

सी.एस.आई.आर - केंद्रीय यांत्रिक अभियांत्रिकी अनुसंधान संस्थान
CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
(वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद / **Council of Scientific & Industrial Research**)
दुर्गापुर / **Durgapur-713209**

संख्या / **No.10.Adm.(18)/78-E(B)**

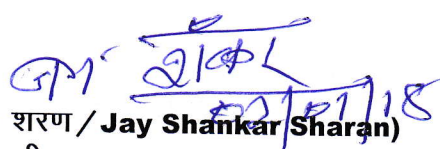
दिनांक / **Date : 01.01.2018**

कार्यालय ज्ञापन
OFFICE MEMORANDUM

In order to improve the administrative efficiency and in view of the guidelines issued by CSIR, it has been decided that the allocation of works amongst the S.O(G) working in administration will be as under:-

Sl No.	Name & Designation	Present Assignment	New Assignment
1.	Shri R.K.Dash, S.O.(G)	General Section and Garrages	General Section and Garrages
2.	Shri Subhajit Banerjee, S.O.(G)	OIC, Director's secretariat Vigilance Cell and CR Cell	Establishment Section and CR Cell
3.	Shri Kaushal Kumar	Recruitment, Project Recruitment, Parliament Question, LGC, Interlab transfers and M.C.	Recruitment, Assessment Promotion, Project Recruitment, Parliament Question LGC, Interlab transfers and M.C.
4.	Ms. Munmun Gupta, S.O(G)	Establishment Section, RTI and Assessment Promotion	Bill Section, OIC, Director's Secretariat and RTI
5.	Shri Prabhat Bhushan, S.O.(G)	Bill Section	Legal and Vigilance Cell
6.	Shri Chandan Kumar, S.O.(G)	Medical Cell, DDO, AcSIR and Project Recruitment	Medical Cell, DDO and AcSIR

In addition to the above, they will also perform the duty as assigned by the Senior Officers from time to time. This arrangement will come into force w.e.f. 15.01.2018.


(जय शंकर शरण / **Jay Shankar Sharan**)
प्रशासनिक अधिकारी / **Administrative Officer**

सेवा में / **To:**

1. All Persons concerned

प्रति / **Copy to:**

1. OIC, Director's Secretariat,
2. Administrative Secretariat,
3. Head, IT Group- for circulation through LAN,
4. Office Copy.

CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
Durgapur - 713 209

No. 10 Adm.(18)/78-E(B)

Date :01.10.2018

OFFICE MEMORANDUM

In continuation of this Office Memo. Of even No. dt.09.5.2017 & dt.08.8.2018, the Competent Authority, CSIR-CMERI is pleased to decide that henceforth, Mr. Chandan Kumar, S.O.(G) will look after the work of Bill Section in addition to his assigned work of S.O.(Med) & D.D.O.

Ms. Munmun Gupta, S.O.G) will continue to look after the RTI Cell and in addition, will also look after the administrative work of AcSIR activities as per the broad guidelines detailed below:

- To apprise the Coordinator about the availability of various categories of the members required towards formation of screening and selection committees,
- In sending letters to the nominated internal committee members and external experts of the screening & selection committees
- In screening of online/hardcopy applications for augmenting the short listing process
- Preparation of draft proceedings of the screening committee
- Verification of documents of the candidates who are shortlisted/invited for interview and up keeping of the records/documents for various programmes on semester basis
- Preparation of draft proceedings of the selection committee
- Preparation of draft results of the screening and selected candidates in web format
- Verification of documents of the candidates during admission/enrolment
- Arrangement of stationeries for screening/selection committee meetings and Snacks/Lunch for the screening /selection committee members with proper approval
- Augmenting the process of payment of honorarium to the external committee members and others as applicable
- Facilitate the process of scholarships of the students joining in PhD/IDDP program (INSPIRE, CSIR-JRF/SRF and others) discussing with competent authority
- Caution money related issue & Misc. activities as situation demands

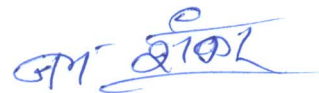
For coordinating the said work, Coordinator, AcSIR, CSIR-CMERI will provide her necessary infrastructure and logistical support, as required.

Ms. Gupta will continue to operate from her existing Chamber for the administrative responsibilities assigned to her and will be assisted by Mr. Prasant Prasad Mondal, JSA in this work in addition to his work in the Establishment Sec. She may also avail the services of Mr. V. Das, Sr. Steno., A.O.'s Secretariat from time to time, as and when required.

The work of Air ticket booking will henceforth be looked after by Mr. V. Das, Sr. Steno. in place of Mr. R. Halder, Tech. Asstt. which will be directly dealt by the Admn. Secretariat under the supervision of the Administrative Officer.

The Record Room of Administration (for records of Estt., Bill & General Sec.), which is presently being looked after by Mr. Chandan Kumar, S.O.(G) will henceforth be looked after by Mr. S. Banerjee, S.O.(G). He will be assisted by Mr. Prasant P Mondal, JSA & other staff of Estt. Sec, if required. He should submit a detail proposal for actions to be taken for setting up of the Record Room in proper shape.

This comes into effect immediately.



(J.S. Sharan)

Administrative Officer

To

Persons concerned

Copy to:

1. DSTC, 2. Admn. Sec. 3. Head, S & I.P. Group, 4. Head-I.T. for circulation through 'merinet'
5. Security Officer 6. S.O.(C R Cell), 7. Office copy

OFFICE MEMORANDUM

Sub: Distribution of duties of Dealing Officials of Establishment Sec.

Consequent upon the joining of new Jr. Sec. Assistants & Jr. Steno. and subsequent redeployment of staff, the work of the Establishment Sec. are redistributed as detailed below:

Mr. Ashis Dutta, ASO	Personal files of all Gr.I & II staff, Preparation & notification of Holiday list and other leave / Holiday, CSIR & CMERI Foundation Day, HRA File, Election Duty, HBA & Computer advance, Lab. Monitoring Report, Preparation & maintenance of Employee register for FR 56(J) related work , Guide & supervise Ms.Kumari Reshmi in setting up of the Record Room In his absence, Mr. P. K. Thakur will look after his assigned work.
Mr. S. Kumar, Sr. Steno.	Personal files of all Non-Tech. staff (up to the level of ASOs), Isolated posts, Jr. Sct. & Scientists only, RTI (with S.O.RTI Cell) & Audit Report , He will provide guidance & support in c/w C.R. Cell to Ms. Kumari Reshmi & Mr. G. Kumar for one year after the superannuation of Mr. S.K. Chakraborty, ASO (CR Cell) In his absence, Mr. Binod Kumar will look after his assigned work.
Mr. Binod Kumar, ASO	Personal files of Scientists (Sr. Sct. & above) , Director, All CCOs, Foreign deputation of CSIR-CMERI & CoEFM officials, Confirmation of officials, Delegation of power, In his absence, Mr. Shardanand Kumar will look after his work.
Mr. P.K. Thakur, J.S.A..	Personal files of all Gr.III (Gazetted equivalent) employees, Part time M.O.s ,Admn. Work of CoEFM. Ludhiana, Notification / endorsement of Internal & External Circular/Order of CSIR/CMERI/GOI, Internal (Inter-sectional) transfer, Constitution of Committee, Assist Ms. Kumari Reshmi in Record Room related work and look after the same in her absence. In his absence, Mr. Ashis Dutta will look after his work .
Mr. Gautam Kumar, Jr. Steno.	Personal files of Gr.III (Non- Gazetted equivalent) & Jr. Secretariat Assistants & Jr. Steno, Translation of Sectional Notes & O.M.s etc in Rajbhasha (except routine O.M./letters etc which are to be made bilingual by Mr. Gautam Kumar as a one time measure), Maintaining & Compilation of Rajbhasha Report, Dictation and other Secretarial support to S.O . Work at the C.R. Cell for at least two hours daily to understand the work from Mr. S.K. Chakraborty, ASO. During his absence Ms. Kumari Reshmi will look after his work.
Ms. Kumari Reshmi, J.S.A.	Files of all Temporary & Project related staff & Fellows including BoPT, , Initiating the process of opening of New Record Room and maintaining the Record Room as per GOI/CSIR guidelines, Work at the C.R. Cell for at least two hours daily to understand the work from Mr. S.K. Chakraborty, ASO., Preparation of various data base for Estt. During her absence Mr. Gautam Kumar will look after her work.
Mr. K.L.Soren, Lab. Attdt.	Receipt & Distribution of Dak, O.M.s etc & files outside Section, Diarisation of In & Out Files & O.M.s. Receipt, diarisation & distribution of Dak to the Dealing Officials In his absence, Ms. Kumari Reshmi / Mr. Gautam Kumar/Mr.P.Thakur will look after his work of receipt of Dak, files and Diarisation etc.

This is a general guideline of work distribution. In case of exigencies of work and in the Interest of the Institute, all the Officials are required to perform any official duty , as assigned by the Sectional Head/Competent Authority. They are also required to ensure strict compliance to the GOI/CSIR guidelines/orders regarding 'Rajbhasha' & ERP implementation.

To

All Dealing Officials of Establishment Sec

(S.Banerje)

Section Officer

.Copy to:

1. SIC, DSTC
2. A.O.'s Sec.
3. All S.O.s,
4. C.R. Cell,
- 5.. Head, I.T. for circulation in 'merinet',
6. Head, ERP –for n/a pl.



सीएसआईआर - केन्द्रीय यांत्रिक अभियांत्रिकी अनुसंधान संस्थान
CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् / Council of Scientific and Industrial Research)
महात्मा गाँधी एवेन्यू / Mahatma Gandhi Avenue, दुर्गापुर / Durgapur-713209 (प.ब. / WB)

संख्या / No. 10.Adm.(18)/78-E(B)

दिनांक / Dated: 30-12-2019

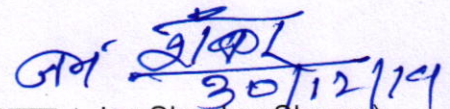
कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub: Redeployment of Section Officer (G)s.

In continuation of this Office Memoranda of even number dated 01-01-2018 & 01-10-2018 and in order to make the Administration more effective and service oriented, the Competent Authority, CSIR-CMERI has approved the redeployment of Section Officer (G)s as follows:

Sl. No.	Name & Designation	Present Assignment	New Assignment
1.	Shri P.K. Dash Section Officer(G)	General Section and Garage	Legal and Vigilance Cell
He will be assisted by Shri Sukanta Samanta, ASO(G), Shri Navneet Kumar, Jr. Stenographer and Shri K. P. Singh, Lab. Assistant.			
2.	Shri Prabhat Bhushan Section Officer(G)	Legal and Vigilance Cell	General Section, Garage and BoPT Trainees
He will be assisted by Shri Surya Kant Swaran, ASO(G), Smt. Sumitry Kumari, ASO(G), Miss Puja Shaw, JSA(G), Shri Ranjit Kumar Sil, MTS and Smt. Mita Samanta, MTS.			
3.	Smt. Munmun Gupta Section Officer(G)	AcSIR and RTI Cell	Rajbhasha Section, AcSIR and RTI Cell
She will be assisted by Shri Sanjay Kumar Mishra, Jr. Hindi Translator, Shri Shardanand Kumar, Sr. Stenographer(for RTI matter) and Smt. Kumari Reshmi, JSA(G)(for AcSIR matter).			

In addition to the above, they will also perform the duty as assigned by the Senior Officers from time to time. This arrangement is initially for three months w.e.f. 01-01-2020. It will be reviewed thereafter.


(जय शंकर शरण / Jay Shankar Sharan)
प्रशासनिक अधिकारी / Administrative Officer

सेवा में / To

All persons concerned.

प्रतिलिपि / Copy to :

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2. Administrative Secretariat
3. Head, IT – for circulation & information of all concerned through “MERINET”
4. Office Copy.