

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND
INFORMATION RESOURCES, NEW DELHI**

NO.6/3/1-III/2013-EI

Date: 30th April 2014

OFFICE MEMORANDUM

Sub: List of Assesses for the period upto 31.03.2014

As per office records, the following persons in Group-1, II and III have become due for consideration for their assessment to the nex higher grade upto the assessment year ending March, 2014 as mentioned against each under Revised MANAS

Sl.No.	Name of the Officer	Present Post	Promotional Post	Remarks
Gr.III (6) to Gr,III (7) 2013-2014				
1.	Mr. Hitesh Jain	Sr.TO(3) 15600-39100 +GP 7600 28.10.2008	Principal Tech.Officer 37400-67000 GP 8700 28.10.2013	Ist Chance Civil Engg.
2.	Mrs.Shobhna Vij	Sr.TO-3 15600-39100 +GP 7600 30.04.2008	Principal Tech.Officer 37400-67000 GP 8700 30.04.2013	Ist Chance Library & Information Sci.
3.	Mrs.Hemlata Makhija	Sr.TO-3 15600-39100 +GP 7600 14.05.2008	Principal Tech.Officer 37400-67000 GP 8700 14.05.2013	Ist Chance Library & Informatio n Sci.
4.	Dr.Balak Ram	Sr.TO-3 15600-39100 +GP 7600 01.01.2009	Principal Tech.Officer 37400-67000 GP 8700 01.01.2014	Ist Chance Science communicati on & Science popularizatio n
Group III (3) to Group III (4) 1999-2000				
5	Shri Kuldeep Kaul Tech.Officer	09.01.1994 Tech.Officer Rs.2000-3500 (Pre 1.1.1996)	09.01.2000 Sr.Tech.Officer (1) Rs.8000-13500 (Pre.1.1.2006)	2nd Chance Publishing and Printing including Support Staff
Gr.II (2) to Gr,II (3) 2013-2014				
6	Shri Rajinder Sharma	Techn.(2) 5200-20200 +GP 2800 15.11.2006	Sr.Techn (1) 9300-34800 + GP 4200 15.11.2013	Ist Chance Support Staff

Cont....2/-

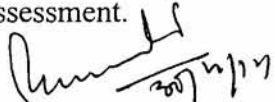
Group 1(2) to Group 1(3) 2008-09				
7.	Sh.Lakshmi Chand	Lab.Attendant (1) 5200-20200 GP 1800/- 01.04.1990	Lab.Attendant (2) Rs.5200-20200 GP 1900/- Support Staff 07.03.2008	2nd Chance Support Staff

Further, all the above mentioned persons are requested to check their particulars given against their names and intimate discrepancy, if any, in writing to office within 7 days after receipt of this notification.

Accordingly, all the above mentioned persons are requested to submit their Work Report (applicable to Group III (3) and above) or Self Assessment Report (applicable to Group I, II III (1) III (2) for their assessment for the residency period in the prescribed proforma enclosed, to the office within 15 days after receipt of the notification for processing their assessment.

Non submission of Work Report/self Assessment Report by any of the above mentioned persons will forfeit his/her existing chance of assessment in pursuance of CSIR guidelines circulated vide letter No.17/66/9/96-PPS dated 21.04.1997.

If any technical/support staff member has completed the prescribed residency period of service in his/her existing grade/post and become eligible for assessment up to under revised MANAS/erstwhile Bye-law 71 (b) and his/her name does not appear in this eligibility list, he/she may intimate the office in writing within 7 days of issue of this notification alongwith his/her particulars to enable office to examine and consider his/her case for assessment.


(Simesh Verma)
Controller of Administration

Copy to:

1. All persons concerned
2. Dealing Assistant (APAR) with the request that the APAR folders in respect of eligible persons for the period mentioned against each may please be completed in all respect.
3. S.O (Estt.) – 2 copies with the request that the particulars of the eligible persons may be got checked and leave which are not counted for pension purpose and availed by any of the above mentioned persons during residency period shown against their names may kindly be intimated to R&A Section positively. If none of the above mentioned persons availed such leave, a certificate to this effect may be provided to R&A Section for record at the earliest please.
4. PS to Director
5. Notice Boards of NISCAIR Pusa Campus/SV Marg Campus for information Group I, II and III officers/staff members.
6. Head, IT Division with the request to host this OM on the website of NISCAIR please.