

**Council of Scientific and Industrial Research  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001**

F.No.6-9( 53 )/78-2004-E.III

Dated: 06.08.2025

**OFFICE MEMORANDUM**

**Subject: Formation of the inter lab e-office implementation team.**

In continuation of CSIR OM no. 6-9( 53 )/78-2004-E.III dated 30.6.2025, DG CSIR has been pleased to approve the formation of the inter lab e-office implementation team consisting of members listed in Annexure-1.

The implementation team listed at Annexure -1 will discuss on various matters/issues related to e-office and will place them up before an inter-domain committee consisting of the following members:

1. Dr. Shorab Jain, Senior Principal Scientist, CSIR-CBRI (Chairman)
2. Sh. Pradip Kumar, Sr. Controller of Administration, CSIR-CBRI
3. Sh. Ram Kumar Singh, Controller of Administration, CSIR-NEIST
4. Sh. Dipanjan Moitra, Dy. FA. CSIR Hqrs.
5. Sh. Nitesh Kumar, Finance and Accounts Officer, CSIR-HQRS
6. Sh. Ameya Bindu Gupta, Stores and Purchase Officer, CSIR-HQRS
7. Sh. P.S.Bangyal, Executive Engineer, ESD CSIR-HRDG
8. Sh. Vikrant Gautam, Senior Technical Officer(3) CSIR-IHBT
9. Sh. Abhishek Chandra, Under Secretary CSIR-HQRS(Convenor)

One Technical officer/Scientist from the HQ IT team will be co-opted by the Committee.

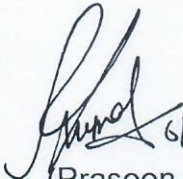
The recommendations of the inter-domain committee, on various issues, will be placed before the Competent Authority for approval.

**The Terms of Reference of the implementation team are as below:**

1. The committee will examine the existing process flow of various matters and will suggest a flow chart for each matter/issue submitted before the competent authority for its approval/sanction, indicating the competent authority as per the Delegation of Financial Power Rules 2024 or Delegation of Powers in CSIR 2011.
2. The committee will suggest the type of e-file to be opened for each matter/issue and also the level of employee and the section/division at which it should be opened. This is to ensure that e-files are opened as per the procedure defined in the Manual of Office Procedure (MoP) and to stop unnecessary creation of e-files.



3. The committee will make SOPs for closing of e-files and their electronic weeding out periodically to comply with the GOI instructions in this regard.
4. The committee will also suggest the mechanism for interdivision/section movement of matters, i.e., whether such movement should be done through e-file or e-receipt.
5. Guiding employees in various labs on domain-specific queries related to the e-office and coordinating with their nearest labs, and assisting them in ensuring compliance with the adoption of e-offices in those labs.
6. Any other matter related to e-office.

 6/8/25  
(Prasoon Kumar)  
Under Secretary (CO)

1. The Directors/Heads of all CSIR National Labs. /Instts. /Hqrs. /Units
2. CSIR Website
3. Office copy.

**Scientists:**

Dr. Shorab Jain	Senior Principal Scientist	CSIR-CBRI
Dr. Rajesh P Barnwal	Senior Principal Scientist	CSIR-CMERI
Shri Vineet Saini	Principal Scientist	CSIR-CBRI
Dr. Soju Joseph Alexander	Principal Scientist	CSIR-CBRI
Dr. Manuj Tripathi	Principal Scientist	CSIR-IMTECH
Dr. Tanmoy Patra	Scientist	CSIR-NCL

**Administration:**

Shri Pradip Kumar	Sr. Controller of Administration	CSIR-CBRI
Shri Rakesh Shukla	Controller of Administration	CSIR-NIO
Shri Ram Kumar Singh	Controller of Administration	CSIR-NEIST
Shri Srinivasa Rao Yella	Controller of Administration	CSIR-NIIST
Shri Prasoon Kumar	Under Secretary	CSIR-HQRS
Shri Satya Prakash Pankaj	Administrative Officer	CSIR-NAL
Shri Santosh Kumar	Administrative Officer	CSIR-CRRI
Shri Angad Virk	Section Officer(G)	CSIR-CSIO

**Finance:**

Shri Dipanjan Moitra	Dy. FA	CSIR-HQRS
Shri Nitesh Kumar	Finance and Accounts officer	CSIR-HQRS

**Stores and Purchase:**

Shri Ameya Bindu Gupta	SPO	CSIR-HQRS
Shri S H Jadhav	SPO	CSIR-NCL
Shri Dinesh Verma	SO(Purchase)	CSIR-NPL

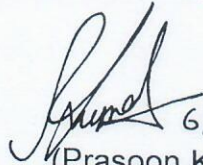
**ESD:**

Shri P S Bangyal	Executive Engineer	CSIR-HRDG
Shri Deepak S Bendale	Sr. Technical Officer(II)	CSIR-NCL



**Technical:**

Shri Vikrant Gautam	Senior Technical Officer (3)	CSIR-IHBT
Shri Amit Kush	Senior Technical Officer (3)	CSIR-CBRI
Dr. Abhishek Kumar Yadav	Sr. Technical Officer (1)	CSIR-NPL
Shri Kamlesh Singh	Sr. Technical Officer (1)	CSIR-CDRI
Shri Sathish Kumar M	Sr. Technical Officer	CSIR-NAL
Smt. K Jyothi	Sr. Technician (3)	CSIR-CFTRI

  
6/8/25  
(Prasoon Kumar)  
Under Secretary (CO)