सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन
सैक्टर 30 सी, चण्डीगढ़

सं. सीएसआईओ/(6)विविध/सा.अनु./2026 07.08.2026

कार्यालय ज्ञापन

विषय: कार्य एवं सेवा समिति का गठन।

निदेशक, सीएसआईआर-केंद्रीय वैज्ञानिक उपकरण संगठन (सीएसआईआर-सीएसआईओ), चंडीगढ़ ने निम्नानुसार कार्य एवं सेवा समिति (Works & Services Committee) को पुनर्गठित करने हेतु अनुमोदन प्रदान किया है।

क्र. सं. नाम/पदनाम	-पद
1. श्री दिनेश पंकज, वैज्ञानिक-एफ	-अध्यक्ष
2. वरिष्ठ प्रशासन नियंत्रक (Sr. CoA) या उनके नामित अधिकारी	-सदस्य
3. वित्त एवं लेखा अधिकारी (FAO) या उनके नामित अधिकारी	-सदस्य
4. वैज्ञानिक-प्रभारी (ESD)	-सदस्य
5. प्रमुख, BDG	-सदस्य
6. श्री धैर्य सिंह आर्य, वैज्ञानिक-डी	-सदस्य
7. वरिष्ठ अधीक्षण अभियंता (विद्युत-I)	-सदस्य
8. वरिष्ठ अधीक्षण अभियंता (विद्युत-II)	-सदस्य
9. डॉ. सुदेशना बागची, वैज्ञानिक-एफ	-सदस्य
10. डॉ. अमित लादी, वैज्ञानिक-एफ	-सदस्य
11. वरिष्ठ अधीक्षण अभियंता (सिविल)	-संयोजक

उक्त समिति का कार्यकाल अधिसूचना जारी होने की तिथि से दो वर्ष की अवधि के लिए होगा।

समिति, सीएसआईआर/सीपीडब्ल्यूडी कार्य पुस्तिका भारत सरकार द्वारा समय-समय पर जारी निर्देशों तथा अन्य प्रासंगिक दिशानिर्देशों के अनुसार कार्य एवं सेवाओं से संबंधित मामलों का परीक्षण कर अपनी संस्तुतियाँ प्रस्तुत करेगी।

(इंद्रजीत कुमार)
अनुभाग अधिकारी(सा)

प्रति:

1. सभी संबंधित अधिकारी
2. वरि. प्रशासन नियंत्रक एवं प्रशासनिक अधिकारी } इंट्रानेट के माध्यम से
3. निदेशक सचिवालय
4. प्रमुख, आईटीडी- इस का.ज्ञा. को संस्थान के इंट्रानेट पर अपलोड करने के आग्रह सहित

CSIR-Central Scientific Instruments Organization
Sector-30C, Chandigarh

CSIO/6(Misc)/Committee/2026-GS Date:-07.08.2026

Office Memorandum

Subject: Constitution of Works & Services Committee.

The Director, CSIR–Central Scientific Instruments Organization (CSIR-CSIO), Chandigarh has accorded approval for reconstitution of the following Works & Services Committee:-

Sr. No. Name & Designation	-Position
1. Sh. Dinesh Pankaj, Scientist-F	-Chairperson
2. Senior Controller of Administration (Sr. CoA) or Nominee	-Member
3. Financial & Accounts Officer (FAO) or Nominee	-Member
4. Scientist-in-Charge (ESD)	-Member
5. Head, BDG	-Member
6. Sh. Dhairya Singh Arya, Scientist-D	-Member
7. Sr. SE (Elec-I)	-Member
8. Sr. SE (Elec-II)	-Member
9. Dr. Sudeshna Bagchi, Scientist-F	-Member
10. Dr. Amit Laddi, Scientist-F	-Member
11. Sr. Superintending Engineer (Civil)	-Convener

The term of the said committee will be two years from the date of notification.

The Committee shall examine and recommend matters relating to works and services in accordance with the applicable provisions of the CSIR/CPWD Works Manual, Government of India instructions, and other guidelines issued from time to time.

(Indrajeet Kumar)
Section Officer (G)

Copy to:

1. All Officers Concerned
2. Director Secretariat } through mail
3. O/o. Sr. CoA/AO
4. Head, ITD – with request to upload this OM on iCSIO intranet

सीएसआईआर-केंद्रीय वैज्ञानिक उपकरण संगठन
सेक्टर 30 सी, चंडीगढ़- 160030

सं. CSIO/Cttee/2021 GS
दिनांक: 22.07.2024

कार्यलय ज्ञापन

विषय :- **Reconstitution of CSIR-CSIO Works Committee– reg.**

Consequent upon the completion of tenure of the existing Committee, the Director, CSIR-CSIO has been pleased to re-constitute the Works Committee as under:-

1. Dr. Satish Kumar- Chairperson
2. Sr. CoA or nominee - Member
3. Sr. COFA or nominee - Member
4. AO - Member
5. Head PME - Member
6. Mr Dinesh Pankaj, Sr. Principal Scientist - Member
7. Sr.S.E. (Electrical - I) - Member
8. Sr.S.E. (Electrical - II) – Member
9. Dr. Suman Singh, Sr. Principal Scientist - Member
10. Sr. S.E. (Civil) - Convenor

The Terms of Reference shall be as per Para 1.3 of CSIR Policy and Procedure for Engineering Services and Estate Management, 2010. (Annexure – I)

The tenure of the Committee shall be for a period of two years from the date of its notification.

22/7/24
(अंनद विर्क)
अनुभाग अधिकारी

प्रतिलिपि:-

1. पीपीएस, निदेशक
2. निजी सचिव, वरिष्ठ प्रशासन नियंत्रक
3. समिति अध्यक्ष एवं सदस्य
4. प्रभारी, आईएसडी - इस ओएम को इन्टरनेट पर अपलोड करने हेतु
5. संबंधित फाइल

Annexure - I

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Policy and Procedure for Engineering Services and Estate Management

Dr. Nagesh R. Iyer, Director, CSIR - SERC & Director, Engineering Coordination
Dr. S.K. Bhattacharya, Director, CSIR - CBRI
Dr. K. Jayakumar, Joint Secretary, CSIR
Shri C.S. Malik, Sr. Dy. FA (Budget), CSIR
Dr. Sudeep Kumar, PPD, CSIR
Shri Deepak, Kumar, SE, ESD, CSIR

CSIR-Engineering Coordination
Council of Scientific & Industrial Research
CSIR Complex, Library Avenue, Pusa
NEW DELHI-110012

1.3 Lab Level Committee for Implementation of Policies & Procedures

Director of the laboratory is advised to constitute Works Committee consisting of the following members/ officers:

a)	Senior scientist nominated by Director as Nodal officer	Chairman
b)	Work Coordinator/ Estate Officer	Member
c)	Finance & Accounts Officer	Member
d)	Administrative/ Vigilance Officer	Member
e)	Head, RPBD/ PPD/ PME or his nominee	Member
f)	Safety Officer	Member
g)	CE/ SE/ EE	Convener

In addition to the above, Director of laboratory may nominate an Engineer from either sister CSIR Lab or an expert from State or Central PWD as appropriate as members. Director of the laboratory shall ensure that Safety Committee is active and the Safety Officer along with the Safety Committee, participates in the related activities whenever/ wherever required.

1.3.1 Terms of Reference

The Lab Level Works Committee in addition to the tasks/ responsibilities suggested in this document will have the following terms of reference:

i) to formulate standard procedures towards smooth functioning of estate management and protect CSIR property,

ii) to conduct periodical review of the progress of projects (both financial and technical),

iii) to consider & evaluate cases of a) delay in work by contractor, b) escalation of rates/ cost etc., and c) provide necessary recommendations

iv) to act as negotiation committee whenever required with lowest tenderer (L1),

v) to formulate local guidelines/ procedures in order to have smooth functioning of the Works/ Engineering section including delegation of powers, extent of revolving fund for civil and electrical work towards maintenance and other exigencies etc.

vi) Weeding out old records relating to works

vii) Weeding out old agreements relating to works

viii) Lab Level Implementation Committee should vet the documents related to MoU's, agreements etc from legal and administrative angle (if required reference may be made to legal cell, CSIR)

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CSIR-Central Scientific Instruments Organisation
Sector-30, Chandigarh

No. CSIO/Cttee/2021-GS Date: 15.12.2021

OFFICE MEMORANDUM

Subject:- Reconstitution of Works Committee-reg.

Director, CSIR-CSIO has been pleased to reconstitute the Works Committee consisting of following members consequent upon completion of tenure of the committee:

1. Dr. Satish Kumar - Chairperson
2. CoA/AO - Member
3. FAO/CoFA - Member
4. Head BDPM - Member
5. Safety Officer - Member
6. Sr.S.E. (Electrical) - Member
7. Sr. S.E. (Civil) - Convenor

The Committee will act as per Terms of Reference (Annexure-I) given in Para 1.3 of CSIR Policy and Procedure for Engineering Services and Estate Management (March, 2010.

The tenure of the committee will be two years from the date of issue of this OM.

15/12/2021

(S. D. Rishi)
Administrative Officer

Copy to:-

1. Chairperson and all Committee members- through intranet
2. PPS to Director- for information please.
3. HEAD ISD- with the request to upload on CSIO intranet.

Annexure - I

Page 1 of 2

Policy and Procedure for Engineering Services and Estate Management

Dr. Nagesh R. Iyer, Director, CSIR - SERC & Director, Engineering Coordination
Dr. S.K. Bhattacharya, Director, CSIR - CBRI
Dr. K. Jayakumar, Joint Secretary, CSIR
Shri C.S. Malik, Sr. Dy. FA (Budget), CSIR
Dr. Sudeep Kumar, PPD, CSIR
Shri Deepak, Kumar, SE, ESD, CSIR

CSIR-Engineering Coordination
Council of Scientific & Industrial Research
CSIR Complex, Library Avenue, Pusa
NEW DELHI-110012

1.3 Lab Level Committee for Implementation of Policies & Procedures

Director of the laboratory is advised to constitute Works Committee consisting of the following members/ officers:

a)	Senior scientist nominated by Director as Nodal officer	Chairman
b)	Work Coordinator/ Estate Officer	Member
c)	Finance & Accounts Officer	Member
d)	Administrative/ Vigilance Officer	Member
e)	Head, RPBD/ PPD/ PME or his nominee	Member
f)	Safety Officer	Member
g)	CE/ SE/ EE	Convener

In addition to the above, Director of laboratory may nominate an Engineer from either sister CSIR Lab or an expert from State or Central PWD as appropriate as members. Director of the laboratory shall ensure that Safety Committee is active and the Safety Officer along with the Safety Committee, participates in the related activities whenever/ wherever required.

1.3.1 Terms of Reference

The Lab Level Works Committee in addition to the tasks/ responsibilities suggested in this document will have the following terms of reference:

i) to formulate standard procedures towards smooth functioning of estate management and protect CSIR property,

ii) to conduct periodical review of the progress of projects (both financial and technical),

iii) to consider & evaluate cases of a) delay in work by contractor, b) escalation of rates/ cost etc., and c) provide necessary recommendations

iv) to act as negotiation committee whenever required with lowest tenderer (L1),

v) to formulate local guidelines/ procedures in order to have smooth functioning of the Works/ Engineering section including delegation of powers, extent of revolving fund for civil and electrical work towards maintenance and other exigencies etc.

vi) Weeding out old records relating to works

vii) Weeding out old agreements relating to works

viii) Lab Level Implementation Committee should vet the documents related to MoU's, agreements etc from legal and administrative angle (if required reference may be made to legal cell, CSIR)

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CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
SECTOR 30-C, CHANDIGARH

No. CSIO/Cttee/Gen/2018 January 3, 2019

ADDENDUM

Subject : **Constitution of Works Committee - reg.**

In continuation to this office OM of even number dated 26.10.2018 and 06.11.2018, Director CSIR-CSIO has been pleased to include Head AC and Refrigeration as Member in the Works Committee constituted vide above referred OM.

संगठन के कार्यालय ज्ञापन दिनांक 26.10.2018 तथा 06.11.2018 के अनुक्रम में निदेशक सीएसआईआर-सीएसआईओ ने प्रभारी वातानुकूलन को कार्य समिति के सदस्य के रूप में शामिल करने हेतु अनुमोदन प्रदान किया है ।

In addition to this, Director CSIR-CSIO has been pleased to approve the following :

1. In the absence of Chairman WSC while on tour or leave, the next senior most Scientist in the Committee will act as Chairman.
   अध्यक्ष डबल्यूएससी की अनुपस्थिति में समिति मे उपलब्ध वरिष्ठतम वैज्ञानिक अध्यक्ष के रूप में कार्य करेंगे।

2. In the absence of CoFA/F&AO while on tour or leave, senior most SO(F&A) will act as Member of the Committee.
   वित्त एवं लेखा नियंत्रक / वित्त एवं लेखा अधिकारी की अनुपस्थिति में वरिष्ठतम अनुभाग अधिकारी (वित्त एवं लेखा) समिति सदस्य के रूप में कार्य करेंगे।

The Committee will act as per terms of reference already notified vide above OM dated 26.10.2018. समिति उपरोक्त ज्ञापन दिनांक 26.10.2018 में अधिसूचित terms of reference के अनुसार कार्य करेगी।

3/1/19

(Sukesh Kumar)
Section Officer

Copy to :

1. PS to Director - for information please.
2. Dr. H.K.Sardana, Chief Scientist &Chairman WSC
3. CoA/A.O. (Estate Officer), Member WSC
4. CoFA/F&AO, Member WSC
5. Head BIPP, Mermber WSC
6. Shri Dinesh Pankaj, Principal Scientist (Safety Officer), Member WSC
7. Shri V.K.Gupta, Sr. S.E. (Electrical), Member WSC
8. Head AC & Refrigeration, Member WSC
9. S.E. (Civil), Convener WSC
10. Head MIS - with the request to upload on CSIO intranet for information of all staff members.
11. All Notice Boards

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
SECTOR 30-C, CHANDIGARH

No. CSIO/Cttee/Gen/2018 November 6, 2018

ADDENDUM

Subject : **Constitution of Works Committee - reg.**

In continuation to this office OM of even number dated 26.10.2018, Director CSIR-CSIO has been pleased to include Shri V.K.Gupta, Sr. Superintending Engineer (Electrical) as Member in the Works Committee constituted vide above referred OM.

संगठन के कार्यालय ज्ञापन दिनांक 26.10.2018 के अनुक्रम में निदेशक सीएसआईआर-सीएसआईओ ने श्री वी के गुप्ता, वरिष्ठ अधीक्षक अभियंता (विद्युत) को कार्य समिति के सदस्य के रूप में शामिल करने हेतु अनुमोदन प्रदान किया है ।

The Committee will act as per terms of reference already notified vide above OM dated 26.10.2018. समिति उपरोक्त ज्ञापन दिनांक 26.10.2018 में अधिसूचित terms of reference के अनुसार कार्य करेगी।

6/11/18

(Sukesh Kumar)
Section Officer

Copy to :

1. PS to Director - for information please.
2. Dr. H.K.Sardana, Chief Scientist &Chairman WSC
3. CoA/A.O. (Estate Officer), Member WSC
4. CoFA/F&AO, Member WSC
5. Head BIPP, Mermber WSC
6. Shri Dinesh Pankaj, Principal Scientist (Safety Officer), Member WSC
7. Shri V.K.Gupta, Sr. S.E. (Electrical), Member WSC
8. S.E. (Civil), Convener WSC
9. Head MIS - with the request to upload on CSIO intranet for information of all staff members.
10. All Notice Boards

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
SECTOR 30-C, CHANDIGARH

No. CSIO/Cttee/Gen/2018 October 26, 2018

OFFICE MEMORANDUM

In supersession of OM dated 08.01.2016, Director CSIR-CSIO has been pleased to constitute the Works Committee consisting of following officers in CSIR-CSIO :

1.	Dr. H.K.Sardana, Chief Scientist	Chairman
2.	Controller of Administration / Administrative Officer (Estate Officer)	Member
3.	Controller of Finance & Accounts/ Finance & Accounts Officer	Member
4.	Head BIPP	Member
5.	Shri Dinesh Pankaj, Principal Scientist (Safety Officer)	Member
6.	S.E. (Civil)	Convener

The Committee will act as per Terms of Reference **(Annexure-I)** given in Para 1.3 of CSIR Policy and Procedure for Engineering Services and Estate Management (March, 2010) and also carry out the functions as notified vide OM dated 08.01.2016 **(Annexure-II)** referred to above.

The tenure of the Committee will be two years from the date of issue of this OM.

~~Hindi version will follow.~~

(Parag Saxena)
Administrative Officer

Copy to :

1. PS to Director - for information please.
2. All concerned
3. Head MIS - with the request to upload on CSIO intranet for information of all staff members.
4. All Notice Boards

सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन
सैक्टर 30, चण्डीगढ़ 160030

सं. सीएसआईओ/समिति/सा./2018 26 अक्तूबर, 2018

कार्यालय ज्ञापन

संगठन के दिनांक 8.1.2016 के अधिक्रमण में निदेशक, सीएसआईआर-सीएसआईओ द्वारा संगठन की वर्क्स समिति का निम्नानुसार गठन किया गया है :

1.	डॉ. एच. के. सरदाना, चीफ वैज्ञानिक	अध्यक्ष
2.	प्रशासन नियंत्रक/प्रशासनिक अधिकारी (संपदा अधिकारी)	सदस्य
3.	वित्त एवम् लेखा नियंत्रक/वित्त एवं लेखा अधिकारी	सदस्य
4.	प्रमुख, बिप्प	सदस्य
5.	श्री दिनेश पंकज, प्रिंसिपल वैज्ञानिक (संरक्षा अधिकारी)	सदस्य
6.	अधीक्षक अभियंता (सिविल)	संयोजक

समिति अभियांत्रिकी सेवाएं एवं संपदा प्रबंधन के लिए सीएसआईआर नीति एवं प्रक्रिया (मार्च 2010) के पैरा 1.3 में दिए गए निर्देशों (अनुलग्नक-।) के अनुसार तथा उपर्युक्त उल्लिखित दिनांक 8.1.2016 में अधिसूचित किए गए कार्य (अनुलग्नक-।।) करेगी।

समिति का कार्यकाल इस कार्यालय ज्ञापन के जारी होने की तिथि से दो वर्ष के लिए होगा।

(पराग सक्सेना)
प्रशासनिक अधिकारी

प्रति :

1. निजी सचिव, निदेशक - सूचनार्थ
2. समस्त संबंधित
3. प्रभारी, एमआईएस - इस सूचना को संगठन की वैबसाइट पर लगाने हेतु
4. समस्त सूचना पट्ट

Annexure - I

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Policy and Procedure for Engineering Services and Estate Management

Dr. Nagesh R. Iyer, Director, CSIR - SERC & Director, Engineering Coordination
Dr. S.K. Bhattacharya, Director, CSIR - CBRI
Dr. K. Jayakumar, Joint Secretary, CSIR
Shri C.S. Malik, Sr. Dy. FA (Budget), CSIR
Dr. Sudeep Kumar, PPD, CSIR
Shri Deepak, Kumar, SE, ESD, CSIR

CSIR-Engineering Coordination
Council of Scientific & Industrial Research
CSIR Complex, Library Avenue, Pusa
NEW DELHI-110012

1.3 Lab Level Committee for Implementation of Policies & Procedures

Director of the laboratory is advised to constitute Works Committee consisting of the following members/ officers:

a)	Senior scientist nominated by Director as Nodal officer	Chairman
b)	Work Coordinator/ Estate Officer	Member
c)	Finance & Accounts Officer	Member
d)	Administrative/ Vigilance Officer	Member
e)	Head, RPBD/ PPD/ PME or his nominee	Member
f)	Safety Officer	Member
g)	CE/ SE/ EE	Convener

In addition to the above, Director of laboratory may nominate an Engineer from either sister CSIR Lab or an expert from State or Central PWD as appropriate as members. Director of the laboratory shall ensure that Safety Committee is active and the Safety Officer along with the Safety Committee, participates in the related activities whenever/ wherever required.

1.3.1 Terms of Reference

The Lab Level Works Committee in addition to the tasks/ responsibilities suggested in this document will have the following terms of reference:

i) to formulate standard procedures towards smooth functioning of estate management and protect CSIR property,

ii) to conduct periodical review of the progress of projects (both financial and technical),

iii) to consider & evaluate cases of a) delay in work by contractor, b) escalation of rates/ cost etc., and c) provide necessary recommendations

iv) to act as negotiation committee whenever required with lowest tenderer (L1),

v) to formulate local guidelines/ procedures in order to have smooth functioning of the Works/ Engineering section including delegation of powers, extent of revolving fund for civil and electrical work towards maintenance and other exigencies etc.

vi) Weeding out old records relating to works

vii) Weeding out old agreements relating to works

viii) Lab Level Implementation Committee should vet the documents related to MoU's, agreements etc from legal and administrative angle (if required reference may be made to legal cell, CSIR)

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सीएसआईआर–केन्द्रीय वैज्ञानिक उपकरण संगठन
सैक्टर 30, चण्डीगढ़ 160030

Annexure-II

सं. सीएसआईओ/6(विविध)/समिति गठन/राभा–2016 दिनांक : 8.1.2016

कार्यालय ज्ञापन

विषय : वर्क्स एवं सर्विस समिति का पुनर्गठन

निदेशक, सीएसआईआर–सीएसआईओ ने निम्नानुसार वर्क्स एवं सर्विस समिति का पुनर्गठन किया है :

1.	डॉ. आमोद कुमार, चीफ वैज्ञानिक एवं प्रभारी, बिप्स	अध्यक्ष
2.	डॉ. एच. के. सरदाना, चीफ वैज्ञानिक	सदस्य
3.	श्री रंधीर भटनागर, चीफ वैज्ञानिक	सदस्य
4.	प्रशासनिक अधिकारी–।।	सदस्य
5.	वित्त एवं लेखा नियंत्रक	सदस्य
6.	श्री वी. के. गुप्ता, अधीक्षक अभियंता (विद्युत)	सदस्य
7.	श्री मदन शर्मा, कार्यपालक अभियंता (सिविल)	संयोजक

समिति निम्नलिखित विषयों पर विचार करेगी :

1. वर्क्स एवं सर्विस समिति (डब्ल्युएससी) सलाहकार के रूप में कार्य करेगी तथा अपनी संस्तुतियां निदेशक को प्रस्तुत करेगी।
2. समिति विभिन्न सिविल कार्यों तथा इंजीनियरिंग सेवाओं यथा निर्माण, मरम्मत, बिजली से संबंधित संस्थापना, टेलिफोन, गैस सप्लाई, जल आपूर्ति इत्यादि से संबंधित आवश्यकताओं की जांच करेगी।
3. समिति निदेशक द्वारा समय-समय पर सौंपे गए किसी अन्य कार्य की जांच कर उस पर अपनी राय देगी।
4. समिति विभिन्न वर्टिकल्स/हॉरिजॉन्टल्स से संस्थान एवं कालोनी में सिविल, इलैक्ट्रिकल, टेलिफोन, वाहन इत्यादि से संबंधित कार्यों के लिए प्राप्त मांगपत्रों की जांच करेगी तथा संस्थान के वर्क्स के मास्टर प्लान के अनुसार कार्य की अनिवार्यता/उपयोगिता, बजटीय आबंटन, स्थान चयन को देखते हुए कार्य की प्राथमिकता निश्चित करेगी।
5. समिति इंजीनियरिंग सेवा प्रभाग (सिविल इंजी. अनुभाग/इलैक्ट्रिकल इंजी., वातानुकूलन एवं टैलिफोन अनुभाग) द्वारा निम्नलिखित के लिए तैयार प्रारंभिक आकलन एवं अपेक्षाओं की जांच करेगी – (क) संस्थान के सभी पूंजीगत कार्य, आवासीय परिसर के कार्य (ख) बजट शीर्ष पी-06 तथा पी-701 के अंतर्गत होने वाले एडीशन एवं ऑल्टरेशन कार्य ; तथा (ग) सामान्य मरम्मत कार्यों तथा छोटे-छोटे इंस्टालेशन कार्यों के लिए और कार्य की प्राथमिकता सूची को अंतिम रूप देगी। तकनीकी तथा प्रशासनिक दोनों प्रकार की सिफारिशें प्रशासन के माध्यम से प्रस्तुत की जाएंगी।
6. संबंधित इंजीनियर प्रभारी की संपूर्ण जिम्मेवारी होगी तथा वे संबंधित समझौते की निबंधन एवं शर्तों/विशिष्टियों के अनुसार कार्य प्रारंभ/होना, प्रगामी प्रगति, गुणवत्ता आश्वासन तथा अनुमोदित कार्यों का समय पर पूरा करना सुनिश्चित करेंगे तथा अंतिम भुगतान जारी किए जाने संबंधी अपनी संस्तुति देंगे। तथापि डब्ल्यूएससी समिति के संयोजक द्वारा प्रस्तुत रिपोर्ट के आधार पर समिति समय-समय पर कार्य की प्रगति का जायजा लेगी।
7. समिति का प्रत्येक सदस्य अपने संबंधित क्षेत्र में कार्य पर नज़र रखने के लिए व्यक्तिगत रूप से जिम्मेवार होगा तथा समिति को कार्य की प्रगति की रिपोर्ट प्रस्तुत करेगा। ये सदस्य जनहित के आवश्यक कार्यों की पहचान करने के लिए सीएसआइओ स्टाफ से बातचीत करेंगे।

साथ ही वर्क्स एवं सर्विस समिति सीएसआईआर, नई दिल्ली द्वारा जारी ''इंजीनियरिंग सेवाओं एवं संपदा प्रबंधन के लिए नीति एवं प्रक्रिया (मार्च 2010)'' विषयक दस्तावेज़ में उल्लिखित कार्य भी करेगी।

उपरोक्त समिति का कार्यकाल इस कार्यालय ज्ञापन के जारी होने की तिथि से एक वर्ष की अवधि के लिए होगा।

अनुराग
(अनुराग सचदेव)
प्रशासनिक अधिकारी

प्रति :

1. समस्त समिति सदस्य – इंट्रानेट के माध्यम से
2. निजी सचिव, निदेशक
3. प्रभारी, एमआईएस – सीएसआईओ इंट्रानेट पर डालने के आग्रह सहित