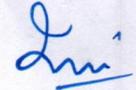


कार्यालय ज्ञापन

Subject: Work allocation in CSIO Administration

The Competent Authority has been pleased to allocate the work of Administration to following Dealing Assistant in Establishment Section:

1. Ms. Anita, ASO (G) – She will be reporting in Establishment Section for the First Half and she will be dealing assistant for Grp. IV Scientific staff, Gazetted Administrative staff, foreign deputation files, monthly probity portal report, ERP file. She will also be looking after work as and when assigned by Competent Authority. Sh. Indrajeet Kumar, Sr. Steno will look after his work in absence of Ms. Anita and Ms. Anita will be deputed to Vigilance Section for the 2nd half of the day.
2. Sh. Manoj Negi, ASO (G) Dealing Assistant for Grp. I & II Technical Staff and also support the Dealing Assistant, Medical Bills to for the 1st half of the day. Ms. Anita ASO(G) will look after his work in absence of Sh. Manoj Negi.
3. Sh. Indrajeet Kumar, Sr. Steno Dealing Assistant for Grp. III Technical Staffs. He will also be looking after Pension Budget, Confirmation, reviewing under 56(J) RGIS with claim and other miscellaneous works like celebration of various days and related to establishment section and other work as and when assigned by Competent Authority.
4. Sh. Vinod Kumar, ASO (G) will be reporting in Establishment Section for 2nd half and he will be Dealing Assistant for JSAs, SSAs, Jr. Steno and Sr. Steno along with work assigned for temporary staff. He will also be looking after work as and when assigned by Competent Authority. Ms. Asha Joshi, ASO(G) will look after his work in absence of Sh. Vinod Kumar.
5. Ms. Asha Joshi, ASO (G) will be assigned for Work related to Temporary Staff in First Half and she will be Dealing Assistant for Non – Gazetted Administrative staff. She will also be looking after work as and when assigned by Competent Authority. Sh. Vinod Kumar, ASO(G) will look after his work in absence of Ms. Asha Joshi.
6. All Dealing assistants should mandatorily maintain Assistant Diary and track their file movement by themselves.
7. All the Dealing Assistant dealing with the personal files of the staff members, will prepare Pension, Probation, NPS, PPAN case files themselves and Sh. Manoj Negi, ASO would render the required support and assist for a period of one year to stabilize this new system.
8. Sh. Kanhi, Lab Assistant - Distribution of dak and files within and outside the Section, operate photocopy machine, carry out work assigned within E-II and other Sections from time to time, assist employees with disability within the Section.
9. Ms. Chandrakanta, Work Assistant shall continue to work under R& A Section and Vigilance/ Legal Cell.
10. Ms. Meena Rani, Sr. Steno will be looking after duties of PA to CoA and she will be reporting to CoA.
11. Ms. Sarita Kumari, Sr. Steno will be looking after duties of PA to Sh. Avtar Singh, AO and she will be reporting to both Administrative Officers Sh. Avtar Singh and Sh. S.D. Rishi.
12. Sh. Abhishek Verma, Work Assistant will be attached with CoA Office and he will be reporting to CoA.
13. Sh. Shivraj Kumar, Lab Assistant will be attached with CoA Office and he will be reporting to CoA.



(S.D.Rishi)
Administrative Officer

Copy to : 1. All concerned officials
2. Office Copy

} Via CSIO Intranet

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

No. CSIO/COA/2022/OM

Dated: 14.03.2022

OFFICE MEMORANDUM 04/2022

Sub: Allocation of work amongst Administrative Officers & Section Officer (G)

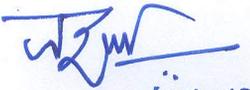
In continuation of OM CSIO/3(719)/15-EII dated 24.08.2021, the Director, CSIR-CSIO has been pleased to allocate the work of Administration to following Administrative Officers & Section Officer (Gen.):-

Sh. Avtar Singh, AO (I)	To look after the work of Recruitment & Assessment Section, Security Section & General Section.
Sh. S.D. Rishi, AO (II)	To look after the work of Bill Section, Establishment Section, Vigilance & Legal Section & Rajbhasha Section. Will also act as first alternate DDO due to leave etc. of regular DDO Sh. Abhishek Chandra, SO(G).

In case of any Section Officer(G) proceeding on tour or leave etc., the work arrangement as an link officer will be made effective as under:-

1. Abhishek Chandra, SO(G) will be link officer in the absence of Ms. Nishi Sharma, SO(G) for the matter relating to their respective work allocation and vice versa.
2. Ms. Nishi Sharma will also act as 2nd alternate DDO.
3. Sh. Angad, SO(G) will look after the existing work of Recruitment & Assessment Section and Vigilance & Legal Section.

These orders shall come into force with immediate effect.


14/3/2022

(Jaswant Rai)

Controller of Administration

Copy to:-

1. All concerned officers
2. PPS to Director
3. Sr. CoFA
4. CoSP
5. Sr. Hindi Officer
6. Security Officer
7. Incharge ISD – with the request to upload this office memorandum on ICSIO.

जसवंत राय / Jaswant Rai
प्रशासन नियंत्रक / Controller of Administration
सीएसआईओ - केन्द्रीय वैज्ञानिक उपकरण संगठन
CSIR-Central Scientific Instruments Organisation
सेक्टर 30-सी, चण्डीगढ़ - 160 030 (भारत)
Sector 30-C, Chandigarh - 160 030, (India)

सीएसआईआर-केंद्रीय वैज्ञानिक उपकरण संगठन

सेक्टर-30 सी, चण्डीगढ़

सं. सीएसआईओ/ प्र.नि./2022/का.जा.

दिनांक- 14.03.2022

कार्यालय ज्ञापन 04/2022

विषय - प्रशासनिक अधिकारियों और अनुभाग अधिकारी (सा.) के बीच कार्य का आवंटन।

निदेशक, सीएसआईआर-सीएसआईओ ने दिनांक 24.08.2021 के का.जा.सं. सीएसआईओ/3(719)/15-ई.॥ की क्रम में प्रशासन का कार्य निम्नलिखित प्रशासनिक अधिकारियों और अनुभाग अधिकारी (सा.) को आवंटित किया है: -

1. श्री अवतार सिंह, प्रशासनिक अधिकारी (I) : भर्ती और मूल्यांकन अनुभाग, सुरक्षा अनुभाग और सामान्य अनुभाग का कार्य देखेंगे।
2. श्री एस. डी. ऋषि, प्रशासनिक अधिकारी (II) : बिल अनुभाग, स्थापना अनुभाग, सतर्कता और विधिक अनुभाग और राजभाषा अनुभाग का कार्य देखेंगे।
वे नियमित डीडीओ श्री अभिषेक चंद्र, अ.अ. (सा.) की छुट्टी आदि के कारण पहले वैकल्पिक डीडीओ के रूप में भी कार्य करेंगे।

किसी भी अनुभाग अधिकारी (जी) के दौरे या छुट्टी आदि पर जाने की स्थिति में, एक लिंक अधिकारी के रूप में कार्य व्यवस्था निम्नानुसार होगी: -

1. श्री अभिषेक चंद्र, अ.अ.(सा.) सुश्री निशि शर्मा, अ.अ.(सा.) की अनुपस्थिति में उनको आवंटित कार्य से संबंधित मामलों के लिए लिंक अधिकारी होंगे तथा विरीततया।
2. सुश्री निशि शर्मा, अ.अ.(सा.) दूसरी वैकल्पिक डीडीओ के रूप में भी काम करेंगी।
3. श्री अंगद, अ.अ.(सा.) भर्ती और मूल्यांकन अनुभाग और सतर्कता और विधिक अनुभाग के मौजूदा कार्य को देखेंगे।

यह आदेश तत्काल प्रभाव से लागू होंगे।


.. 14/03/22 ..

(जसवंत राय)

प्रशासन नियंत्रक

प्रति:-

1. सभी संबंधित अधिकारी
2. निदेशक के प्रधान निजी सचिव
3. वरि. वि. एवं ले. नियंत्रक.
4. भं. एवं क्रय नियंत्रक
5. वरि. हिन्दी अधिकारी
6. सुरक्षा अधिकारी
7. प्रभारी आईएसडी - सीएसआईआर-सीएसआईओ इंटरनेट पर अपलोड करने के अनुरोध सहित।

जसवंत राय / Jaswant Rai
प्रशासन नियंत्रक / Controller of Administration
सीएसआईआर - केंद्रीय वैज्ञानिक उपकरण संगठन
CSIR-Central Scientific Instruments Organisation
सेक्टर 30-सी, चण्डीगढ़ - 160 030, (भारत)
Sector 30-C, Chandigarh - 160 030, (India)

सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन
सैक्टर 30-सी, चण्डीगढ़

सं. सीएसआईओ/3(719)/15-ई।।

दिनांक: 06.01.2022

कार्यालय ज्ञापन

विषय: कार्यों का आंबटन

Consequent upon joining on their promotion as Section Officers(G), the Director, CSIR-CSIO has been pleased to approve allocation of section/work amongst Section Officers(G) initially for a period of six months, as under:-

Sr. No.	Name & Designation	Section allocated
1.	Shri Angad Virk, Section Officer (G)	Recruitment & Assessment Section and Vigilance Section
2.	Ms Nishi Sharma, Section Officer (G)	Establishment II Section and General Section

Shri Angad Virk, SO(G) will also act as alternate DDO in absence of Section Officer (Bills)/DDO.

Shri Angad Virk and Ms Nishi Sharma, SO(G)s will report report to AO(I) and AO(II) respectively.

In addition to above, the Director CSIR-CSIO has been pleased to approve transfer and posting of Administrative staff as under:-

Sr. No.	Name & Designation	Present place of Posting	New place of Posting
1.	Shri Brij Mohan, ASO(G)	Establishment II Section	Bill Section
2.	Shri Kapil Verma, PS	Director's Secretariat	ISTC
3.	Ms Ritu Pundeer, Sr. Steno	ISTC	Director's Secretariat
4.	Shri Sahil, JSA(G)	General Section	Bill Section
5.	Ms Asha Joshi, ASO(G)	New appointee	Establishment II Section
6.	Shri Tham Bahadur Sonari, ASO(G)	-do-	General Section
7.	Shri Kamlesh Kumar, ASO(G)	-do-	Bill Section
8.	Shri Ramesh Chand, Lab Asstt.	Finance & Accounts Division	1/2 day (FN) in F&A Section 1/2 day (AN) in MSI (Dr. Harry Garg, Sr. Pr. Sct.)

- Further, Shri Anil Kumar, PS will look after the work of Vigilance & Disciplinary matters alongwith his existing work.
- Upon retirement of Shri Naresh Kumar, Sr. Steno on 31.01.2022, Smt. Gargi Devi, Sr. Steno will work as PA to Sr. CoF&A.
- Ms Sarita, Sr. Steno will work in O/o AO(II) (Shri S.D. Rishi).
- Shri Ravi Kant, SSA(G) will look after the work of Salary of Project Staff, allotment of Staff Quarters and also attached with Cashier, CSIO.

The above officials before joining their new place of posting will clear all the pending work of their seats and thereafter handover the charge, otherwise they will be responsible for pendency of their seat work.

Hindi version will follow.

[Signature]
06/01/2022
(एस.डी. त्रिपाठी)
प्रशासनिक अधिकारी

प्रति:-

1. उपरोक्त स्टाफ सदस्य - सीएसआईआर-सीएसआईओ इंटरनेट के माध्यम से।
2. प्रधान निजी सचिव, निदेशक
3. प्रभारी, आईएसडी - इस कार्यालय ज्ञापन को सीएसआईआर-सीएसआईओ इंटरनेट अपलोड करने के अनुरोध सहित।

**CSIR-Central Scientific Instruments Organisation
Sector-30, Chandigarh**

No. CSIO/6(Misc)/Committee/2019-GS

Date: 24.09.2021

OFFICE MEMORANDUM

Subject: - Allocation of Space.

On the recommendations of Space Committee, the Director CSIR-CSIO has been pleased to approve as under:-

A. Allocation of space for EDF

Room vacated by Dr. Aparna Akula and Dr. Ripul Ghosh i.e. Room No. L-315, 3rd floor, Library Block will be allocated to Electronic Design and Fab Facility (EDF) for starting the support service to various R&D groups (after shifting to Intelligent Sensor building).

B. Allocation of space for CAF

Allocation of space of Old Canteen building presently allocated to Staff Club room and ladies club room is now allocated to CSIO Analytical Facility (CAF) for starting of support service to various R&D groups and coordination/office purpose respectively.

C. Allocation of space to staff club

Rooms of Old Guest House i.e. Diamond room is allocated to male staff and gold room to ladies members of staff club.


(S.D. Rishi)

Administrative Officer

24/09/2021

Copy to:-

1. PPS to Director
2. Staff Club
3. Head ISD- to upload on CSIO intranet.

CSIR-Central Scientific Instrument Organization
Sector 30 C, Chandigarh - 160030

No. CSIO/3(719)/15-EII

Dated : 24.08.2021

OFFICE MEMORANDUM

Subject - Allocation of work amongst Administrative Officers.

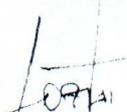
Consequent upon relieving of Sh. Harish Kumar, Sh. C.A Bodh & Sh. Satish Kumar, Administrative Officers from CSIR-CSIO, the Director, CSIR-CSIO has been pleased to allocate the work of Administration to following Administrative Officers who joined CSIR-CSIO on transfer from other CSIR Labs as under :-

1. Sh. Avtar Singh, AO (I) : To look after Vigilance & Legal, Bill Section, Recruitment Section & Security Section.
2. Sh. S.D. Rishi, AO (II) : To look after General Section, Rajbhasha Vibhag & work related to temporary manpower. Also act as DDO in the absence of Sh. Avtar Singh, AO (I).

Sh. Harnek Singh, PPS will continue to work as Administrative Officer as per CSIR instruction issued vide It.No. 5-1(21)/2014-PD dt 16.10.2020 and look after Establishment Section as per existing arrangement.

All the above Officers will supervise the work of respective Sections directly until Section Officers are posted by CSIR.

These orders shall come into force with immediate effect.


(Parag Saxena)
Controller of Administration

Copy to :

1. All concerned officers.
2. PPS to Director
3. Sr. CoFA
4. CoSP
5. Security Officer
6. Sr. Hindi Officer
7. Incharge ISD - with the request to upload this office memo on iCSIO.

सीएसआईआर-केंद्रीय वैज्ञानिक उपकरण संगठन
सैक्टर-30 सी, चण्डीगढ़

सं. सीएसआईओ/3(719)/15-ई-II

दिनांक- 24.08.2021

कार्यालय जापन

विषय - प्रशासनिक अधिकारियों के बीच कार्य का आबंटन।

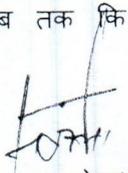
सीएसआईआर-सीएसआईओ के प्रशासनिक अधिकारियों, श्री हरीश कुमार, श्री सी. ए. बोध और श्री सतीश कुमार के कार्यमुक्त होने के परिणामस्वरूप निदेशक, सीएसआईआर-सीएसआईओ द्वारा निम्नलिखित प्रशासनिक अधिकारियों को प्रशासन का काम आबंटित किया गया है, जिन्होंने अन्य सीएसआईआर प्रयोगशालाओं से स्थानांतरण पर सीएसआईआर-सीएसआईओ में कार्यग्रहण किया है: -

1. श्री अवतार सिंह, प्रशासनिक अधिकारी (I) : सतर्कता और विधि अनुभाग, बिल अनुभाग, भर्ती अनुभाग और सुरक्षा अनुभाग का कार्य देखेंगे।
2. श्री एस. डी. ऋषि, प्रशासनिक अधिकारी (II) : सामान्य अनुभाग, राजभाषा अनुभाग और अस्थायी स्टाफ से संबंधित कार्य देखेंगे तथा श्री अवतार सिंह, प्र. अ. (I) की अनुपस्थिति में डीडीओ के तौर पर भी कार्य करेंगे।

श्री हरनेक सिंह, प्रधान निजी सचिव सीएसआईआर के आई.टी.सं. 5-1(21)/2014-पीडी दिनांक 16.10.2020 के तहत जारी किए गए निदेशों के अनुसार प्रशासनिक अधिकारी के रूप में कार्य करना जारी रखेंगे और मौजूदा व्यवस्था के अनुसार स्थापना अनुभाग का कार्य देखेंगे।

उपरोक्त सभी अधिकारी संबंधित अनुभागों के कार्य का सीधे पर्यवेक्षण करेंगे जब तक कि सीएसआईआर द्वारा अनुभाग अधिकारियों को तैनात नहीं किया जाता।

यह आदेश तत्काल प्रभाव से लागू होंगे।


(पराग सक्सेना)
प्रशासन नियंत्रक

प्रति:-

1. सभी संबंधित अधिकारी
2. निदेशक के प्रधान निजी सचिव
3. वरि. वि. एवं ले. नियंत्रक.
4. भं. एवं क्रय नियंत्रक
5. वरि. हिन्दी अधिकारी
6. सुरक्षा अधिकारी
7. प्रभारी आईएसडी - सीएसआईआर-सीएसआईओ इंटरनेट पर अपलोड करने के अनुरोध सहित।