

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE,  
PILANI (RAJ.)-333031**

No. 6(14)/05-Estt.

Dated: 20.04.2023

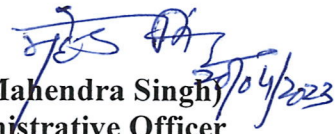
**OFFICE MEMORANDUM**

**Sub: Work arrangement of CSIR-CEERI Centres.**

For smooth operation of CSIR-CEERI Centres, the Director, CSIR-CEERI has been pleased to approve the following work arrangement:

1. Sh. Krishna Murari, Sr. Steno. is assigned functional role of Dealing Assistant (Purchase, General & Accounts Sections). Sh. Rakesh Meena, T.O. will be alternate Dealing Assistant in absence of Sh. Krishna Murari.
2. Head, TBD shall be the coordinator of Jaipur as well as Chennai Centre and all the files of these centres should be coordinated by the Head, TBD.
3. All other files for approval should be sent by digital signature.

Training of the Accounting software shall be provided by the CoFA and his team to Sh. Krishna Murari and Rakesh Meena. Digital signature key and respective training shall be provided by Dr. Sanjay Singh, Principal Scientist and his team.

  
(Mahendra Singh)  
Administrative Officer

Copy to:

1. PA to Director
2. PPS to COA/AO
3. Scientist-in-Charge, CSIR-CEERI Jaipur Centre
4. Scientist-in-Charge, CSIR-CEERI Chennai Centre
5. Head, TBD
6. Dr. Sanjay Singh, Principal Scientist
7. Controller of Finance & Accounts Section
8. All concerned persons