



सी एस आई आर-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

संख्या / No Misc/AO/2023

दिनांक / Dated: 31.07.2023

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub: Allocation / Reallocation of works /Section in Administration

In supersession of earlier Orders / OMs on the subject noted above, the Director CSIR-CMERI has been pleased to approved the following arrangements for better management of the different Administrative Sections and its smooth functioning:

SL No	Sectional Allocation	Section Officer in Charge	Under the supervision
1.	Recruitment Section	Shri Binod Kumar, SO(G)	Section to report to both the AOs, Shri B P Saw, AO –I Ms Sumana Majumdar, AO-II
2.	General and CR Sections	Shri Suryakant Swaran,SO(G) who will also execute the role of Alternate DDO	General Section to report to Shri B P Saw AO-I CR Section to report to Ms Sumana Majumdar, AO-II
3.	Bill Section	Shri Tarun Halder,SO(G) who will execute the role of DDO also	Section to report to Ms Sumana Majumdar, AO-II
4.	Medical and Rajbhasha Unit	Shri Sanjeet Kumar, SO(G) who will also execute the role of link CPIO & In-charge of Hindi Cell	Section to report to Shri B P Saw AO-I
5.	Miscellaneous and RTI Section to handle Audit, Election, Observance of days, Canteen, Club and other miscellaneous issues Any assignment not specifically entrusted with any of the other Sections, will be dealt by this unit Smt Sangeeta Kumari Rajak, SSA(G) will be posted in this unit	Shri Biswajit Bhowmik,SO(G), who will execute the role of CPIO and Departmental Record Room Officer	Section to report to Shri B P Saw AO-I

[Signature]
31/07/2023.

CSIR-Central Mechanical Engineering Research Institute
M G Avenue, Durgapur – 713209
FINANCE & ACCOUNTS DIVISION

No.: F&A/Misc./2023

Date : 06.11.2023

NOTICE

This is for information of all employees of this institute that on joining of Shri Rajshekar Ghosh as Section Officer (F&A), the budget head wise work has been allocated among the supervisory level of officials in Finance & Accounts Division as follows :

Shri Bikash Kumar Bhakta / PS

P 03 (TA/LTC)	P 80 (Pension, Family Pension)	RTI, Parliament Question, etc.
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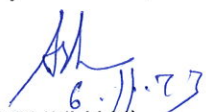
Shri Ashesh Kanti Dey / SO(F&A)

P 50 (W/S)	P 909 (ECF Projects – GAP, SSP, TSP, CNP, etc.)	INVESTMENT
P 702 (SQC)	P 908 (GDA All Types)	P 03 (Medical)
EMD, SD, PSD, WIP	CSIR Fellows, AcSIR, BoPT, etc.	OB
P 50 (All Other Heads)	OLPs (In-House Projects)	AUDIT

Shri Rajshekar Ghosh / SO(F&A)

P 04 (Contingency)	P 01, 02, 03 (Salary & Linked Allowances)	I-Remittances & Taxes
P 06 (LM)	CSIR Funded Projects (NWP, MLP, HCP, etc.)	BRS
P 701 (SQM)	P 07 (Chemical & Consumable)	AUDIT
GPF, NPS, etc.	Cash Book (Receipt & Payment)	

Hence, it is informed to all the employees to process the files, proposals, bills, etc. routed through the respective officials by either in e-office or other any mode of process.


(A K BHUYAN)
Finance & Accounts Officer

Copy to :

- 1) Through Merinet : With the request to kindly bring the content of this Notice to the knowledge of all the employees working in CSIR-CMERI, Durgapur and CSIR-CMERI-CoEFM, Ludhiana.
- 2) Office Copy



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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् / Council of Scientific & Industrial Research
दुर्गापुर / Durgapur - 713 209

संख्या/ No. 1.Adm.(1)/Misc./Committee/97-E

दिनांक/ Dated: 28.06.2024

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Subject: Allocation of Work and Distribution of Manpower in Stores and Purchase Department of CSIR-CMERI, Durgapur – reg.

This is for information of all concerned that the Competent Authority, CSIR-CMERI has redistributed the assignment of the duties & responsibilities among the SPO(s) in Stores and Purchase Division of this Institute in connection with Procurement of Goods & Services, Stores items and also Disposal of Stores of this Institute. The redistribution of work among the Stores and Purchase Officers is given below;

Sl. No.	Name of the Stores and Purchase Officer	Assignment of Duties & Responsibilities
01.	Shri Ravi Shanker Choudhary (under transfer)	Stores Section and Disposal of Stores
02.	Shri Anand Bharti	Public Procurement of Goods and Services through GeM as well as other modes
03.	Shri Ratan Bage	Stores Section

Further, the Competent Authority has transferred Shri Chandan Kumar Mandal, MTS from Horticulture to Stores & Purchase Division. The staff members of the Stores and Purchase Division are also reshuffled and the distribution/allocation of staff of Stores and Purchase division are given below:

Sl. No.	Name of the staff members posted at Stores as well as Disposal of Stores	Name of the staff members posted at Purchase Division
01.	Shri Ravi Shanker Choudhary, SPO (under transfer)	Shri Anand Bharti, SPO

Contd.....P/2


28/06/24

02.	Shri Ratan Bage, SPO	Shri Rajendra Nath Mondal, ASO(S&P)
03.	Shri Malay Mukhopadhyay, ASO(S&P)	Shri Ritesh Kumar, Jr. Stenographer
04.	Shri Samit Boot, ASO(S&P)	Ms. Priyanka Kumari, SSA(S&P)
05.	Shri Rajkumar Mandal, JSA(S&P)	Shri Suman Kumar, SSA(S&P)
06.	Shri Chandan Kumar Mandal, MTS	Shri Tanmay Basu, SSA(S&P)

Further, in the absence of any Stores and Purchase Officer(s) due to leave, tour etc. other SPO(s), available in station, will look after the work of such assignment.

Further, as desired by Competent Authority, CSIR-CMERI, disposal of stores needs to be done within six months.

This supersedes all previous notification issued in connection with assignment of work and responsibilities.

This arrangement/order comes into force with immediate effect.

Hindi version follows.


 B.P. Saw
 Administrative Officer

To: All Aforesaid Officials

Copy to:

1. All HoDs : Through Merinet notification.
2. SIC, CSIR-CMERI, CoEFM, Ludhiana
3. SIC, DSTC
4. Administrative Secretariat
5. Head, IT : For notification through merinet.
6. Hindi Cell
7. Office Copy

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महात्मा गाँधी एवेन्यू, दुर्गापुर-713209 / Mahatma Gandhi Avenue, Durgapur-713209

संख्या/ No. PUR/1(64)/WA/2024-25

दिनांक / Dated: 04-07-2024

कार्यालय ज्ञापन / OFFICE MEMORANDUM

In view of the CSIR-CMERI OM no. 1.Adm.(1)/Misc./Committee/97-E dated 28-06-2024 and in supersession of all earlier work allocations OMs the work allocation of Purchase section staff is revised as follows:

<u>Sl. No.</u>	<u>Name of Staff</u>	<u>Assigned Work/Duties and responsibilities</u>
1.	Rajendra Nath Mondal, ASO (S&P)	<ol style="list-style-type: none"> 1. Processing all GeM/Non-GeM tendering, viz. PAC/STE, Open, Custom, BoQ, GTE, EoI, Limited Tender etc. on GeM/CPPP or any other platform. 2. All types of Audit replies (CAG/Internal, ISO etc.) 3. Any other work assigned by SPO.
2.	Ritesh Kumar, Jr. Steno	<ol style="list-style-type: none"> 1. Processing all GeM/Non-GeM tendering, viz. PAC/STE, Open, Custom, BoQ, GTE, EoI, Limited Tender etc. on GeM/CPPP or any other platform. 2. All AMC related Indents 3. Any other work assigned by SPO.
3.	Priyanka Kumari, SSA(S&P)	<ol style="list-style-type: none"> 1. Processing all GeM/Non-GeM tendering, viz. PAC/STE, Open, Custom, BoQ, GTE, EoI, Limited Tender etc. on GeM/CPPP or any other platform. 2. All LPC Indents. 3. Any other work assigned by SPO.

Anand Bhami

4.	Suman Kumar, SSA (S&P)	<ol style="list-style-type: none"> 1. Processing all GeM/Non-GeM tendering, viz. PAC/STE, Open, Custom, BoQ, GTE, EoI, Limited Tender etc. on GeM/CPPP or any other platform. 2. All Miscellaneous (Non-GEM) Report preparation. 3. Any other work assigned by SPO.
5.	Tanmoy Basu, SSA(S&P)	<ol style="list-style-type: none"> 1. All GEM Indents (upto 25,000.00) – For non-project expenditure budget heads like P-50, P-04, P-07, P-06, P-701/702 etc. 2. All GEM Indents from (25,001.00 to 5,00,000.00) - For non-project expenditure budget head as well as all projects. 3. All types of GeM related report preparation. 4. Any other work assigned by SPO.

All the above Purchase staff will directly put up their files to SPO.

This comes into immediate effect.

Anand Bharti
04.07.24

Anand Bharti
(Stores & Purchase Officer)

Copy to:

1. All Officials concerned
2. DSTC
3. Head, IT for circulation on MERINET
4. Office Copy



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CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् / Council of Scientific and Industrial Research)
महात्मा गाँधी एवेन्यू, दुर्गापुर-713209 / Mahatma Gandhi Avenue, Durgapur-713209

संख्या/No. 10.Adm.(18)/78-E(B)

दिनांक/Date : 01.01.2025

कार्यालय ज्ञापन / OFFICE MEMORANDUM

Sub : Allocation of work and distribution of manpower in Stores and Purchase Department of CSIR-CMERI, Durgapur – reg.

In pursuance of Institute Office Memorandum No. 1.Adm.(1)/Misc./Committee/97-E dated 28.06.2024 and the subsequent retirement on superannuation of Shri Ratan Bage, Stores and Purchase Officer, effective from 31.12.2024, the Competent Authority, CSIR-CMERI has decided to redistribute the duties and responsibilities between the two Stores and Purchase Officers (SPOs) in the Stores and Purchase Division of the Institute. This redistribution pertains to the procurement of goods and services, as well as the stores and disposal of stores items of the Institute. The revised distribution of work among the Stores and Purchase Officers is outlined below:

Sl. No.	Name of the Stores and Purchase Officer	Assignment of Duties & Responsibilities
01.	Shri Ravi Shanker Choudhary (under transfer)	Disposal of Stores
02.	Shri Anand Bharti	Stores Section and Public Procurement goods and services through GeM as well as other modes

The distribution/allocation of staff of Stores and Purchase division is given below:

Sl. No.	Name of the staff posted at Disposal of Stores
01.	Shri Ravi Shanker Choudhary, SPO (under transfer)
02.	Shri Samit Boot, ASO(S&P)
03.	Shri Chandan Mandal, MTS

Sl. No.	Name of the staff posted at Stores as well as Purchase Division
01.	Shri Anand Bharti, SPO
02.	Shri Malay Mukhopadhyay, SO(S&P)
03.	Shri Bikas Das, SO(S&P)
04.	Shri Shailendra Kumar, SO(S&P) (under transfer)
05.	Shri Rajen Mandal, ASO(S&P)
06.	Shri Samit Boot, ASO(S&P)
07.	Shri Ritesh Kumar, ASO(S&P)
08.	Ms. Priyanka Kumari, SSA(S&P)
09.	Shri Suman Kumar, SSA(S&P)
10.	Shri Tanmay Basu, SSA(S&P)
11.	Shri Raj Kumar Mandal, JSA(S&P)

It may be noted that in the absence of any Stores and Purchase Officer(s) due to leave, tour etc., other SPO(s), available on station, will look after the work of such assignment, with due approval of Competent Authority.

R. Kumar
01/01/2025

Further, the reporting officer of Shri Samit Boot, ASO (S&P), will be Shri Malay Mukhopadhyay, SO (S&P), and the reviewing officer will be Shri Anand Bharti, SPO, with effect from 01.01.2025.

Additionally, as decided, the Director, CSIR-CMERI has delegated financial power to Stores and Purchase Officer (SPO) upto Rs. 50,000/- under Budget Head P-04 (Contingency) for the procurement of Goods (both consumable and capital items) only.

This supersedes all previous notification issued under aforesaid assignment of work and responsibilities.

This arrangement will come into effect from 01.01.2025 and remain in force until the end of the Financial Year 2024-25 or until further orders, whichever is earlier. It will be reviewed after 01.04.2025.

This issues with the approval of the Director, CSIR-CMERI, Durgapur.


01/01/2025

अनुभाग अधिकारी (सां) /Section Officer(G)

To
The Person's concerned

Copy to :

1. SIC, DSTC
2. Administrative Secretariat
3. Store & Purchase Division
4. All Divisional / Sectional Head
5. Head, IT for information & circulation through merinet.
6. Office copy.

CSIR-Central Mechanical Engineering Research Institute
FINANCE & ACCOUNTS DIVISION

Date : 26.05.2025

NOTICE

This is for information of all employees of this institute that the budget head wise work has been allocated among the Officials in Finance & Accounts Division as follows :

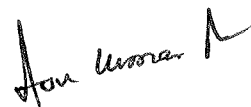
SO (F&A) Level

Shri Ashesh Kanti Dey SO (F&A)	B/H - P 50 (W/S), P 702 (SQC), EMD, SD, PSD & WIP, P 03 (Medical) & P 80 (Medical), P 909 (ECF Projects), P 908 (GDA All Types), CSIR Fellows, ACSIR, BOPT, etc., Cash Book (Receipt Verification with AMS Reconciliation), ACCOUNTING & BUDGETING, PREPARATION OF MONTHLY AMS DATA FOR VALIDATION, INVESTMENT & OB
Shri Rajshekar Ghosh SO(F&A)	B/H - P 01, 02, 03 (Salary & Linked Allowances), GPF, NPS, Long Term Advances, I-Remittances & Taxes, etc., P 04, P 07, P 06 (LM) & P 701 (SQM), OLP Projects, P 50 (Except W/S), P 03 (TA/LTC), CSIR Funded Projects, B/H P 80 (Pension), BRS, AUDIT

DA (F&A) Level

Shri Amit Kumar Mondal ASO (F&A)	B/H - P 80 (Pension/Family Pension), P 50 (W/S) & P 702 (Staff Qtr. Capital), P 908 GDA & Others
Shri Vikash Kumar Singh ASO (F&A)	B/H - P 03 (TA & LTC), P 50 (except W/S), OLPs, CSIR Funded Projects
Sanatan Halder ASO (F&A)	B/H P 909 (ECF Projects), EMD/SD/PSD/WIP, INVESTMENT, OB
Shri Kumar Sourav ASO (F&A)	B/H P 01, P 02 and P 03, I-Remittance/Recoupment and Taxes, AUDIT, RTI, Parliament Question
Shri Nag Ganga SSA (F&A)	B/H - P 04 (CONT.), P 07 (CONS.), P 06 (MAINT.), P 701 (SQM)
Shri Shekhar Chakraborty SSA (F&A)	ALL CASH BOOKS (Receipts & Payments), BRS
Shri Basudeb Ruidas SSA (F&A)	Mainly to Assist Other DAs & Record Keeping/Diary/DAK Movement in absence of Atanu Chakraborty/Suraj Singh
Shri Atanu Chakraborty MTS	Record Keeping, Diary & Voucher Entry, DAK Movement, Bank Duty
Shri Suraj Kumar Singh MTS	Record Keeping, Diary & Voucher Entry, DAK Movement, Bank Duty

Hence, it is informed to all the employees to process the files, proposals, bills, etc. routed through the respective officials by either in e-office or other any mode of process.


(A K JHA)

Controller of Finance & Accounts

Copy to :

- 1) Through Merinet : With the request to kindly bring the content of this Notice to the knowledge of all the employees working in CSIR-CMERI, Durgapur and CSIR-CMERI-CoEFM, Ludhiana.

6.	Legal and Vigilance Section	Shri Sukanta Samanta, ASO will act as Incharge of the Section without any additional remuneration till further orders Henceforth, Incharge (Vig) will execute the role of Convenor ICC	Section to report to both the AOs, Shri B P Saw, AO –I Ms Sumana Majumdar, AO-II
7.	Establishment and Works Section	Shri Kamal Kujur, SO(G)	Section to report to Ms Sumana Majumdar, AO-II

Further the following inter sectional transfer is as follows:

SL No	Name	Present Section	New Section
1.	Shri Goutam Kumar, Jr Steno	Establishment	CR Cell
2.	Ms Sarika Pal, Jr Steno	PME	Vigilance & Legal
3.	Ms Mita Samanta, MTS	General Section	AO Secretariat
4.	Ms Beena Balmiki, MTS	AO Secretariat	General Section

Note :

1. It is reiterated that all Section Officers should ensure that work of the section will not hamper due to officer or dealing hands being on leave / tour.
2. The work of tendering which is on advanced stage is to be completed by Shri Sanjeet Kumar, SO (G), even after taking over the charge of Medical Cell.
3. The seating arrangement of the SOs' and the staff members will change accordingly.

However, in absence of one AO, the other will look after the entire administrative affairs.

This arrangement / order comes into force with effect from 01.08.2023.


21/07/2023.

Sumana Majumdar
प्रशासनिक अधिकारी / Administrative Officer

Copy to :

1. All CCOs
2. SIC, DSTC
3. Administrative Secretariat
4. F&AO
5. Head, IT – for circulation & information through Merinet for information of HoDs and all concerned
6. Office Copy