

## COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

Anusandhan Bhavan, Rafi Marg, New Delhi-110001

No. 5-1(115)/2011-PD

Dated: 16<sup>th</sup> August, 2011

### Office Memorandum

#### Subject: Restructuring of Central Office of CSIR Hqrs.

It has been felt that there is an immediate need to restructure/reorganize the Central Office of CSIR Hqrs. in order to streamline its functioning so as to bring more efficiency in the system.

The Competent Authority has, therefore, decided that Central Office of CSIR Hqrs. will be headed by Shri R.K. Sharma, Senior Deputy Secretary, who will, henceforth, be designed as Senior Controller of Administration and will be assisted by a Controller of Finance & Accounts/Finance & Accounts Officer and Controller of Stores & Purchase/Stores & Purchase Officer and supported by an optimum number of subordinate functionaries.


The duties and responsibilities of Central Office will inter alia include all establishment, financial and stores & purchase matters of CSIR Hqrs. and also include engineering and maintenance work including that of CSIR Guest Houses, procurement and maintenance of vehicles and security related matters etc.

Head, PPD will allocate head-wise annual budget to the Central Office based on needs and requirements of the Central Office.

Shri R.K. Sharma, being Head of Central Office, will be vested with such financial powers as are delegated to an officer of similar status in a CSIR Laboratory/Institute. However, financial sanction, beyond the delegated powers would invariably be obtained from the competent authority.

The Central Office will be accommodated at a single floor in order to have better supervision and coordination among different functionaries. However, the place for accommodating the Central Office will be decided and notified separately.

The above order comes into force with immediate effect.

  
(K.K. Chopra) KPC  
Deputy Secretary (PD)

#### Copy to:

1. Financial Adviser, CSIR - with the request to depute one officer of appropriate level from the Finance & Accounts Cadre to the Central Office, CSIR Hqrs.
2. Shri R.K. Sharma, Sr. Controller of Administration.
3. Shri Thomas T. Kuriakose, Controller of Stores & Purchase
4. US office of DG, CSIR
5. US office of J.S.(Admn.), CSIR
6. PS to Legal Adviser, CSIR
7. PS to Chief Vigilance Officer, CSIR
8. All Heads of Divisions/Officers at CSIR Hqrs./CSIR Complex/RAB/IPMD/HRDG/HRDC.
9. Manager, CSIR Science Centre/Maharani Bagh Guest House
10. CSIR Website