

**National Institute of Science Communication & Information Resources
Dr. K S Krishnan Marg, New Delhi 110012
14, Satsang Vihar Marg, New Delhi-110067**

No.8(7)/G/Misc/G-2016

18.02.2016

OFFICE MEMORANDUM

On the recommendations of the organizing Committee constituted for organizing the activities related to the inaugural function of NATDAC Programme and the visit of Hon'ble Minister S&T on 22.02.2016, Competent Authority, CSIR-NISCAIR has been pleased to constitute the following Committee(s) :

Reception/Invitation Committee

Mrs. Kanika Malik
Mrs. Charu Verma
Mrs. Meenakshi
Ms. Parul

The Committee will arrange flower, bouquet and lamp and also do Anchoring.

Refreshment Committee

Sh. C.B. Singh Chairman
Sh. Aswani Brahmi
Sh.P.K. Sharma
Dr. Sanjay Sen Gupta
Sh. Mutum Singh

The Committee will arrange high tea.

Banner and Printing Committee

Sh. Pankaj Gupta Chairman
Mrs. Neeru Vijan
Sh. Ashutosh

The Committee will arrange the required banner and other printing requirement.

Transport Committee

Sh. Pankaj Gupta
Sh. Arghdyuti Banerjee

Mementos and Shawl Committee

Dr. N. Majumdar Chairman
Sh. Rajeev Kumar
Sh. Ved Prakash Pandey
Sh. Amiya Bindu Gupta

Photography will be provided by **Mrs. Neeru Sharma, PTO**

PTO

Futher, Competent Authority has approved the following budget for the inaugural function:

High Tea	Rs.15000.00 (Rs.70/- per person for 170 numbers)
Bouquete	Rs. 3000.00
Banners	Rs. 5000.00
Shawl and Mementos	Rs.12000.00
Misc. Expenditure	Rs. 6000.00

The expenditure will be debitible to budget head VACCIN Project(ISC 0302), 2015-16.

The above expenditure will be in addition to Rs.20,000/- already sanctioned vide O.M. of even no. dated 11.01.2016 and 25.01.2016.


(Neena Seth)
Section Officer

Copy to:

1. All the concerned
2. Dr. J Sundaresan, Nodal Officer, VACCIN
3. COFA
4. S.O.(Bill)
5. PS to AO
6. PS to Director
7. ✓ Head, IT – for uploading on NISCAIR Website