

SN	Name of Staff	Work assigned
9	Mr. R.N. Waghmare Sr. PPS	<input type="checkbox"/> Preparing draft reply letters/notings/meeting notice etc. <input type="checkbox"/> Processing and Adjustments of Bill from HQ, Labs and other line ministries. <input type="checkbox"/> Attending telephone calls and responding to the queries <input type="checkbox"/> Deputation Abroad of Chief Scientists and Above <input type="checkbox"/> Follow up of (Vig./MEA clearances for the foreign visit of Directors from Labs/Chief Scientists/Scientists) <input type="checkbox"/> Assisting H/ISTAD in the best possible manner <input type="checkbox"/> Any other work assigned by the Officer from time to time