

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


No . Infra/Pusa/Misc/2014-15

29th December 2014

OFFICE MERMORANDUM

Consequent upon retirement on superannuation of Shri Rajiv Mathur, Chief Scientist on 31/12/2014, the Acting Director, NISCAIR has been pleased to approve the following arrangement till further orders:-

1. **Head Periodicals (Life Sciences):** Shri S. C. Sharma, Chief Scientist
2. **Re-consitution of P.M.E:-**
 - a. Dr. G. Mahesh, Principal Scientist - Head PME.
 - b. Smt Kanika Malik- Sr. Scientist to assist Head, PME in evaluation of Projects.
 - c. Smt Alpana Jain, STO(2) - To assist in maintenance of data, convening of meetings, drawing proceedings/correspondence with CSIR Hqrs related to projects/yearly reports and any other work as assigned by the Head P.M.E.in consonance with O.M.No.3(34)/2004-R&A dated 13.10.2005
3. **Parliament Questions-** Dr. G. Mahesh, Principal Scientist- Head P.M.E.
4. **Head, Infrastructure-** Shri C.B. Singh, Sr. Principal Scientist shall after the given below activities and the staff and officers reporting to Head, Infrastructure shall continue to perform their present duties:
 1. Security arrangement of Pusa Building.
 2. Housekeeping of Pusa Building.
 3. Civil Section (Aqua Guards, Urinal Flushing Systems, Water Tanks, Pest Control and misc Civil Works.
 4. Electrical Section: HT/LT Panels, EPABX, DG set, ACs and water Coolers, Fire fighting, and misc Electrical works.
 5. Transport.
 6. Horticulture.
 7. Dispensary.


(Neena Seth)
Section Officer (Works)

Copy to:-

1. All HoDs
2. Person concerned.
3. Shri Rajiv Mathur, Head, Infra, Pusa
4. P.S to Acting Director
5. P.S to COA
6. P.A to F&AO
7. Shri H.K. Jain, STO (3)
8. Shri Narender Pal, STO(3)
9. Head, I.T, Pusa for up-loading the O.M on NISCAIR's website.
10. Rajbhasha Unit for translation.
11. Office copy