



सीएसआईआर - केन्द्रीय यांत्रिक अभियांत्रिकी अनुसंधान संस्थान
CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् / Council of Scientific & Industrial Research
दुर्गापुर / Durgapur - 713 209.

दिनांक/ Dated :20.04.2021

संख्या/ No.AO/Misc./04-2021

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub: Additional Assignment

Keeping in view the increasing volume of work relating to the engineering services and considering the need to further strengthen the Institute and Colony ESDs and other related functioning Director, CSIR-CMERI has been pleased to reassign the work of the following officials in addition to their present activities as given below.

Sl. No.	Name & Designation	Present Assignment	New Assignment
1	Shri Sankar Karmakar, Sr. Principal Scientist	Head, ESD (Institute)	Head, ESD (Colony)
2	Dr. Ravi Kant Jain, Sr. Principal Scientist	---	Head, ESD (Institute)
3	Dr. Atanu Saha, Sr. Principal Scientist	Head, ESD (Colony)	Chairman, House Allotment Committee (HAC)

This comes into force with immediate effect.

Hindi version follows.

P. u. Dast
Administrative Officer

Copy to:

1. Shri Sankar Karmakar, Sr. Principal Scientist
2. Dr. Ravi Kant Jain, Sr. Principal Scientist
3. Dr. Atanu Saha, Sr. Principal Scientist
4. Dr. Soumen Sen, Sr. Principal Scientist
5. Sct.-in-Charge, DSTC
6. Administrative Sectt.
7. Hindi Cell
8. Head, IT : for notification through Merinet for information of all concerned
9. Office Copy



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महात्मा गाँधी एवेन्यू / Mahatma Gandhi Avenue, दुर्गापुर / Durgapur-713209 (प.ब. / WB)

संख्या / No. 10.Adm.(18)/78-E(B)

दिनांक / Dated: 13-01-2021

कार्यालय ज्ञापन / OFFICE MEMORANDUM

**Sub: Assignment of additional responsibility of AcSIR to
Dr. Sambhunath Nandy, Sr. Pr. Sct.**

In continuation of this Institute O.M. No. 10.Adm.(18)/78-E(B) dated 07.01.2021 and with reference to the Note dated 30.12.2020 of Dr. Niripen Chanda, Pr. Sct. & AcSIR Coordinator, the Competent Authority, CSIR-CMERI, Durgapur has been pleased to assign the following responsibilities to Dr. Sambhunath Nandy, Sr. Pr. Sct. in addition to his present assignments:

1. Responsibilities of conducting AcSIR admissions and coordinating with Recruitment Section and AcSIR Coordinator, CSIR-CMERI.
2. Responsibilities of conducts National / International eminent lecture series.

This comes into effect immediately.

(Handwritten signature)
(जे.एस. शरण/J.S.Sharan)

प्रशासनिक अधिकारी /Administrative Officer

To
Dr. Sambhunath Nandy, Sr. Pr. Sct.

Copy to (through merinet):

1. SIC, DSTC
2. Administrative Secretariat
3. SIC, CoEFM, Ludhiana
4. Head, BIS
5. AcSIR, Coordinator
6. CoF&A / S&PO
7. All the Sectional / Groups, Heads (through merinet)
8. S.O. (R&C / C.R.)
9. Head, I.T - for circulation through 'merinet'
10. Security Officer
11. Head, ERP
12. Office Copy



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संख्या / No. 10.Adm.(18)/78-E(B)

दिनांक / Dated: 15-03-2021

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub: Additional responsibilities to Dr. Sarita Ghosh in ERTG.

With reference to her application dated 09.03.2021, Dr. Sarita Ghosh, Pr. Scientist is hereby informed that the Competent Authority, CSIR-CMERI, Durgapur has been pleased to assign her additional responsibility related to looking after the department projects and skill development programmes in ERTG Group in addition to her present assignment in DSTC (Director's Secretariat cum Technical Cell) and Publication Group.

This comes into effect from the date of issue of this O.M.

(जे.एस. शरण/J.S.Sharan)

प्रशासनिक अधिकारी /Administrative Officer

To
Dr. Sarita Ghosh, Pr. Sct.

Copy to (through merinet):

1. SIC, DSTC
2. Administrative Secretariat
3. SIC, CoEFM, Ludhiana
4. Head, ERTG
5. CoF&A / S&PO
6. All the Sectional / Groups, Heads (through merinet)
7. S.O. (R&C / C.R.)
8. Head, I.T. - for circulation through 'merinet'
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दिनांक/Date: 04.02.2022

संख्या/ No. 10.Adm.(18)/78-E(B)

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub: Work allocation between CoA and AO

In order to smooth functioning of Administration, the Director, CSIR-CMERI has been pleased to approve the distribution of work/section between CoA & AO, as follows: -

Sl. No.	Designation	Section/ Work				
		Establishment/CR/RTI	General Section	Vigilance	Medical Section	AcSIR
1.	CoA					
2.	AO	R&C	Bill Section	Works	Legal	

Further, during the absence of CoA, AO will look after the work of whole administration and also during the absence of AO the work of Administration will be looked after by CoA.

Accordingly, Concerned SO will process the files.

This Order comes into force w.e.f. 07/02/2022.

(Section Officer)

To,
Shri Vinod Kumar, CoA
Ms. Sumana Majumdar, AO

Copy to:

1. SIC, DSTC,
2. CoA's Secretariat
3. AO's Secretariat
4. S.O. (Estt./C.R./RTI/General/Vigilance/Legal/Medical/R&C/Bill)
5. All Divisional/Sectional Heads (through merinet)
6. Head, IT..... for circulation & information through merinet
7. Office Copy



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संख्या/ No. 10.Adm.(18)/78-E(B)

दिनांक/Date: 21.02.2022

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub : Additional responsibilities to Mr. Manoj Kumar Biswal, Senior Technical Officer (2)

Director, CSIR-CMERI, Durgapur has been pleased to approve allocation of additional responsibilities to Mr. Manoj Kumar Biswal, Senior Technical Officer (2) to work for Skill development programmes along with his primary duties at Centre for Advanced Manufacturing and Metrology Group (B) Prototype Development (CAMP) division.

This comes into effect immediately.

[Signature] 21.02.22

(Jhuma Dutta)

PPS

Establishment

To:
Mr. Manoj Kumar Biswal
Sr. T.O.

Copy to:

1. SIC, DSTC,
2. CoA Secretariat
3. Administrative Secretariat
4. Head, BIS
5. Head, IT..... for circulation & information through merinet
6. Office Copy