

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, Rafi Marg, New Delhi – 110 001

No. 5-1(109)/2011-PD

Dated: 03.05.2011

OFFICE MEMORANDUM

CSIR is a transforming and progressive organization which has been making constant endeavors to leverage technology to carry out its operations more effectively, efficiently and speedily in keeping with its mandate. During the initial phases since inception, most of the activities relating to R&D and administrative activities were centralized and for all decisions, even of minor significance, CSIR Laboratories/Institutes had to depend upon CSIR Hqrs. With the organizational and global advancement with the use of information and communication technology, as also the pace with which the environment has changed. CSIR is adopting liberalized reinvented policies and procedures by delegating most of the administrative powers which were earlier in the domain of CSIR Hqrs to the Laboratories/Institutes. Of late, it has been observed that, still many of the Laboratories/Institutes continue to make references to Laboratory Administration Section of CSIR Hqrs for seeking advice on less significant matters which could be decided at the laboratory level itself.

2. With improved and diligent decision making at the Laboratory level on the basis of changed policies, unnecessary correspondences with CSIR Hqrs could be avoided leading to minimal delays in decision making and implementing projects. Minimization of unwanted correspondences would also pave the way for effective utilization of the bandwidth for inter Laboratory & Lab to HQrs and vice versa communications for scientific consultations, technology development and R&D project implementation.

3. The issue was discussed in the CSIR Directors Conference, held in New Delhi on 22 April, 2011, to seek views on the issue. It was emphasized that on such occasion that since most of the Rules, Regulations and instructions are available on the CSIR Website and rules repository of ERP modules, there would be no need to make references, especially on administrative matters to the Laboratory Administration Section. It was, therefore, unanimously agreed upon that, as of now, there is no need of having the Laboratory Administration Section at CSIR Hqrs. Accordingly, it has been decided that Laboratory Administration Section would cease to function and the activities of this Section would be segregated with relevant changes in policies and reassignment of processes and activities to Policy Division, Central Office, Finance Division or RAB, as the case may be. The revised allocation of responsibilities of each of the Section, following such policy changes, redistribution and reassignment of items of work, corresponding process flow changes would be notified separately and be implemented in the ERP Application modules.

4. Consequent upon closure of Laboratory Administration Section, Director-General, CSIR is pleased to approve the following postings, transfers and associated changes at CSIR Hqrs., New Delhi:

(i) Shri K.K. Chopra, presently holding the position of Controller of Administration, Institute of Genomics & Integrative Biology, Delhi, will hold additional charge of Deputy Secretary (Policy Division). Shri Chopra will be directly reporting to the Director-General, CSIR. He will be assisted by Ms D. Vijayalakshmi, Under Secretary, Shri Rajiv Sharma, Section Officer (Gen.), under transfer from NPL for posting in CSIR Hqrs. and other Section Officers and support staff in Policy Division. .

Shri Chopra will work at CSIR Hqrs. in the forenoon and at IGIB in the afternoon or such other appropriate time sharing arrangement depending upon the exigencies of work at both the places.

(ii). Shri R.K. Sharma, Sr. Deputy Secretary would henceforth be the in-charge of Central Office. He will be assisted by Shri A.K. Mukherjee, Deputy Secretary, Section Officers and other support staff in Central Office.

(iii). Shri R.P. Sharma, Sr. Deputy Secretary is posted as Sr. Controller of Administration, NISTADS, New Delhi. Shri K.P. Sharma, Administrative Officer, NISTADS, to be posted, in the same capacity, at CDRI, Lucknow. Shri Sharma will look after the activities relating to new campus of CDRI. The transfer of Shri K.P.Sharma, being on his own request, he will not be entitled to joining time, joining time pay and transfer TA/DA etc.

(iv). Mrs Sangeeta Banerjee, Under Secretary is transferred and posted as Under Secretary (ESD), CSIR Complex, New Delhi and will report to Director (EC).

These orders come into force with immediate effect.



(K. Jayakumar)
Joint Secretary (Admn)

Copy to:

1. Directors of all CSIR Laboratories/Institutes
2. Sr. COAs/COAs/AOs of all Labs./Instts.
3. Sr. Dy.FAs/Dy.FAs/F&AOs of all Labs./Instts.
4. US, Office of DG, CSIR
5. US , Office of J.S.(Admn.)
6. PA to FA, CSIR
7. PS to CVO, CSIR
8. Legal Adviser, CSIR
9. Officers concerned
10. Sr. Deputy Secretary (CO), CSIR Hqrs
11. Head TKDL/URDIP/IPMD/HRDC/PPD/ISTAD/USD/HRDG
12. All Deputy Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
13. Head, RAB, CSIR Complex, Pusa, New Delhi
14. Secretary, JCM(Staff Side), Indian Institute of Chemical Technology, Uppal Road, Hyderabad – 500 007 (Andhra Pradesh)
- ✓ 15. Head, IT Division with the request to make this circular available on the website.