

**WORK ALLOCATION IN GENERAL SECTION**

<b>SI No</b>	<b>Name of Cell/section</b>	<b>Name of staff</b>	<b>Work allocate</b>
(i)	Security Cell	Sh. Major Ajmer Singh , Security Officer	All works related to Security arrangements of CSIR Hqrs. Building, MBSA, Camp O/o VP, CSIR & CSIR Science Centre Lodhi Road including processing of bills of security contracts and walky-talky.
(iii)	R&I Section	Sh. Lakhvinder Pal Singh, JSA	Receiving the daks from all CSIR Labs/Instts, its marking, entering in diary register and send to different Officers/Divisions/Sections, Dispatching of ordinary dak by franking machine/manually and its shorting lab-wise, Distribution of dak/official papers/files to Delhi based CSIR Labs/different Ministries/Department by hand, Distribution of dak in office and Works related to Speed post. Dispatching of letters through speed post and processing of bills thereof.
(iv)	Reception	Mrs.Kavita Samtani, Receptionist	Management of reception area of CSIR HQRS. by making entry of visitors in the relevant register and issue digital visitor pass.
(v)	General Section	Sh. Asit Wilson, ASO	Process open tenders, Upload tenders on GeM and processing of bills thereof. Replies of RTI & Audit Paras. Any other work will be assigned from time to time by SO/Sr Officers.
		Mrs. Prabha Joshi, ASO	Bills of Electricity/Water in r/o CSIR & MBSA, Works related to Telephone and payments of Bills, Telephone reimbursement, Any other work will be assigned from time to time by SO/Sr Officers.
		Sh. Banarasi Ram, SSA	Payments of Bills Any other work will be assigned from time to time by SO/Sr Officers.
		Sh.Srikant Yadav, SSA	Manage day to day transport arrangements, transporter's bills and related work issues related to IIC and IHC.