

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND
INFORMATION RESOURCES
DR.K.S.KRISHNAN MARG, NEW DELHI-110 012, &
14, SATSANG VIHAR MARG, NEW DELHI-110 067**

No.1-Misc-(2)/2019

Dated: 05th February, 2019

OFFICE MEMORANDUM

Subject: Allocation of work amongst Officer in CSIR-NISCAIR.

The Director, CSIR-NISCAIR has been pleased to approve the allocation of work amongst the senior officer of administration with immediate effect as per details given below:-

The following persons will be the in-charge of Section as given below:

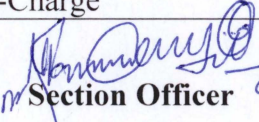
1. Ms Simesh Verma, Sr. Controller of Administration: - Vigilance & Disciplinary Cases/Legal Sections; Establishment Section and Medical Seat; R & I Section.
2. Ms Veena Jain, Controller of Administration: - R & A Section; Bill Section (sans Medical Seat); CR Cell.
3. Sh. D.K. Salone, AO In-Charge:- General Section

The above Officers shall report to the Director, CSIR-NISCAIR.

The concerned staff/officers in Sections/Cells shall report to the above Officers accordingly.

Further, link Officers are also approved for the smooth functioning of administration as given below:-

Sl.No.	Name of the Officer	Link Officer
1.	Ms Simesh Verma, Sr. Controller of Administration	Ms Veena Jain, Controller of Administration
2.	Ms Veena Jain, Controller of Administration	Sh. D.K. Salone, AO In-Charge
3.	Sh. D.K. Salone, AO In-Charge	Ms Neena Seth, Section Officer (E)
4.	Ms Neena Seth, Section Officer (E)	Sh. D.K. Salone, AO In-Charge


Section Officer 05/02/2019

Copy to:

1. All Individuals concerned.
2. PS to The Director, NISCAIR
3. Notice Boards on both the locations
4. Office copy.
5. COFA
6. DDO
7. Head IT for website