

CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES
DR. K.S. KRISHNAN MARG, NEW DELHI-110012
14, SATSANG VIHAR MARG, NEW DELHI-11067

No. 8(72)/G/Outsource/2016-17

Dt: 28/3/2017

CIRCULAR

Director, CSIR-NISCAIR has constituted a Committee to review of manpower deployed through outsourced contractor at various Divisions/Sections of NISCAIR.

HoDs are requested to provide the following:-

- (i) Justification in prescribed proforma for all contractual staff deployed their respective Divisions/Sections and they will provide the list of permanent staff at their Divisions latest by 7th April 2017.
- (ii) Quantum of work done by each contractual manpower during last six months.

All may please note that deployed contractual manpower will be withdrawn fortnight in case of non-submission of aforesaid information within stipulated date.

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


(Hans Raj) 28/3
Section Officer (G)

1. P.S to Director
2. P.S to COA
3. All HoDs: where contractual manpower is deployed
4. Head , I.T with the request to upload on CSIR-NISCAIR website alongwith prescribed proforma
5. All Notice Boards
6. Office copy

NAME OF DIVISION/SECTION: _____

PROFORMA FOR JUSTIFICATION OF REQUIREMENT OF CONTRACTUAL MANPOWER

DETAILS OF WORK/SERVICES DONE BY SECTION		DETAILS OF STAFF					JUSTIFICATION FOR CONTINUATION BEYOND 7th April 2017	INDICATE THE NAME/DESIGNATION OF STAFF RETIRED DURING 2014,2015 & 2016
		REGULAR		CONTRACTUAL				
		NAME OF STAFF	DESIGNATION	NAME OF CONTRACTUAL MANPOWER	CATEGORY UN-SKILLED,SEMI-SKILLD, SKILLD , GRADUATE AND ABOVE	DATE OF DEPLOYMENT IN DIVISION/SECTION		
S.No.								
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

Signature of Section Head

NOTE: (i) Filled up proforma should be legible
(ii) If required, separate sheet may be used.

Signature of Divisional Head