

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)

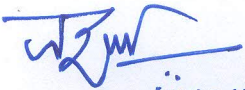
In continuation of OM CSIO/3(719)/15-EII dated 24.08.2021, the Director, CSIR-CSIO has been pleased to allocate the work of Administration to following Administrative Officers & Section Officer (Gen.):-

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
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