

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

No. 3-29/Misc/2024-EI

Date: 01.04.2024

OFFICE MEMORANDUM

In accordance with Public Records Act 1993 and the Public Records Rules 1997, the DG, CSIR, is pleased to nominate Sh. Vinod Kumar, COA/DS, HRDC, as Departmental Records Officer for CSIR Headquarters and its units (HRDC, HRDG,TKDL and IPU) with immediate effect.

2. As the Departmental Records Officer, Sh. Vinod Kumar shall be responsible for:
 - i. Effective records management practices within CSIR, in accordance with relevant laws, regulations, and policies;
 - ii. Streamlining the processes, reducing duplication of efforts, and improving efficiency in accessing and managing records;
 - iii. Mitigate risks associated with poor record management, such as legal liabilities and loss of important information;
 - iv. Establishing and enforcing records management policies and procedures, ensuring that all staff are aware of their responsibilities regarding records management;
 - v. Serving as the primary point of contact for coordinating with CSIR Labs/Instt. and external records management authorities.
 - vi. Playing a key role in promoting accountability, transparency, and efficiency in records management practices.
3. Further, the competent authority has also approved that Sh. Vinod Kumar will work from CSIR Complex, Delhi and report to Sr. DS (CO), CSIR HQ. The CSIR Complex will provide the required office and sitting space to the concerned officer.
4. Hindi Version will follow.


(Sunil Kumar)
Under Secretary

Sh. Vinod Kumar,
COA/DS, CSIR-HRDC

Copy to:

1. Directors of all CSIR Labs/Instts
2. Sr.CoA/CO/AO of all CSIR Labs/Instts
3. Heads-HRDG/HRDC/IPU/URDIP/4PI/TKDL
4. Office of DG, CSIR
5. Office of JS (Admin.)
6. Office of FA, CSIR,
7. Office of CVO, CSIR
8. All Divisional Head of CSIR HQ
9. Sr.DS(HR), HQ
10. Sr.DS(CO), HQ
11. IT Division- with the request to upload this OM on CSIR Website