

CSIR-NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND
DEVELOPMENT STUDIES, NEW DELHI

No.NIS /PU/SDC /TSC/ 2019-20

July 7, 2020

OFFICE MEMORANDUM

The Director, CSIR-NISTADS has been pleased to constitute a Technical Sub Committee of the Standing Disposal Committee Consisting of the following members as per clause 6.0.0 of CSIR procedure for Disposal of Stores.

1. Dr. L. Pulamte
2. Dr. Kasturi Mandal
3. Sh. Kashmiri Lal
4. Dr. Anil Kushwaha

This committee will examine all the items returned to the Stores Section and declare them as surplus, obsolete or unserviceable by taking into account the stipulated life period, overall condition and requirement of such items in future etc. The tenure of the Technical Sub Committee will be for a period of two years.

All are requested to extend their cooperation.


(L. Misao)

Stores & Purchase Officer

Copy to:

1. Dr. L. Pulamte
2. Dr. Kasturi Mandal
3. Sh. Kashmiri Lal
4. Dr. Anil Kushwaha
5. PS to Director (for information)
6. IT Division (for hosting one website)

No. 30(9)/2013-E.I

July 16, 2020

Office Memorandum

Subject: Reminder regarding Timely completion of O-APAR/ARPs/PMS for the year 2019-20

The staff members at CSIR-NISTADS who have not submitted their O-APAR/ARPs/PMS till date are requested to kindly submit their self appraisal report latest by 24.7.2020 in compliance of CSIR O.M No.16/15(B/F)2008-E-111 dated 20.5.2020.


(Vijay Lakshmi)
Section Officer

Copy to:-

1. PS to Director
2. PS to C.O.A
- ✓ 3. IT Section with the request to kindly place this O.M. on the NISTADS Website for information of all the staff members.
4. All notice boards
5. Hindi Unit for Hindi Version
6. Office Copy

सं. 6-18(1)/हिंदी पत्राचार/2020

दिनांक: 20-7-2020

परिपत्र

सीएसआईआर-निस्टैडस, नई दिल्ली में भारत सरकार की राजभाषा नीति के कार्यान्वयन हेतु राजभाषा विभाग (गृह मंत्रालय), भारत सरकार, नई दिल्ली से प्राप्त "वार्षिक कार्यक्रम: 2020-21" में निर्धारित राजभाषा कार्यान्वयन संबंधी विभिन्न लक्ष्यों को पूरा करने हेतु तैयार "जॉच-बिंदु" सभी अनुभागों/प्रभागों को आवश्यक कार्रवाई हेतु परिचालित किए जा रहे हैं।


(सुरेन्द्र कुमार)
प्रशासन नियंत्रक

प्रतिलिपि:

1. निदेशक के निजी सचिव
2. स्थापना अनुभाग
3. बिल अनुभाग
4. वित्त एवं लेखा अनुभाग
5. भंडार एवं क्रय अनुभाग
6. विद्युत अनुभाग
7. आईटी डिवीजन
8. निस्टैड्स पुस्तकालय
9. कार्यालय प्रतिलिपि

सीएसआईआर-राष्ट्रीय विज्ञान, प्रौद्योगिकी और विकास अध्ययन संस्थान

डॉ. के. एस. कृष्णन मार्ग, नई दिल्ली-110012

सीएसआईआर-निस्टैड्स (क्षेत्र "क") में राजभाषा अधिनियम, 1963 तथा राजभाषा नियम, 1976 के अनुपालन के लिए जॉच-बिंदु

क्र.सं	कार्य का विवरण	राजभाषा विभाग द्वारा निर्धारित क्षेत्रवार लक्ष्य				
1.	हिंदी में मूल पत्राचार (ई-मेल सहित)	क्षेत्र "क" के लिए (बिहार, हरियाणा, हिमाचल प्रदेश, मध्य प्रदेश छत्तीसगढ़, झारखंड, उत्तराखंड, राजस्थान, उत्तर प्रदेश तथा दिल्ली और अंडमान व निकोबार द्वीप समूह संघ राज्य)	क्षेत्र "ख" के लिए (गुजरात, महाराष्ट्र तथा पंजाब राज्यों और चंडीगढ़ संघ राज्य क्षेत्र)	क्षेत्र "ग" के लिए (“क” तथा “ख” क्षेत्रों में शामिल राज्यों और संघ राज्य क्षेत्रों को छोड़ कर अन्य सभी)	भूमिका/ उत्तरदायित्व	उपयोगिता/ महत्व
		100%	100%	65%	सभी अनुभाग एवं प्रभाग	यह डाटा हिंदी प्रगति रिपोर्ट के रूप में सीएसआईआर, मुख्या., नई दिल्ली तथा उत्तरी क्षेत्रीय कार्यान्वयन कार्यालय-1 (दिल्ली) राजभाषा विभाग को भेजा जाता है। इसके अलावा, यह डाटा छमाही हिंदी प्रगति रिपोर्ट के रूप में नगर राजभाषा कार्यान्वयन समिति (उत्तरी दिल्ली) को भी भेजा जाता है।
2.	हिंदी में प्राप्त पत्रों का उत्तर हिंदी में दिया जाना (राजभाषा नियम-5)	100%	--	--	सभी अनुभाग एवं प्रभाग	-वही-
3.	हिंदी में टिप्पणी लिखना	75%	--	--	सभी अनुभाग एवं प्रभाग	-वही-
4.	हिंदी में डिक्टेशन	65%	--	--	अनुभाग/ प्रभाग के प्रभारी अधिकारी	-वही-
5.	हिंदी प्रशिक्षण (भाषा, टंकण एवं आशुलिपि)	100%	--	--	स्थापना अनुभाग/ हिंदी एकक	-वही-

6.	जर्नल और मानक संदर्भ ग्रंथों को छोड़कर पुस्तकालय के कुल अनुदान में से डिजिटल वस्तुओं अर्थात् हिंदी ई-पुस्तक सीडी/डीवीडी, पेनड्राइव तथा अंग्रेजी से हिंदी में अनुवाद पर व्यय की गई राशि सहित हिंदी पुस्तकों की खरीद पर किया गया व्यय।	50%	--	--	पुस्तकालय	-वही-
7.	कंप्यूटर सहित सभी प्रकार के इलेक्ट्रॉनिक उपकरणों की द्विभाषी रूप में खरीद	100%	--	--	क्रय अनुभाग	-वही-
8.	वेबसाइट	100% द्विभाषी	--	--	आईटी डिविजन/ हिंदी एकक	-वही-
9.	राजभाषा अधिनियम, 1963 की धारा 3(3) का अनुपालन (सभी सामान्य आदेश, संकल्प अधिसूचनाएं, प्रेस विज्ञप्तियां, संविदाएं, करार, टेंडर के फार्म और नोटिस आदि)	100% द्विभाषी (अंग्रेजी-हिंदी)	--	--	संबंधित अनुभाग/ हिंदी एकक	-वही-
10.	राजभाषा कार्यान्वयन समिति की बैठकें	वर्ष में 4 बैठकें प्रति तिमाही एक बैठक	--	--	हिंदी एकक	-वही-
11.	फार्म आदि का हिंदी अनुवाद	100%	--	--	हिंदी एकक	-वही-

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES
NEW DELHI

No. I 7(71)/2017-EI

Dated: 24.07.2020

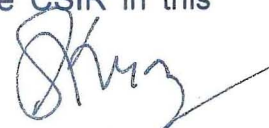
OFFICE MEMORANDUM

The following Group III staff members of this Institute are due for consideration for Assessment promotion under revised MANAS :-

Sl. No.	Name & Group	Date of joining in the present grade	Due date of Assessment	Remarks
Assessment Year 2008-09 Sr.Tech. Officer(2)[GroupIII(5)]				
1	Shri S.K. Prasad	2.12.2003	2.12.2008	Retired on 30.11.2015
Assessment year 2012-13 Sr.Technical Officer(2)GroupIII(5)]				
2	Mrs. Renu Jethi	18.8.2007	18.8.2012	
Assessment year 2014-15 Sr.Technical Officer(2)GroupIII(5)]				
3	Miss Mala Bahl	21.4.2009	21.4.2014	Retired on 31.10.16
Assessment year 2012-13 Sr.Tech Officer(3)[Group III(6)]				
4	Shri Anil Sharma	6.6.2007	6.6.2012	
5	Shri Bharvi Dutt	1.2.2008	1.2.2013	Retired on 31.5.2015
6	Shri S.A. Nabi	8.4.2008	8.4.2013	Retired on 30.4.13
Assessment year 2018-19 Sr. Technical Officer (1) [Group III(4)]				
7	Dr. Anil Kumar	21.07.2013	21.07.2018	
Assessment year 2015-16 Sr.Tech Officer(3)[Group III(6)]				
8	Shri A.K. Bhardwaj	7.5.2010	7.5.2015	
9	Shri Suresh Kumar	8.5.2010	8.5.2015	
10	Shri Kashmiri Lal	15.6.2010	15.6.2015	
11	Mrs. Parveen Sharma	9.4.2010	9.4.2015	

Discrepancy/omission etc., if any, in the above details may please be brought to the notice of the undersigned within 05 days from the date of issue of this O.M.

The staff who has not submitted his/her APAR(s) is advised to submit the same by 30.07.2020, failing his/her case will be processed as per extant provisions of Revised MANAS and other such orders and instructions as may be issued by the CSIR in this respect.



(Surender Kumar)
Controller of Administration

Copy to :-

1. All concerned staff named above.
- 2 All NISTADS Notice Boards

CSIR-NATIONAL INSTT. OF SCIENCE, TECHNOLOGY & DEVELOPMENT STUDIES
Dr. K.S. KRISHNAN MARG, PUSA GATE, NEW DELHI – 110 012.

No. 9(40)/ERP2011 -E-I

Dated 26.07.2020

OFFICE MEMORANDUM

Sub: Implementation of CSIR- ERP Ver 2.1 in all CSIR Labs from 01st August, 2020 –
CSIR instructions thereof –

Kind attention of all Officers is drawn to the CSIR OM No. 2/70/2009-ERP/Gen Section dated 22.07.2020 issued by Joint Secretary, CSIR Hqrs. wherein it has been desired that certain processes and transactions are to be mandatorily performed in the ERP Ver 2.1 w.e.f. 01.08.2020. Details of actions to be performed on the ERP are elaborated in the copy of the OM attached herewith.

It may be seen that all Officers and staff members will have to mandatorily apply for leave, pay bills, CEA, GPF, telephone reimbursement, medical claims, medical advance, newspapers allowance, TA and LTC etc. through ERP alone. For details of instructions and functions to be carried out via ERP the OM attached may carefully be gone through. Module wise training webinar is available in the OneCSIR site.


(Vijay Lakshmi)
Section Officer

Encl:- As above

Copy to:-

1. PS to Director, NISTADS
2. PS to COA
3. All HoDs/ Sectional Heads & Nodal Officer, ERP
4. Head IT- For uploading in NISTADS website
5. Hindi Division – For its translation in Hindi
6. Office copy



F.No. 2/70/2009-ERP-Gen Section

Dated 22nd July, 2020

Office Memorandum

DG, CSIR has been pleased to approve the implementation of CSIR ERP Ver 2.1 in all CSIR Laboratories, Institutes, CSIR Head Quarters, Complex, Centres and Units from 1st August, 2020.

Following Process / Transactions are mandatory to be performed in CSIR ERP Ver 2.1:

1. Paybill generation, processing and posting before last working day of every month, from 1 August 2020.
2. All Remittance bill generation through the system and posting in Finance.
3. All Employee Self Service like GPF (advance & withdrawal), GPF Change Subscription, Children Education Allowance, Telephone Reimbursement, Medical Claim, Medical Advance, News Paper Allowance, TA (official tour, medical, transfer) and Leave Travel Concession are to be applied by employee and bills to be posted in Finance before making the payment.
4. All other payments pertaining to temporary staff, project staff, works bills, etc., should be processed through Multi Purpose Bill and posted in Finance on the day of payment.
5. All receipts pertaining to externally funded projects, testing charges, refund of unspent balance in advances, Guest House Receipts, student fee, sale proceeds, etc., need to be entered through Centralized Valuable Register.
6. All payments in Works contracts should be entered through Multi Purpose Bill, while EMD/SD receipts through CVR and posted in Finance.
7. Pension related payments and receipts need to be processed through Pension Module.
8. All ongoing /new projects, both externally funded and CSIR funded projects should be created in the system using the configurable Lab level Work flow.
9. Original bills duly signed by DDOs /authorized signatories, along with all original vouchers, bills, receipts, auditable documents, etc are to be submitted to the office. Finance & Accounts will be the custodian of such instruments.
10. Leave applications will continue to be in paperless mode in ERP
11. From October 2020 all CSIR Laboratories, Institutes, CSIR Head Quarters, Complex, Centres and Units will completely switch over to CSIR ERP system.
12. Module wise training webinar is available in the OneCSIR site.

So
24/7

K. R. Vaidheeswaran
(K.R. Vaidheeswaran)
Joint Secretary(A)

The Directors of all National Labs./Instts. of CSIR /
Heads of CSIR Hqrs / Complex/Centres / Units

प्रतिलिपि/Copy to

1. Ms.Sumita Sarkar, Financial Advisor & JS, CSIR
2. Prof.Aswini Nangia, Chairman, PCTB & Director, NCL

3. Dr.Jitendra J Jadhav, Project Director & Director, NAL
4. Dr.G.Radhakrishnan, Chief Scientist & Project Leader, CECRI
5. Sri.Vinod Agarwal, Head, IT, CSIR & Project Manager
6. Dr.G.N.Dayananda, Head, TMD-Industry Interface
7. Dr.Vibha Malhotra, Head, TMD-Socio-Economic Ministry Interface
8. Dr.K.Venkata Subramanian, Head, Central Planning Directorate
9. Dr.R.P.Singh, Head, Innovation Management Directorate
10. Dr.Geetha Vani Rayasam, Head, Science Communication and Dissemination Directorate
11. Sri.R.K.Rao, Sr.COSP, CSIR
12. O/o DG, CSIR
13. Head, IT Division with the request to make this order available on the website
14. Office Copy