SN	Name of Staff	Work assigned
11	Ms. Pooja Yadav, Technical Assistant	❑ Drafting Noting for Security Sensitivity Clearances Proposals; Foreigners visit to CSIR; MoU; Agreement ❑ Preparing Record of Discussion and sending Brief to IT Division ❑ Providing Technical Assistance to Head, ISTAD ❑ Overseeing and managing ISTAD's meeting Calendar ❑ Support in Execution for Cooperation o CIS programs – Russia, Belarus ❑ Support in Development of Country Agnostic Programs – Top Up Program (TIC) ❑ Any other work assigned by Head ISTAD