

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI – 110001**

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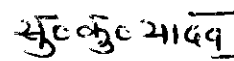
Dated: 25/05/2011

OFFICE MEMORANDUM

Consequent upon closure of Laboratory Administration Section, the administrative function at CSIR Hqrs. has been re-organized as under:

1. The work related to Central Office (Admn.) shall be supervised by Shri R.K. Sharma, Sr. Deputy Secretary, who will be assisted by Shri A.K. Mukherjee, Deputy Secretary.
2. The activities of Policy Division will be looked after by Shri K.K. Chopra, Dy. Secretary, who will be assisted by Ms. D. Vijyalakshmi, Under Secretary. The activities of Policy Division will include all the matters relating to policy formation/clarifications at CSIR Hqrs. The items of work pertaining to Common Cadre Section and policy related issues of erstwhile Lab. Administration shall also be the part of the Policy Division.

The above arrangement comes into force with immediate effect.


(S.K. Yadav) 25/5/11
Section Officer

Copy to:

1. Officers concerned
2. Directors of all CSIR Laboratories/Institutes
3. US, O/o DG, CSIR
4. US, O/o JS(A), CSIR
5. PA to FA, CSIR
6. PA to CVO, CSIR
7. Sr. Dy. FA
8. Legal Adviser, CSIR
9. All Deputy Secretaries/Under Secretaries in CSIR Hqrs. and CSIR Complex
10. All Dy. FAs/FAOs/CoSPs/SPOs in CSIR Hqrs. and CSIR Hqrs. and CSIR Complex
11. Head, TKDL/HRDC/HRDG/URDIP/IPMD/USD/PPD/RAB
- ✓ 12. Head, IT Division with the request to make this Office Memorandum available on the website