

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES
Dr K S Krishnan Marg, Pusa Gate
New Delhi-110012

No CoA/NIS/Misc/2020

Dt 11.06.2020

OFFICE MEMORANDUM

Sub:-Instructions regarding attendance at office during lockdown due to Covid -19—strict compliance thereof—

It has come to the notice of the Competent Authority that Officers and staff members are irregular in their attendance and not available for work as and when enquired for. Also, there seems no clear rotation of attendance and distribution of work and consequently work disposal is dubious and sporadic. Therefore, the Competent Authority has directed that wef 15th June 2020, all Officers and staff members shall attend office while following the instructions below:-

- 1) All Divisional Heads and Sectional Heads and In-charges of Units may prepare a roster on priority basis of their staff and email a copy of the same to CoA.
- 2) Staggered timings of attending office are to be followed by the staff that attends office on a particular day ie 9:00 am to 5:30,
9:30 am to 6:pm
10:00 am to 6:30 pm
- 3) Attendance Registers of each Division/Section/Unit should reach the Directors Office every day by 10: 30.

While attending office other instructions related to social distancing and using of gloves and hand sanitizers etc may be strictly adhered to which is being seen compromised frequently. Work may as far possible be disposed through email and other electronic media.

It may be noted that violation of above said instructions shall be viewed seriously by the C Authority as they have been repeated several times and any such act that goes against office decorum, or norms of attendance specified above and matters of common intelligence shall be dealt with under Conduct Rules as applicable to Council Employees.

This issues with approval of Director, CSIR-NISTADS


(Vijay Lakshmi)
Section Officer

Copy to:-

- i)PS to Director
- ii)All Divisional Heads/Sectional Heads
- iii)All Staff members
- iv)IT Division for uploading on CSIR –NISTADS website
- v)Office copy

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In order to have a better co-ordination amongst the S&T staff and for smooth functioning of the Institute, Director NISTADS has been pleased to constitute various functional groups consisting of the Scientists and Technical Staff of the Institute. These groups shall start functioning wef 15-6-2020. The copy of these functional groups is enclosed herewith for information of all concerned.


(Vijay Lakshmi)
Section Officer

Encl: as above

Copy to:

- i) PS to Director
- ii) All Scientific & Technical Staff
- iii) CoFA
- iv) SPO
- v) IT Head—for uploading on official website
- vi) Office Copy

Functional Groups of CSIR-NISTADS w.e.f. June 15, 2020

S. No.	Group	Scope of work	Team
1.	R & D and Knowledge Resources	- Developing national and international research collaborations with industry, academia and other policy research institutions(both Government and private sector) - Periodic monitoring of Institutional R&D activities - Conduct of faculty and invited lecture series - NISTADS Library management - Coordinating and maintenance of subscription to online knowledge resources like e-journals, patent database, industrial database etc. - Creation and maintenance of Data Archive for the data collected during NISTADS research	Coordinator: Dr. Sujit Bhattacharya Co-Coordinator: Dr. Shiv Narayan Nishad Technical Team Sh. Suresh Kumar Dr. Praveen Sharma Ms. RenuJethi
2.	Planning Monitoring and Evaluation(PME)	- Processing of MLP/OLP proposals received from the scientists - Implementation of MLP/OLP approved by Director, including periodic reviews and project manpower - Prepare and coordinate for various CSIR projects/schemes/Programmes. - Processing of proposals submitted for external funding - Interfacing with CSIR on various matters - Present Project activities in various forum as directed by Director - Publication of Reports Brochures etc. - Preparation and Publication of Annual Report	Head: Dr. Vipran Kumar Deputy Head:Dr. M. Bhati Dr. Vinayak Technical Team Sh. Anil Kr.Sharma Sh. Anil Kumar Mrs. Tara Verma
3.	Business Development Group and Training(National/International)	- Identification and promotion of Business Opportunities for NISTADS - Periodic review of NISTADS Business Verticals including receipts of revenue and submission of Reports - Organize/participate in Pre-bid, Techno commercial meeting etc. related to business development - Organization of Industry Meet etc. - Participation in CSIR events related to Business Development - Short-term student visitors - Post-doctoral Fellows and Visitors - Training Programmes - Students Intern Programmes Training Schools, Courses etc.	Head: Dr. Naresh Kumar Deputy Head: Dr. Kasturi Mandal Technical Team Sh. Anil Kumar Dr. Praveen Sharma

S. No.	Group	Scope of work	Team
		Seminars/colloquium	
4.	Outreach(Jigyasa)	- Public Outreach Programme - Students Outreach Programmes - Societal Interface - Social Media and Press Interface - Outreach Material	Coordinator: Dr. M. Rais Co-coordinator:Dr. Suman Ray Technical Team: Sh. A. K. Bhardwaj Sh. J S Narula Sh. Ram Suphal
5.	AcSIRPh.DProgramme	- Faculty Registration - AcSIR Admission process - Conduct of classes and examination - Dealing with Students' affairs - Formation of DAC for students and conduct of DAC Meetings - Interfacing with AcSIR - Conduct of students' lecture series	Coordinator: Dr. Y. Madhavi Co-coordinator: Sh. Avinash Prasad Kshitij Technical Team Sh. Naresh Parashar Sh. Madan Kumar
6.	IT Infrastructure and Media	- Maintenance and up-gradation of IT Infrastructure - Telecommunication - Computing and Reprographics - Website maintenance - Technical help to Scientific Staff in organizing webinars - Troubleshooting software and hardware related problems - ERP implementation	Coordinator: Sh. Avinash Prasad Kshitij Co-coordinator: Dr. Vinayak* (*will continue to handle VigyanPrasarinformation and other current information processing tasks assigned at present) Technical Team Sh. A.K.Bhardwaj Sh. K.C.Joshi
7.	RTI(Information Coordination)	- Processing RTI requests as per guidelines defined by CIC - Grievances of women employees - Coordinate with Internal Complaint Committee for prevention of sexual harassment of women at work place	Coordinator and First Appellate Authority under RTI Act: Mrs. SandhyaWakdikar Co-coordinator: Mrs. Sandhiya Technical Team: Kashmiri Lal (CPIO) Dr. Praveen Sharma Sh. Dheeraj Pal
8.	Infrastructure(Civil	Maintenance and up-gradation of civil and	Head: Dr. L. Pulamte

S. No.	Group	Scope of work	Team
	and electrical)	electrical infrastructure • Undertaking renovation works • Making proposal for new works in consultation with works committee	Deputy Head: Sh. Avinash Prasad Kshitij Technical Team Sh. Chand Mohd., Sh. Kashmiri Lal Sh. MuraliDhar
9.	Director Secretariat and Research Cell	• Coordinate activities of Director's office • Interface between Director's office and CSIR on research related matters • Interface between Director's office and Faculty on research related matters	Nodal Officer: Dr. Yogesh Suman Sh. Harpal Singh Ms. Inderjeet Kaur Sh. J.S. Narula Project Assistant/Skilled Graduate

- 1) Each Functional/Resource Group will work for the benefit of CSIR-NISTADS
- 2) The activities of the Groups shall be consistent with the mandates of the groups as per CSIR guidelines, wherever applicable.
- 3) The Groups will function with a goal of synergy with other groups through interaction and interchange of ideas, information and sharing of work among different groups.
- 4) Each Group will develop detail scope of work to cover all the necessary activities and place for approval
- 5) Each Group will submit broad sharing of tasks within the Group for record.
- 6) Co-Coordinator and Coordinator will be the Reporting and Reviewing Officers respectively for the Technical staff in the Groups
- 7) Each Group Coordinator will present annual work and financial plan for approval
- 8) Each Group will take part in committees/procurement as required for the Group activity
- 9) All announcements/web material will be forwarded through Director Cell for approval by Director
- 10) Each Group can form committees with members as necessary for specific task/event with approval
- 11) Each Group will also take up additional related work as assigned by Director from time to time.
- 12) Each Group will use only official Group email for official communication
- 13) The term of Groups or their members shall be until further notice.

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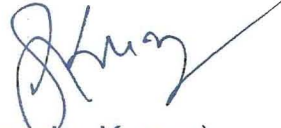
DR. K.S. KRISHNAN MARG, NEW DELHI 110012

No. 2-1(3)/MC(39)/COA/2020

June 19, 2020

OFFICE MEMORANDUM

The 39th meeting of the Management Council of CSIR-NISTADS is scheduled to be held on 2.7.2020 at 11.00 A.M. on MS Teams platform. Agenda items, if any, may kindly be sent to the office of the undersigned duly approved by the Competent Authority latest by 26.6.2020 (soft copy of Agenda Items may be sent to the email address coa@nistads.res.in). In case there is any financial implication, the item may be got concurred from Finance & Accounts Section.



(Surender Kumar)

Controller of Administration

Copy to :-

1. PS to Director
2. Head, PME
3. All HODs (CoFA, SPO, Library, BDG)
4. S.O. (I)
5. S.O. (II)
6. All Notice boards
7. In-charge, IT with the request to please place the present O.M. on NISTADS website
8. Hindi Unit with the request to translate this O.M. into Hindi
9. Office copy