CSIR-HUMAN RESOURCE DEVELOPMENT GROUP
CSIR COMPLEX, PUSA, NEW DELHI - 110012

No. CSIR-HRDG/EMR-II/PMU/2026 (E-372980) Dated : 02.11.2026

OFFICE MEMORANDUM

Sub : Constitution of a dedicated CSIR - Project Management Unit (CSIR-PMU) at CSIR-HRDG – reg.

Ref : Recommendation 1.2.4.a of the Seventh Report of the High-Level Committee on Implementation of Viksit Bharat Goals (HLC-VB), NITI Aayog.

In pursuance of Recommendation 1.2.4.a of Seventh Report of the High Level Committee on Implementation of Viksit Bharat Goals (HLC-VB), NITI Aayog, DG, CSIR and Secretary, DSIR has been pleased to approve **setting up of a dedicated Project Management Unit (PMU) at CSIR-HRDG** with the following Composition and Terms of Reference.

2. Composition

(i) PMU Directorate-in-Charge (Nodal) : Head, CSIR-HRDG

(ii) Members :

(a) Sr. Dy. FA, CSIR-HRDG
(b) Scientist-in-Charge, IT Division, CSIR-HRDG
(c) Scientist-in-Charge, EMR-I, CSIR-HRDG
(d) Scientist-in-Charge, EMR-II, CSIR-HRDG
(e) Scientist-in-Charge, Award & TGSM, CSIR-HRDG
(f) DS, EMR-I, HRDG
(g) DS, EMR-II, HRDG

3. Terms of Reference

(i) End-to-end post-sanction administration (award communication, instalment release and reconciliation) to minimise the time taken from decision to disbursal.
(ii) Single-window administration for all extramural research routed through CSIR-HRDG.
(iii) Time-bound process flows to keep the proposal processing time under six months.
(iv) Direct grant transfer to institutional accounts, and fellowship release through DBT.
(v) Monitoring of utilisation, outstanding instalments and committed liabilities.

(vi) Compliance with GFR, and audit-ready records.
(vii) An MIS with periodic reports to DG, CSIR & Secretary, DSIR and to NITI Aayog via DSIR.
(viii) Professional staffing so that scientific decision-making stays separate from administrative execution.

4. Provision for the PMU is already included in the DSIR/CSIR umbrella scheme "Capacity Building and Human Resource Development (CBHRD)" for the 16th Finance Commission Cycle (2026-27 to 2030-31). As per DSIR OM No. G-28/10/2025-ADMN-DSIR dated 31.12.2025, the Competent Authority has already nominated Head, HRDG as Nodal Head for CBHRD Scheme of DSIR and Head of Programme Division of DSIR dealing with CBHRD.

5. The PMU will function within the existing administrative structure of CSIR-HRDG and DSIR and no regular posts will be created.

(Umesh Gupta)
Deputy Secretary
EMR-II Section

Copy to:-

1. Office of Secretary DSIR & DG, CSIR
2. PSs to JS (Admn.),CSIR / AS & FA, CSIR / JS, DSIR / CVO, CSIR / LA, CSIR
3. Heads of HRDG/HRDC/TKDL/IPU/URDIP/RAB/CPD
4. All SICs, CSIR-HRDG
5. Sr. Dy. FA / Sr. DS / All DSs, CSIR-HRDG
6. Websites of CSIR and CSIR-HRDG
7. Office Copy.

Deputy Secretary