

CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND  
POLICY RESEARCH  
DR. K.S. KRISHNAN MARG, NEW DELHI – 110012,  
14, SATSANG VIHAR MARG, NEW DELHI – 110067

No. AO-II/25/2021

6<sup>th</sup> Sept., 2021

OFFICE MEMORANDUM

In pursuance of CSIR OM No. 3-4( C)/2021-EI dated 30.3.2021, 16.4.2021 & 3.8.2021 and as per NIScPR OM No. 14(1044)/2021-Estt./ 14(1045)/2021-Estt. dated 25.8.2021 Sh. Rajesh Kumar Singh Roushan and Sh. Pankaj Goswami have joined CSIR-NIScPR as Administrative Officer in CSIR-NIScPR, New Delhi.

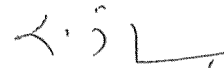
In order to facilitate smooth functioning of various activities of Administration the Director, CSIR-NIScPR has been pleased to approve the allocation of Administrative work between the two officers as mentioned below:

**Sh. Rajesh Kumar Singh Roushan:-** Matters related to Vigilance, Legal, Estates, CR/APAR, Grievance, CPGRAMS, Rajbhasha and any other work assigned by the Director.

**Sh. Pankaj Goswami:-** Matters related to General Section, Establishment (S/B), Bills, Recruitment, Contracts and any other assignment given by the Director from time to time. Sh Goswami will function as alternate DDO also.

For the sake of convenience, the two Officers will be called as AO-I & AO-II respectively and in the case of absence of AO-I, AO-II will look after the assigned work and vice-versa.

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

  
( R.K.S.Roushan )  
Administrative Officer-I

1. Sh. Rajesh Kumar Singh Roushan, AO-I
2. Sh. Pankaj Goswami, AO-II

Copy to:

1. PPS to Director
2. All HoDs
3. All staff of Administration
4. IT Division for uploading the OM