

CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE, PILANI  
(Council of Scientific & Industrial Research)

No.AO/Misc/2020

Dated: 10.02.2021

OFFICE MEMORANDUM

In partial modification of earlier OM No. AO/Misc/2020 dated 20.10.2020, the Director, CSIR-CEERI has approved the following work allocation with immediate effect and until further orders:-

Sl. No	Allocation of work	Name of the Dealing Assistant	Reporting Officer	Reviewing Officer
1.	Personal File of Gr. I & II staff, personal claim- T.A./DA, LTC, all type of certificates. Manpower development related work, HBA of all category of staff and confirmation of all staff, etc.	Sh. Ravindra K. Jangid, ASO	Sh. Anil Sharma, SO	Sh. Mahendra Singh, AO-II
2.	Personal File of Gr. III staff, personal claim- T.A./DA, LTC, Personal Telephone reimbursement, all type of certificates and RTI, etc.	Sh. Vinay, SSA (G)	Sh. Anil Sharma, SO (except RTI)	Sh. Mahendra Singh, AO-II
3.	Personal File of Admin. staff, Group-C (non-technical) and Canteen personal claim- T.A./DA, LTC, all type of certificates (except SO and above), etc.	Sh. Karan Singh, ASO (G)	Sh. Anil Sharma, SO	Sh. Mahendra Singh, AO-II
4.	Personal File of Gr. IV (Sci. & Sr. Sci.) staff, personal claim- T.A./DA, LTC, Personal Telephone reimbursement and all type of certificates and confirmation of staff, etc.	Sh. Srikant, ASO (G)	Sh. Anil Sharma, SO	Sh. Mahendra Singh, AO-II
5.	Allotment of Quarter, Shops including Building to Bank/Post Office/CVM and Doordarshan & Audit Para replies, etc. Official telephone bills, Registration of Employees for Conferences, workshop/seminar. Honorarium & TA to experts/outside dignitaries, etc.	Sh. PL Saini, ASO (G)	Sh. Santosh Kumar Badetia, PPS	Sh. Mahendra Singh, AO-II
6.	Various service contracts: Viz. Manpower Contract, Security Contract, Cleaning Contract, Taxi Services, Air tickets Books, Advertisement Contract, Medicine contract & Dispensary Committee, internet lease and contract of Dhobi and transportation related work etc.	Sh. Amit Kumar Choudhary, SSA (G)	Sh. Santosh Kumar Badetia, PPS	Sh. Mahendra Singh, AO-II
7.	Salary Bill of all regular, Pensioner & Temp. Staff, CEA, Leave Encashment and other bill except Personal bills already allotted in forgoing rows, all types of TDS, income tax, insurance, Revolving advance and Newspaper, etc.	Sh. Basti Ram, Sr. Tech. (3)	Sh. Santosh Kumar Badetia, PPS.	Sh. Mahendra Singh, AO-II
8.	PS to AO-II	Sh. OP Saini, PS	Sh. Mahendra Singh AO	Sh. Mahendra Singh, AO-II
9.	Dispatch of DAK and any assigned work by AO (Sh. Pankaj Goswami) and AO-I to Sh. Sushil Kumar, JSA	Sh. Ram Pratap Saini, Lab. Asstt. /Sh. Sushil Kumar, JSA (G)	Sh. Santosh Badetia, PPS	Sh. Mahendra Singh, AO-II
10.	Watch & Ward/Security	Sh. Virendra Singh, Security Officer	Sh. Mahendra Singh, AO-II	Sh. Mahendra Singh, AO-II

11.	Personal File of Gr. IV (Pr. Sci. & above) staff, personal claim- T.A./DA, LTC, Personal Telephone reimbursement matters and all type of certificates, etc.	Sh. Ramavatar, ASO (G)	Sh. Anil Sharma, SO	Sh. Vinod kumar AO-I
12.	Recruitment of all Scientific, Technical & Admin. Staff, Providing Various reports related to Manpower, etc.	Sh. Saurabh Sharma, SSA (G)	Sh. Pankaj Goswami, AO	Sh. Vinod Kumar, AO-I
13.	Assessment and Promotion of all staff, recruitment of Temporary Staff, etc.	Ms. Deepika Sharma, SSA (G)	Sh. Pankaj Goswami, AO	Sh. Vinod Kumar, AO-I
14.	All work related to Vigilance, Legal & CR/APAR, etc.	Sh. Gurmender Singh, SSA (G)	Sh. Pankaj Goswami, AO	Sh. Vinod Kumar, AO-I
15.	All matters of medical regular staff & pensioner and subscription of pensioners work, etc. Personal File of Common Cadre Staff, personal claim- T.A./DA, LTC, Personal Telephone bills and all type of certificates, etc.	Sh. Surendra Singh, ASO (G)	Sh. Anil Sharma, SO	Sh. Vinod Kumar, AO-I
16.	Personal files of temporary staff (PF, JRF, SRF, AcSIR etc.), Honorarium & TA to experts/outside dignitaries/project related work by outsider in CEERI Project and Hostel Allotment, Cash related works and all type of certificates, etc.	Sh. Hanuman Prasad, SSA ASO (G)	Sh. Pankaj Goswami, AO	Sh. Vinod Kumar, AO-I
17.	Various functions such as 15 Aug., 26 Jan., Foundation day, Anti-Terrorism Day, Flag day, Swachhta Pakhwada, issue/circulate of holidays (GH/RH and in lieu of declared working day) Hand Book yearly and monthly Swamy's News related work, etc.	Sh. Dharmendra Kumar, Jr. Steno	Sh. Ramesh Baura	Sh. Vinod Kumar, AO-I
18.	To convene meeting for FR 56 (J), ID and and medical card of regular staff and pensioner, MC Meeting and any assigned work by AOs, etc.	Sh. Vishnu Gurjar, Jr. Steno	Sh. Anil Kumar Sharma, SO	Sh. Vinod Kumar
19.	Personal File of complaints/vigilance cases, etc. of SO & above	Ms. Chandani Dixit, Jr. Steno	Director	Director
20.	Guest House	Sh. Ravi Tanwar, GHA	Sh. Vinod Kumar, AO-I	Sh. Vinod Kumar, AO-I

In addition to above, Sh. Pankaj Goswami, AO (Promoted through DPC by CSIR vide letter No. 3-3(b)/2020-EI dated 29/12/2020) will act as DDO (internal) and Sh. Vinod Kumar, AO-I will act as DDO (External). Further, in absence of AO-I due to leave & tour, etc. all files assigned to AO-I will be routed/submitted to Director by Sh. Pankaj Goswami, AO and in absence of AO-II due to leave & tour, etc. all files assigned to AO-II will be routed/submitted to Director by Sh. Anil Sharma, SO (Sr. Most S.O.)

This order comes into force with immediate effect.

*(Signature)*  
15/2/21  
ADMINISTRATIVE OFFICER

Copy to:-

1. All Persons concerned
2. PS to Director
3. Head, PME&BD
4. In-charge, ERP
5. In-charge, NMC
6. Office copy