

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION &
INFORMATION RESOURCES**

**Dr.K.S.Krishanan Marg , New Delhi- 110012
& 14, Satsang Vihar Marg, New Delhi-110067**

No. 8/Misc./ACC/G/2012

December 14, 2012

OFFICE MEMORANDUM

In compliance of CSIR Letter No. 4-10(O-APAR)/2012-HR dated 03.08.2012, Director, NISCAIR, with the approval of Chairman, RC, has been pleased to nominate Shri A.K.Chawla, Chief Scientist to look after the routine matters pertaining to general administration, financial management and services & materials management.

Consequent upon the above arrangement, the Heads of Administration, Finance & Accounts and Stores & Purchase shall report to Shri A.K.Chawla, Chief Scientist. Shri O.V.Sasikumar, Sr. Steno. will henceforth assist Shri Chawla in addition to his present duties.


(Neena Seth)
Section Officer

Copy to:

1. Shri A.K.Chawla, Chief Scientist
2. Shri O.V. Sasikumar, Sr. steno.
3. All HODs
4. Convenor, ACC
5. PS to Director
6. PS to Sr.COA
7. PA to COA
8. PA to F&AO
9. PA to SPO
10. Rajbhasha Unit for translation
11. Head, IT Division for hosting on NISCAIR website
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