

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

No. 3-2/b/LDCE-2021-E.I

Dated : 29.12.2021

**OFFICE MEMORANDUM**

**Sub : Limited Departmental Competitive Examination – 2021 - Panels for the posts of Section Officer (Gen) / Section Officer (F&A) / Section Officer (S&P), Assistant Section Officer (Gen) / Assistant Section Officer (F&A) –reg.**

The Joint Secretary (Admn.), CSIR, based on the performance of the candidates in the Limited Departmental Competitive Examination (LDCE) – 2021 held on 05 December, 2021, has been pleased to approve empanelment of the following Officials for appointment to the posts as per details given below in order of merit: -

**A. Panel for the posts of Section Officer (General), Pay Level – 08**

Sl.	Roll No.	Name (S/Sh./Ms.)	Present Designation	Present Lab/Instt	Cate gory	Remarks
1.	701141	Mr.VIKAS VERMA	ASO (Gen)	HRDG	UR	
2.	701002	Mr.ABU JOSE P	ASO (Gen)	CSIR HQ	UR	
3.	701134	Mr.VED PRAKASH	ASO (Gen)	IHBT	UR	
4.	701130	Mr.SUSHANT SINGH	ASO (Gen)	CSIR HQ	SC	Own Merit
5.	701064	Mr.MEESAM ZAIDI	ASO (Gen)	CRRI	UR	
6.	701104	Mr.SANJAY KUMAR	ASO (Gen)	HRDC	UR	
7.	701148	Mr.VIVEK KHARE	ASO (Gen)	AMPRI	UR	
8.	701133	Mr.UPENDRA UPADHYAY	ASO (S&P)	CSIR HQ	UR	
9.	701056	Mr.LAXMI NARAYAN PANDEY	ASO (Gen)	CSIR HQ	UR	
10.	703078	Mr.SANJAY DINESHBHAI CHAUHAN	ASO (Gen)	CSMCRI	UR	
11.	701034	Mr.DHEERAJ PATHAK	ASO (F&A)	NBRI	UR	
12.	703087	Mr.SIVARAMAN K	ASO (Gen)	CECRI	UR	
13.	701021	Mr.ASHISH SINGH	ASO (Gen)	IGIB	UR	
14.	703024	Mrs.I VANITHA	ASO (Gen)	CLRI	UR	
15.	703102	Mr.VINAY BALAKRISHNA PATIL	ASO (Gen)	NIO	UR	
16.	701089	Mr.RAJEEV PANDEY	ASO (F&A)	CSIR HQ	UR	
17.	701082	Mr.PRAJWAL RAI	ASO (S&P)	NIScPR	UR	
18.	701036	Mr.EKALABYA BHARGAVA	ASO (S&P)	HRDG	UR	
19.	703045	Dr.N C VAMSHI KRISHNA	ASO (F&A)	NAL	UR	
20.	701088	Mr.RAHUL SINGH	ASO (Gen)	CFTRI	UR	
21.	703086	Mr.SIMACHAL DASH	ASO (S&P)	NAL	UR	
22.	701065	Mr.MITUL GUPTA	ASO (Gen)	NPL	UR	
23.	701022	Mr.ASHOK KUMAR	ASO (Gen)	IIIM	UR	
24.	701008	Mr.AMIT KUMAR GUPTA	ASO (Gen)	NPL	UR	



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Sl.	Roll No.	Name (S/Sh./Ms.)	Present Designation	Present Lab/Instt	Cate gory	Remarks
25.	701072	Mr.NEELESH JAISWAL	ASO (Gen)	AMPRI	UR	
26.	701030	Mrs.DAISY	ASO (Gen)	CSIR HQ	UR	
27.	702021	Mr.RAKESH KUMAR	ASO (Gen)	CIMFR	UR	
28.	701132	Ms.SWATI RANJAN	ASO (F&A)	CSIR HQ	UR	
29.	703028	Mrs.K PREETHA	ASO (Gen)	NIIST	UR	
30.	703002	Mr.ADITYA VIKAS KULKARNI	ASO (Gen)	NEERI	UR	
31.	702016	Mr.MANISH KUMAR PANDEY	ASO (S&P)	CMERI	UR	
32.	703008	Mr.BALARAM MUSUNURI	Sr. Steno	IICT	UR	
33.	701075	Mr.NILMANI KUMAR NIRAJ	ASO (Gen)	HRDG	UR	
34.	701037	Mr.FARID MOHAMMAD	ASO (S&P)	IIP	UR	
35.	701103	Mr.SANJAY DHABAI	ASO (Gen)	CEERI	UR	
36.	702015	Mr.KESHARI KUMAR	ASO (Gen)	CIMFR	UR	
37.	701115	Mrs.SHEENA VYAS GOSWAMI	ASO (Gen)	CSIR HQ	UR	
38.	701033	Mr.DHANANJAY KUMAR SINGH	ASO (F&A)	NPL	UR	
39.	701031	Mr.DEEPAK KUMAR	ASO (F&A)	CSIR HQ	UR	
40.	703010	Mr.BHAGAT AMOL MADHUKAR	ASO (Gen)	NCL	SC	Own Merit
41.	701146	Mr.VISHVENDER KUMAR DOGRA	ASO (Gen)	IIP	UR	
42.	702036	Mr.SUDEEP SEN	ASO (Gen)	CGCRI	UR	
43.	703100	Mr.VENKATESAN K	ASO (F&A)	CECRI	UR	
44.	701074	Ms.NIDHI GUPTA	ASO (Gen)	CSIR-HQ	UR	
45.	703063	Mrs.R M VIJAYALAKSHMI	Sr. Steno	CECRI	UR	
46.	702040	Mr.SUNIL KUMAR	ASO (Gen)	CIMFR	UR	
47.	702027	Mr.SANJEET KUMAR	Sr. Steno	CMERI	UR	
48.	701011	Mr.ANGAD VIRK	ASO (Gen)	CSIO	UR	
49.	703041	Mr.MAMADAPURE SANGAPPA REVANASIDHA	ASO (Gen)	NCL	UR	
50.	703071	Mrs.S KANCHANAMALA	ASO (Gen)	CCMB	UR	
51.	701136	Mr.VIBHASH KUMAR	ASO (Gen)	CDRI	UR	
52.	703033	Mr.LAKSHMI NATH THAKUR	ASO (S&P)	CFTRI	UR	
53.	703001	Mr.ABHIJNA	ASO (S&P)	CFTRI	UR	
54.	701059	Mr.MANISH KUMAR	ASO (S&P)	CEERI	UR	
55.	701094	Mr.RAJU SINHA	ASO (Gen)	CSIR HQ	UR	
56.	703018	Mr.G SRIKANTH	ASO (Gen)	IICT	UR	
57.	703052	Mrs.NEETHU INDUCHOODAN	ASO (Gen)	NIIST	UR	
58.	701062	Mr.MANOJ KUMAR	ASO (Gen)	IIIM	UR	
59.	701098	Mr.RANJEET KUMAR GUPTA	ASO (Gen)	IIIM	UR	
60.	701139	Mr.VIJAY SHRIVASTAVA	ASO (F&A)	AMPRI	UR	
61.	703006	Mr.ARUN SANKAR R R	ASO (Gen)	NAL	UR	
62.	703060	Mr.PRAVEEN RAJU SAVARAPU	ASO (Gen)	IICT	SC	Own Merit
63.	703081	Mr.SHANMUGA SUNDAR D	ASO (F&A)	CLRI	UR	
64.	703047	Dr.N SUDHAKAR	ASO (Gen)	SERC	UR	
65.	703101	Mrs.VIJAYALAKSHMI J RAO	ASO (Gen)	CFTRI	UR	
66.	702012	Mr.JAYANTA PAL	ASO (Gen)	IICB	UR	
67.	701092	Mr.RAJIV KUMAR CHOPRA	ASO (Gen)	CRRI	UR	
68.	703103	Mr.VINCENT THOMAS	ASO (Gen)	IICT	UR	

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Sl.	Roll No.	Name (S/Sh./Ms.)	Present Designation	Present Lab/Instt	Category	Remarks
69.	701024	Mr.ASHOK KUMAR AGARWAL	ASO (Gen)	HRDG	UR	
70.	701013	Mr.ANIL KUMAR UPADHYAY	ASO (Gen)	NBRI	UR	
71.	703049	Mr.NAGARAJA N	ASO (Gen)	NAL	UR	
72.	703025	Mr.J SUDARSHAN	ASO (Gen)	NAL	UR	
73.	702014	Mr.KAJAL SAHA TALUKDAR	ASO (Gen)	CMERI	SC	Own Merit
74.	701101	Mrs.RITI CHAUDHARY	ASO (Gen)	CDRI	SC	Own Merit
75.	701069	Mr.MUDIT SHARMA	ASO (F&A)	NPL	UR	
76.	702009	Mr.BISWAJIT BHOWMIK	ASO (S&P)	CMERI	UR	
77.	703069	Mr.RAJENDRA PRASAD KUSHWAHA	ASO (S&P)	NIO	UR	
78.	702010	Mr.CHANDRESH KUMAR	ASO (S&P)	CMERI	UR	
79.	703080	Ms.SAVITHA K	ASO (Gen)	CFTRI	UR	
80.	702024	Mr.RANU KUMAR	ASO (Gen)	CIMFR	UR	
81.	701023	Mr.ASHOK KUMAR	ASO (Gen)	RAB	UR	
82.	702022	Mr.RAKESH SEN	ASO(F&A)	CMERI	UR	
83.	703022	Mr.GORAVENDRA SHUKLA	ASO (Gen)	CSMCRI	UR	
84.	701029	Mr.BUDHI BALLABH DIMRI	ASO (Gen)	IIP	UR	
85.	703053	Mr.NEMALI ANAND	ASO (Gen)	IICT	ST	Own Merit
86.	703040	Mr.M.MAHESWARA MURTHY	ASO (Gen)	CFTRI	SC	Own Merit
87.	703021	Mrs.GEETHA V	ASO (Gen)	CLRI	UR	
88.	701095	Mr.RAKESH PANT	ASO (Gen)	IIP	UR	
89.	701147	Mr.VISHWA BHARTI	Sr. Steno	CSIR HQ	UR	
90.	703007	Mrs.B VIJAYALAKSHMI	ASO (Gen)	NAL	UR	
91.	701017	Mr.ANUPAM	ASO (Gen)	NPL	UR	
92.	703076	Mrs.S. JYOTHI	ASO (Gen)	CFTRI	UR	
93.	702008	Mr.BINOD KUMAR	ASO (Gen)	CMERI	UR	
94.	701076	Ms.NISHI SHARMA	ASO (Gen)	CSIO	UR	
95.	701108	Ms.SANYOGITA SAINGER	ASO (Gen)	CIMAP	UR	
96.	702041	Mr.SURYA KANT SWARAN	ASO (Gen)	CMERI	UR	
97.	703091	Mr.SURAJKUMAR MANGAL MESHARAM	Sr. Steno	NEERI	SC	Own Merit
98.	703039	Mr.M G VAMSI KRISHNA	ASO (Gen)	NGRI	UR	
99.	703017	Mr.DURGA PRASAD CHOUDHURY	ASO (Gen)	NEERI	UR	
100.	702043	Mr.VED PRAKASH	ASO (S&P)	NML	UR	
101.	702001	Mr.AJAY TIRKEY	ASO (Gen)	NML	ST	Own Merit
102.	702042	Mr.TARUN HALDER	ASO (Gen)	CMERI	SC	
103.	703020	Mrs.GAYATHRI K	ASO (S&P)	NAL	SC	

**B. Panel for the posts of Section Officer (Finance & Accounts), Pay Level – 08**

Sl.	Roll No.	Name (S/Sh./Ms.)	Present Designation	Lab/Instt	Category	Remarks
1.	701078	Mr.PANKAJ KUMAR	ASO (S&P)	CIMAP	UR	
2.	701026	Mr.AYUSH SINGHAL	ASO (F&A)	CIMAP	UR	
3.	701040	Mr.GYAN PRAKASH SINGH	ASO (F&A)	CSIR HQ	UR	
4.	701140	Mr.VIKAS PATIAYA	ASO (F&A)	IIIM	UR	
5.	701102	Mrs.RITIKA SHARMA	ASO (S&P)	NPL	UR	
6.	703037	Mrs.LATHA JAGAPATHI	ASO (F&A)	IICT	SC	Own Merit

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Sl.	Roll No.	Name (S/Sh./Ms.)	Present Designation	Lab/Instt	Category	Remarks
7.	702004	Mr.AMRIT KUMAR	Sr. Steno	CMERI	UR	
8.	701009	Mr.ANAND VIJAY RAO	ASO (F&A)	NIScPR	UR	
9.	701111	Mr.SATYARTH PRAKASH	ASO (F&A)	CBRI	UR	
10.	703067	Mrs.RAJALAKSHMI R	ASO (F&A)	SERC	UR	
11.	701137	Mr.VIJAY KUMAR	ASO (F&A)	HRDG	UR	
12.	703070	Mr.RAYAPATI PURNA BIMBA NAGA KISHORE	ASO (Gen)	NGRI	UR	
13.	703073	Mr.S V S NARAYANA MURTHY PULLA	ASO (F&A)	NGRI	UR	
14.	701010	Mr.ANEESH AHMAD	ASO (S&P)	CIMAP	UR	
15.	702030	Mr.SHARDANAND KUMAR	Sr. Steno	CMERI	UR	
16.	701117	Mr.SHIV AVTAR GUPTA	ASO (F&A)	RAB	UR	
17.	703082	Mr.SHASHI KUMAR P	ASO (F&A)	CFTRI	SC	Own Merit
18.	701110	Mr.SATISH CHAND	ASO (F&A)	IIP	UR	
19.	701120	Mr.SHRIKANT SHARMA	ASO (Gen)	CEERI	UR	
20.	702018	Mr.NIRAJ KUMAR	ASO (Gen)	CIMFR	UR	
21.	702032	Mr.SHOUBHIK SARKAR	ASO (F&A)	CIMFR	UR	
22.	701079	Mr.PANKAJ KUMAR MOURYA	ASO (F&A)	IIP	UR	
23.	702006	Mr.ASHESH KANTI DEY	ASO (F&A)	CMERI	UR	

**C. Panel for the posts of Section Officer (Stores & Purchase), Pay Level – 08**

Sl.	Roll No.	Name (S/Sh./Ms.)	Present Designation	Lab/Instt	Category	Remarks
1.	703056	Mr.NRIPENDRA CHANDALIA	ASO (S&P)	CSMCRI	UR	
2.	703023	Mr.GOVIND KUMAR JHA	ASO (S&P)	CCMB	UR	
3.	701007	Mr.AMAN KUMAR	ASO (F&A)	CBRI	UR	
4.	701105	Mr.SANJEEV KUMAR YADAV	ASO (Gen)	CSIR HQ	UR	
5.	701018	Mr.ARPAN MAHESHWARI	ASO (S&P)	CBRI	UR	
6.	701066	Mr.MOHAMMAD RIJWAN	ASO (S&P)	CDRI	UR	
7.	701081	Mr.PAWAN KUMAR	ASO (Gen)	CBRI	UR	
8.	701114	Mr.SHAILENDRA SINGH TOMAR	ASO (S&P)	AMPRI	UR	
9.	701128	Mr.SUNIL UDAIWAL	ASO (S&P)	CEERI	UR	
10.	701112	Mrs.SAVITA VISHWAKARMA	ASO (Gen)	CBRI	UR	
11.	701144	Mr.VIMAL KUMAR	ASO (S&P)	NPL	UR	
12.	703043	Mr.MOHAMED JINDHA SAFFI	ASO (S&P)	SERC	UR	
13.	701099	Mr.RAVINDER SINGH	ASO (S&P)	IMT	UR	
14.	701100	Mr.RIPUDAMAN SAXENA	Sr. Steno	NPL	UR	
15.	701077	Mr.NITIN SHARMA	ASO (S&P)	CSIR HQ	UR	
16.	701080	Mr.PARVEEN KUMAR	ASO (S&P)	IMT	UR	
17.	701046	Mr.KAILASH CHAND PAREWA	ASO (S&P)	NIScPR	SC	Own Merit
18.	701053	Mr.KUSEHAR PRASAD	ASO (S&P)	IITR	SC	Own Merit

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**D. Panel for the posts of Assistant Section Officer (General), Pay Level – 07**

Sl.	Roll No.	Name (S/Sh./Ms.)	Present Designation	Lab/ Instt	Category	Remarks
1.	603039	Mrs.SUNITA DEVI	SSA (Gen)	IICT	UR	
2.	603036	Mrs.SAVITHA K	SSA (Gen)	NAL	SC	Own Merit
3.	603015	Mrs.KAVYASHREE L	SSA (S&P)	CFTRI	UR	
4.	603011	Ms.HAMRITHA S K	Jr. Steno	CLRI	UR	
5.	603021	Mrs.MEGHA GOPAL UMAP	SSA (Gen)	NEERI	UR	
6.	603012	Mrs.HEMAMALINI N	SSA (Gen)	SERC	UR	
7.	601010	Mr.KIRAN KUMAR	SSA (Gen)	IHBT	SC	Own Merit
8.	602019	Mr.THAM BAHADUR SONARI	SSA (S&P)	CMERI	UR	
9.	602010	Mr.PRADIPTA SARKAR	SSA (S&P)	IICB	UR	
10.	602013	Mr.RANJIT DEBNATH	SSA (Gen)	IICB	UR	
11.	603003	Mr.ANAND VINOD PANDIT	SSA (S&P)	NEERI	UR	
12.	601023	Mrs.TAJINDER KAUR	SSA (S&P)	IMTEC H	UR	
13.	603041	Mrs.THAKUR RAJANI	SSA (Gen)	CCMB	UR	
14.	602007	Mr.KAMLESH KUMAR	SSA (F&A)	CMERI	UR	
15.	602004	Mr.ASHISH KUMAR PAUL	SSA (S&P)	CMERI	UR	
16.	602008	Mrs.MITHU KUNDU	SSA (Gen)	NEERI	UR	
17.	603016	Mr.KETHAVATHU KUMAR	Jr. Steno	IICT	ST	Own Merit
18.	602003	Mr.ARUN KUMAR MAHATO	SSA (S&P)	CMERI	SC	Own Merit
19.	601014	Mrs.POOJA AWASTHI	SSA (Gen)	IHBT	UR	
20.	601002	Mr.BONI KUMAR	Jr. Steno	IHBT	SC	Own Merit
21.	603030	Mr.PRAVIN YADAVRAO JAGTAP	SSA (S&P)	NEERI	UR	
22.	603024	Mr.NATARAJAN D	SSA (Gen)	NAL	UR	
23.	601001	Mrs.ASHA JOSHI	SSA (S&P)	IIP	UR	
24.	603001	Mrs.A. VIJAYALAKSHMI	SSA (Gen)	CECRI	UR	
25.	603028	Mr.PRAFUL PASWAN	Jr. Steno	IICT	SC	Own Merit
26.	603008	Mr.DUMPATI SAIKUMAR	Jr. Steno	IICT	UR	
27.	602005	Mr.GULSHAN KUMAR	Jr. Steno	NML	UR	
28.	603043	Mrs.VEENA RR	Jr. Steno	NAL	UR	
29.	603027	Mr.PRADEEP R	SSA (F&A)	CFTRI	SC	Own Merit
30.	602017	Mr.SUKHENDU BISWAS	SSA (Gen)	IICB	SC	Own Merit
31.	601025	Mr.VINOD KUMAR	SSA (S&P)	CSIO	UR	
32.	603006	Mr.DHEERAJ GOYAL	Jr. Steno	CSMC RI	SC	Own Merit
33.	601026	Mr.VISHNU GURJAR	Jr. Steno	CEERI	UR	
34.	602002	Mr.ARNAB SEN	SSA (S&P)	IICB	UR	
35.	603020	Mr.MAQSOOD ALI	Jr. Steno	CCMB	UR	
36.	603029	Mr.PRAVIN ANANDRAO NAGRARE	SSA (S&P)	NEERI	SC	Own Merit
37.	603022	Ms.N MANJU	Jr. Steno	CLRI	UR	
38.	603010	Mrs.GOSULA DIVYA BHARATHI	Jr. Steno	IICT,	UR	
39.	601015	Mrs.POONAM	SSA (Gen)	CSIO	UR	
40.	601013	Mr.MUKESH	Jr. Steno	CSIO	UR	
41.	603038	Mrs.SUJATHA KESHAVA MURTHY	Jr. Steno	NAL	UR	
42.	603035	Dr.S.N.MANIKANTA SWAMY	SSA (F&A)	CFTRI	UR	
43.	603002	Ms.AKHILA	Jr. Steno	IICT	UR	

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Sl.	Roll No.	Name (S/Sh./Ms.)	Present Designation	Lab/Instt	Category	Remarks
44.	602012	Mr.RAJU PAL	SSA (Gen)	IICB	UR	
45.	601006	Mr.HIMMAT SINGH	SSA (S&P)	IIP	UR	
46.	601012	Mrs.MONIKA SHARMA	SSA (S&P)	NISCP R	UR	
47.	602011	Mr.RAJU KUMAR	Jr. Steno	NEIST	UR	
48.	601019	Mr.RISHU SHARMA	Jr. Steno	IIM	UR	
49.	601024	Mr.VIJAY KUMAR BHARTEY	SSA (Gen)	CIMAP	SC	Own Merit

**E. Panel for the posts of Assistant Section Officer (F&A), Pay Level – 07**

Sl	Roll No.	Name (S/Sh./Ms.)	Present Designation	Lab/Instt	Category	Remarks
1.	603019	Mr.M. ESAKIMUTHU	SSA (F&A)	CLRI	UR	
2.	601016	Mr.PRAYAS CHATURVEDI	SSA (F&A)	NPL	UR	
3.	603023	Mrs.NAGADHWANI UPENDAR	SSA (F&A)	CLRI	UR	
4.	602020	Mr.VISHAL AGARWAL	SSA (F&A)	IICB	UR	
5.	603007	Mrs.DIVYA M V	SSA (F&A)	CFTRI	UR	
6.	601021	Mr.SHAILENDRA KUMAR	Jr. Steno	NBRI	SC	Own Merit
7.	603005	Mr.CHETAN PRAKASH	Jr. Steno	CSMCRI	UR	
8.	602001	Mr.AMIT KUMAR MONDAL	SSA (F&A)	CMERI	UR	
9.	601017	Mrs.PREETI GANGWAR	SSA (Gen)	NBRI	UR	
10.	603040	Ms.TAYYABA UNNISA	Jr. Steno	IICT	UR	
11.	603042	Mr.TUSHAR PRAVIN NIRMALKAR	SSA (Gen)	NEERI	UR	
12.	603025	Mrs.PL JANAKY	SSA (F&A)	CLRI	UR	
13.	601018	Mrs.PRIYANSHA	SSA (F&A)	NPL	UR	
14.	603034	Mr.S M SUBASH	Jr. Steno	CLRI	UR	
15.	603013	Mrs.K SUJATHA	SSA (F&A)	CCMB	UR	

**F.** The above panels do not confer any right on the officials for appointment to the posts for which they have been empaneled. The offers of appointment for the posts will be made subject to availability of vacancies and vigilance clearance. The vacancies notified earlier vide CSIR Notification of even no. dated 27.10.2021 may vary.

**G.** **If, any stage, it is found later on that any of the above candidates does not fulfill any of the conditions of eligibility like essential educational qualification, minimum approved service etc. his/her candidature will be cancelled and no appeal against such cancellation will be entertained.**

**H.** Directors/Heads of Labs/Instts/CSIR HQ are requested to kindly ensure that the three conditions i.e. (1) No Charge sheet is issued (2) No criminal case is pending (3) officials are not under suspension; do not exists at the time of actual promotion in respect of above officials.


  
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I. The above panels shall remain valid for a period of one year from the date of issue of this OM.

J. The above panels and consequent promotion will be subject to the further orders of Hon'ble Supreme Court in various cases mentioned in DOPT OM No. 36012/11/2016-Estt. (Res-I) {Pt-II} dated 15.06.2018 and/or in any other case related with the matter of reservation and/or reservation in promotion.

  
(L. S. Negi)  
Sr. Deputy Secretary

Copy to:-

1. Directors of all CSIR Labs/Instts
2. Heads – HRDG/HRDC/IPU/URDIP/4PI/TKDL
3. Officers concerned
4. Office of DG, CSIR
5. Office of JS (Admn.), CSIR
6. Office of FA, CSIR
7. Office of CVO, CSIR
8. LA, CSIR
9. Sr. DS (HR)
10. Sr. DS (CO)
11. O&M and Vigilance Section, CSIR HQ
12. CCO ACR Cell, CSIR HQ
13. Personal files of the Officers concerned
14. IT Division - with the request to host this OM on CSIR website
15. Guard File
16. Office copy

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