

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

No.HR-II/SO/Misc/2022

15th February 2022

OFFICE MEMORANDUM

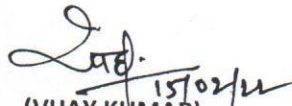
Sub: Internal work allocation of HR II Section/ Lab Administration, CSIR-HQ

In order to streamline the work of HR-II Section, the allocation of work has been re-organized, as shown against the name of employee.

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| <p><u>Shri Deepak Juyal, ASO</u></p> <ol style="list-style-type: none">1) Forwarding of application of S&T Staff to the outside organisations2) CPGRAMS and Probity Portal Data3) Appeal Cases4) Raj Bhasha Quarterly Report <p><i>He will report to Shri Mitul Gupta, SO</i></p> | <p><u>Shri G C Sharma, Receptionist</u></p> <ol style="list-style-type: none">1) Verification of Character and Antecedents from I.B.2) Compassionate Appointment3) Commercial Employment;4) Voluntary Retirement of Chief Scientist5) Pay fixation clarifications and anomalies of pay6) Medical Cases – clarifications etc.7) Lien/ Deputation/ Foreign Service <p><i>He will report to Smt. Sheena Vyas Goswami, SO</i></p> |
| <p><u>Smt. Rekha Yadav, ASO</u></p> <ol style="list-style-type: none">1) Ad-hoc Appointment2) Quick Hire Fellows/Project Assistants/ Casual Workers related matters3) Clarification regarding CPF/GPF/ Pension/ NPS/ OTA/ HRA/ Honorarium/ Other Allowances/ Fees4) Counting of Past Services & Clarification regarding Leave Rules5) Security related matters for clarification6) LTC related queries for clarification <p><i>She will report to Shri K Sridhar, SO</i></p> | <p><u>Shri Amar Nath, SSA</u></p> <ol style="list-style-type: none">1) Maintain Dak Register, Dak/ Dairy and Dispatch Record2) Movement of File Records3) Weeding out of Old Records. <p>He will assist all other employees to trace the files and related assistance.</p> <p><i>He will report to Shri Mitul Gupta, SO</i></p> |
| <p><u>Shri Rohit, JSA</u></p> <ol style="list-style-type: none">1) Approval for Lateral Entry in Recruitment2) Inter-lab transfers of S&T Staff3) VIP References and Miscellaneous works4) Estate Matters <p><i>He will report to Shri K Sridhar, SO</i></p> | <p><u>Shri Sohan Lal, Consultant</u></p> <ol style="list-style-type: none">1) Issues related with isolated categories2) Reservation – SC/ST/Minorities/ OBCs/ PWs – Clarification/ Liaison work / Compilation of Information3) RTI/ Public Grievance Petitions/ Parliament Question <p><i>He will report to Smt. Sheena Vyas Goswami, SO</i></p> |
| <p><u>The following issues will also be dealt by Smt. Sheena Vyas Goswami, SO until further orders.</u></p> <ol style="list-style-type: none">a) Resignation/ Voluntary Retirement/ Compulsory Retirement (under FR 56J) casesb) Election Related issues | |

Note.

- a) All the above nature of work includes RTI/ Complaints/ Parliament Questions/ Finance observation and other related matters.
- b) Work re-allocation will be re-examined from time to time as deemed fit by the undersigned.
- c) Any other work as may be assigned by the SOs/undersigned/ Sr. DS, as per the requirement.
- d) *In addition to the above, Shri Jagdeep Singh, MTS will report to Shri Mitul Gupta, SO.*


(VIJAY KUMAR)

Under Secretary (HR-II)

To
All Concerned.

Copy to
Sr. Dy. Sec. HR-II – for information