

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI-110 001

No.3-10/1/2010 -E.I

Dated: 12th Jan, 2011

OFFICE MEMORANDUM

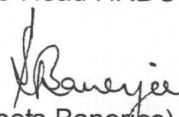
Sub: Training Programme for Private Secretaries –reg.

The Joint Secretary (Admn.), CSIR, has been pleased to nominate the following Private Secretaries to attend the residential Training Programme at HRDC Ghaziabad starting from 17th Jan 2011 till 18th Feb 2011:

Sr. No	Name and Designation of the officer	Present place of posting
1.	Ms Mallika P Kumar, PS	CFTRI
2.	Smt P P Kulkarni, PS	NCL
3.	Sh H Gopalarathanam, PS	CLRI
4.	Smt Renuka Ramachandran, PS	CSIR Hqrs
5.	Sh J K Prashar, PS	IHBT
6.	Sh P Kunhi Raman, PS	CFTRI
7.	Smt M Joseph, PS	NISTADS
8.	Ms Paramjit Kaur, PS	NPL
9.	Sh D J N Prasad, PS	CCMB
10.	Sh S P Kapil, PS	CBRI
11.	Sh K Ravi Kumar, PS	NGRI
12.	Sh A R Kumaran, PS	CECRI
13.	Sh. Man Singh Rannot, PS	CSIR Hqrs
14.	Ms Geetha S, PS	CFTRI
15.	Ms Jyothi Manthana, PS	NGRI
16.	Ms Saroj Gandhi, PS	NPL
17.	Sh I Sakthivel, PS	CECRI
18.	Ms Anupama R, PS	CFTRI
19.	Sh Kamal Dhingra, PS	CSIR Hqrs

HRDC have made necessary arrangements for their boarding and lodging. The Directors of the Lab/Instt concerned are requested to relieve their Private Secretaries PSs to attend the said Training Programme at HRDC. They should report at HRD latest by 17th January 2011. Information regarding arrangement of Bus may be seen at HRDC website 'www.csirhrdc.res.in'.

The PS are requested to confirm their participation alongwith their travel plan to Head HRDC to enable them to make necessary arrangements.


(Sangeeta Banerjee)
Under Secretary

Copy to:

1. The Directors of CFTRI / NCL / CLRI / IHBT / NISTADS / NPL / CCMB / CBRI
2. Head, HRDC Ghaziabad
3. Sr. DS (CO), CSIR Hqrs - Kind attention: Sh R P Sharma
4. DS (LA / PD), CSIR Hqrs - Kind attention: Sh R K Sharma and Sh A K Mukherjee
5. Officers concerned
6. PS, Office of DG, CSIR
7. PS, Office of JS (Admn.), CSIR
8. IT Division with the request to host / upload this OM in CSIR website