CSIR–CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
PILANI – 333 031 (RAJASTHAN)

No. CoA-Office/Misc./2025 Dated: 13.11.2026

OFFICE MEMORANDUM

Subject: Re-allocation of Transportation-related duties, Staff Car / Office Vehicle, and Hiring of Taxi Services – reg.

With the approval of the Director, CSIR-CEERI, the transportation-related duties and responsibilities of the Institute—including the allotment and management of Staff Cars / Office Vehicles are hereby withdrawn from Shri Narendra Singh Meena, Assistant Executive Engineer (AEE) with immediate effect.

Consequent upon the above, Section Officer (Estt.-III) shall look after the transportation-related responsibilities, along with the maintenance of Institute vehicles and all connected registers, records, and files. the responsibilities of allocation of transportation-related requests is being assigned to Shri Ankit Singh Rathor, Junior Secretariat Assistant (General) [JSA (G)], posted in the COA Office, who shall look after all day-to-day work pertaining to the allotment of Office Vehicles / Staff Cars and Office Taxis requisitions and maintain record registers till further arrangements are made.

Shri Narendra Singh Meena, AEE, is hereby directed to immediately hand over the complete charge of transportation-related work—including all files, vehicle movement registers/logbooks, vehicle-allotment records, duty slips, vehicle keys, pending cases, and all other relevant physical and electronic documents/materials—to the Controller of Administration (COA) Office against a proper inventory and acknowledgement.

All concerned are informed that henceforth, all requisitions and communications regarding the allotment of Staff Cars, Office Vehicles, and hiring of Taxis for official tours/duties shall be routed through Shri Ankit Singh Rathor, JSA (G), COA Office, with the prior approval of the Competent Authority in accordance with the prescribed rules and instructions of the Institute.

This issues with the approval of the Director, CSIR-CEERI.

Hindi Version follows.

13.11.2026

(Madhuranjan Pandey)
Controller of Administration

Copy to:

1. Shri Narendra Singh Meena, AEE - *for immediate compliance and handing over of charge.*
2. Shri Ankit Singh Rathor, JSA (G)— *for information and compliance.*
3. Section Officer (Estt.-III), — *for information and compliance.*
4. O/o Director
5. O/o CoA
6. All Heads of Divisions / Sections / Units, CSIR-CEERI.
7. Security Supervisor — *for information and strict compliance at the Institute Gate.*
8. Head NMC — *with a request to upload this OM on the Institute Intranet.*
9. Office Copy.