(3)
16. Smt. Mohini Bhatnagar, Sr. TO(3)
17. Mrs. Mira Mathur, Sr. TO
18. Mr. Jaipal Singh, Sr. TO
19. Shri. Suchit Kumar, TO
20. Shri. G.S. Rawat, Sr. Tech (2)
21. Smt. Rita Bhatnagar, Sr. Tech (2)
22. Smt. Lalitha Arora, Sr. Tech(2)
23. Smt. Anita Puri, Sr. Tech (2)
24. Shri. H.P.S. Rawat, Sr. Tech(2)
25. Smt. Babli Rani, Sr. Tech(2)
26. Shri. Chander Pal, Sr. Tech(2)
27. Shri. Bhagwan, Sr. Tech(2)
28. Shri. Atul Dhawan, Technical Assistant
29. Shri. Sunil Kumar, Reno Operator
30. Shri. J.K. Singh, Section Officer
31. Mrs. Geeta Lekhwani, Sr. Stenographer
32. Mrs. Sunita Batra, Assistant
33. Smt. Shashi Singh, Assistant
34. Shri. Rajpati, Work Assistant
35. Shri. Mahesh Kumar, Work Assistant
36. Smt. Pushpa, Work Assistant

- \* Currently on internal deputation to DGTC
- on Deputation abroad as Science Counselor.

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**B. Mission Directorate –**

1. Dr. Sudeep Kumar, Chief Scientist and Head of Directorate
2. Shri. R. P. Singh, Sr. Principal Scientist
3. Dr. R.K. Sinha, Senior Principal Scientist
4. Dr. Vibha Malhotra Sawhney, Principal Scientist
5. Dr. Hari Om Yadav, Senior Scientist
6. Shri. Mayank Mathur, Senior Scientist
7. Dr. Vandana Bisht, Senior Scientist
8. Shri. Anoj Kumar Chadar, Senior Scientist
9. Shri. K. Shreedhar, Scientist\*
10. Ms. Kamlesh Rani, Sr. Technical Officer
11. Ms. Pooja Agarwal, TO
12. Ms. Deepti Dullu Sharma, TO\*
13. Ms. Nidhi Behl, TO
14. Ms. Monika Pal, TA
15. Ms. Reena Kaur, Sr. Tech (2)
16. Smt. Archana Rawat, Assistant, Gr.I
17. Smt. Sunita Chowdhary, Gr.I
18. Shri. Kalyan Singh, Work Assistant
19. Shri. Vishnu Prakash, Work Assistant
20. Shri. Chandra Pal Singh, Work Assistant

\*Currently on internal deputation to DGTC.

**C. Human Resource Directorate -**

1. Dr. B.K. Mishra, Director, IMMT and Head of the Directorate
2. Dr. Rajesh Luthra, Chief Scientist
3. Dr. A. Bandopadhyay, Chief Scientist
4. Shri. A.K. Chakraborty, Chief Scientist
5. Dr. Manu Saxena, Chief Scientist
6. Shri. Pramod Kumar Gupta, Chief Scientist
7. Sh. H.R. Grover, Chief Scientist
8. Sh. Rajesh Verma, Sr. Principal Scientist
9. Sh. V S Bhati, Sr. Principal Scientist
10. Sh. N B Bhoi, Sr. Principal Scientist
11. Sh. Hemant Kulkarni, Sr. Principal Scientist
12. Sh. Ajeet Singh, Principal Scientist
13. Sh. Inder Pal, Principal Scientist
14. Mrs. Kanta Rani, Principal Scientist
15. Sh. J K Sikdar, Principal Scientist

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16. Sh. S A Hasan, Principal Scientist
17. Shri. Manish Bhardwaj, Sr. Scientist
18. Sh. Vinay Kumar, Sr. Scientist
19. Sh. Anshu Gaur, Scientist
20. Dr. (Mrs.) Rashmi, Scientist
21. Dr. Nadir Sheikh, Scientist
22. Plus all the Gr. III & Gr. II Staff + all the administrative staff presently working in HRDG, HRDC, RAB & Examination Unit including Work Assistants.

**D. Intellectual Property Directorate –**

1. Dr. R.R. Hirwani, Scientist-in-charge, URDIP and Head of Directorate
2. Dr. (Mrs.) Anjana Baruah, Chief Scientist
3. Sh. Chetan Kumar Bachhotia, Chief Scientist
4. Shri. A.V.Gomkale, Chief Scientist
5. Dr. (Mrs.) Indra Dwivedy, Sr. Principal Scientist
6. Dr. Sujata Samtani, Sr. Principal Scientist
7. Dr. (Mrs. ) Saguna Dewan, Principal Scientist
8. Dr. (Mrs.) Archana Sharma, Principal Scientist
9. Shri. Yogesh N Dhoble, Principal Scientist
10. Dr. Bhanu Verma, Principal Scientist
11. Dr. Ms. Shikha Rastogi, Senior Scientist
12. Shri. Gaurav Krishnan, Senior Scientist
13. Plus all the Gr. III & Gr. II staff + all other administrative staff including Work Assistants in IPU and TKDL
14. Plus all URDIP staff.