

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

**DR. K.S. KRISHNAN MARG, NEW DELHI – 110012**

**14, SATSANG VIHAR MARG, NEW DELHI – 110067**

No.AO/misc/2021

5<sup>th</sup> January, 2021

**OFFICE MEMORANDUM**

**Ref:- CSIR OMs No.3-3(b)/2020-E.I dated 29.12.2020**

Consequent upon the promotion of Mrs. Neena Seth, SO(G) to the post of Administrative Officer and Mrs. Neerja Rawal, PS to the post of Principal Private Secretary, Director, CSIR-NISCAIR has been pleased to approve the following arrangements:

1. Mrs. Neerja Rawal, PPS is transferred to the Director's Office.
2. Sh. Ramesh Chand Sai, SO will look after the work of Bill and Cash Section and will also act as DDO. In addition, he will also supervise the work of Establishment Section till further orders
3. Mrs. Bhavna Thakur, ASO will look after the work of Vigilance and Legal Section in addition to her present duties. She will submit Vigilance & legal files through AO, NISCAIR.



(Neena Seth)  
Administrative officer

Copy to:

1. Persons Concerned
2. PPS to Director
3. PA to Sr. COA
4. All HODs
5. Head IT- for posting the OM on NISCAIR website.
6. Office Copy