

Immediate

F.No. JS/DSIR/1/2020
Government of India
Ministry of Science and Technology
Department of Scientific and Industrial Research

Date: 11th June, 2020**ORDER**

With a view to smooth running of the Departmental activities and processes on superannuation and promotion of senior officers, it has been decided with the approval of Secretary, DSIR in Public interest, to effect the following allocation/reallocation / redistribution of work among officers in DSIR.

Programme Division/ Activity/ Group	Division/Group Head	Scientists	Administrative Officers	Technical/ Supporting Staff
Administration, Audit, matters & India code portal, departmental Policy matters, Cabinet matters, Legal matters, EFC/SFC of other departments, Grievance and all other related matters, etc.	Shri K R Vaidheeswaran, JS		Shri Bhanu Surender, Director & HoD Shri SSP Sinha, US, Admin & Head of Office (also Publicity convenor of the group) Shri Jai Prakash, SO Ms. Amrit Pal Kaur, SO Shri Jagdish Singh, SO	Shri N K Dua, PPS Shri Sumit, ASO Shri Madan Mohan Singh, ASO Ms. Bhawana Sharma, PA Shri Ramdeo Nayak, PA (attached to Minister's office) Sri Ram Nath, JSA
Official Language			Shri Ananda Bhoi, DD (OL) Shri Dinesh Chandra Tiwari, AD (OL) (also Publicity convenor of the group)	
ITeG, RTI, DBT, any other related matters etc.		Sri Vimal Kumar Varun, Sc F (Member Secretary & CPIO)	Shri R C Joshi, JA (T) (also Publicity convenor of group)	
Fiscal Incentives (35 2AB), Rule 5 (2), court cases, any other related matters etc.		Shri N K Gupta, Sc E (Member Secretary) Pratap Singh, Sc E Dr. S K Khatter, Sc E Dr. Tripta Garg, Sc D (also Publicity convenor of the group) Dr. D R Das, Sc D Dr. M S Shashi Kumar, Sc D Dr. Anil Kumar, Sc C Sh. Purushottam Kumar, Sc C	Shri A Gurusamy, JA (T)	Shri Hariharan P. R., JTA Ms. Sapna Sadhwani, PS Shri Mithun Pal Singh, Steno D


[Signature]
11/6/20

Parliamentary Matters including questions & Standing Committee on S&T, Detailed Demands for Grants, Monthly report, Annual Report, RTI-First Appellate Authority (FAA), any other related matters, etc.		Ms. Kamini Mishra, Sc F (Member Secretary & RTI-FAA) Dr. Suman Mazjumdar, Sc D (submit all existing files to Group Head Dr. Sujata Chaklanobis for redistribution/ reallocation) (also Publicity convenor of the group)		Ms. Bir Bala Balla, PS
DSIR-SAP (Swachhta Action Plan)		Shri Pratap Singh (Member secretary & Publicity Convenor of the group) (In addition to his existing work).		
Integrated Finance Division	Ms Sumita Sarkar, JS&FA		Ms Arunima K Sinha, DS, IFD	Ms. Neijalhing Nancy, ASO
Budget, any other related matters etc.			Shri A N Jena, DS, Budget	Shri K K Khatri, PA
BIRD-crf (CRTDH), PACE, A2K+, TDUPW, IMPRINT, New scheme formulation, scheme related Policy matters, Cabinet matters, Legal matters, EFC/SFC matters of the Division, RTI, Grievance and other related matters of the Division, processing/ comments on the draft Cabinet Notes, EFC / SFC matters received from other Ministries and Depts	Dr. Sujata Chaklanobis, ScG	Dr. V C Shukla, Sc F (Member Secretary, BIRD-crf (CRTDH), PACE, A2K+ events, etc.) Dr. Vandana Kalia, Sc E (Member Secretary, IMPRINT TDUPW, A2K+ studies) (Hand over RDI and PRISM files to Dr. Sarika Madan and DSIR-SAP file to Shri Pratap Singh) Dr. Ranjeet Bairwa, ScD Dr. Deepika Rohatgi, ScD (also Publicity convenor of the group) (Hand over PFRI existing files to Dr. Rajesh Kumar and PRISM existing files to Sri Purushottam) Dr. Ramesh Golla, Sc D Dr. Kailash C Petkar, Sc C		Sri Naveen Chand, JTA Sri Rajesh Pathak, JTA Shri Kishan Singh, ASO
Inter-Ministerial, PMO, NITI Ayog functions, NRDC, CEL, CDC, CSIR & AcSIR matters & any other related matters	Shri B N Sarkar, Sc G	Dr. S K Khatter, Sc E (Member Secretary) (In addition to his existing work) Dr. Anoop Singh, Sc D (also Publicity convenor of the group)		Ms. Saroj Ravi Girota, PPS
IRDPP, PRISM, Vigilance, APCTT, related Policy matters, Cabinet matters, Legal matters, EFC/SFC, RTI, Grievance and any other matters of the Division	Dr. S K Deshpande, Sc G. Dr. P K Dutta, Sc F will replace Dr. Deshpande on his superannuation			Shri Krishan Kant Sharma, Steno D

Handwritten signature
11/6/20

RDI (Fresh Recognition & Renewal)	Dr. Ramanuj Banerjee, Sc E (Member Secretary) Dr. Sarika Madan, Sc D (also Publicity convenor of the whole IRDPP group) (hand over existing work to Group Head Dr. Sujata Chaklanobis for redistribution/reallocation) Sh. Purushottam Kumar, Sc C (in addition to existing FI work) Dr. S P Verma, Sc B		Sri C P Sharma, JTA Shri Sanjay Kapoor, PS
SIRO (Recognition & Renewal)	Shri Vinay Kumar, Sc F (Member Secretary)		Sri Kotaiah Mogili, JTA
PFRI (Recognition & Renewal)	Dr. Rajesh Kumar, Sc E (Member Secretary) (Hand over existing SIRO files to Shri Vinay Kumar)	Shri A K Das, SO	
PRISM	Dr. Ramanuj Banerjee, Sc E (Member Secretary) Dr. Rajesh Kumar, Sc E Dr. Sarika Madan, Sc D Sh. Purushottam Kumar, Sc C (in addition to existing FI work - also Publicity convenor of the group) Dr. S P Verma, Sc B		
APCTT	Dr. Ramanuj Banerjee (also Publicity convenor of the group)		Sri Akash Garg, ASO
Vigilance		D C Sharma, US	Sri Manoj Kumar, Steno D

2. The submission of files to Secretary from programme division through Group Head will be practiced.
3. Power related to signing on certificates is delegated to Group Heads subject to approval of Competent / Prescribing Authority.
4. The Competent / Prescribing Authority for approval Fiscal Incentives (FI) cases will remain with the Secretary, DSIR
5. The Competent / Prescribing Authority for approval of IRDPP (RDI, SIRO, PRFI) Recognition, Registration, Renewal, approval of all projects upto Rs. 1.0 crore (which includes financial supports to outreach centres also), acceptance of all Project completion report, project extension, project foreclosure, etc. are delegated to the Group Heads.
6. Group Head will ensure that as far as feasible /practicable, for every official there will be one reporting and one reviewing officer. Group Head will create secretariat and make further distribution of work if necessary.
7. Group Head will approve tour, leave & other matters of the officers, staffs working in the group.
8. Group Head will approve TA/DA and honorarium to expert members of Committees
9. HoD, DSIR is the signing authority for Requisition of flight Tickets. He will delegate his power during his absence with the approval of Group Head.
10. Member Secretary, ITeG will implement DSIR-e-office with the Help of HoD, DSIR (in procuring hardwares, etc. as per rules). Member Secretary, ITeG will consult with all Group Heads for smooth implementation of work and complete all activities related to ERP enabling


11/6/20

DSIR online latest by FY 2020-2021. Group Head will monitor the work and will do needful to complete the work in time.

11. The publicity convenor of each group will publish achievements, success stories, events of concerned group in DSIR website, social media, bulletin (if any) with the approval of Group Head.
12. Monthly meeting will be organized by the Member Secretary of each group to review and monitoring of divisional activities. Secretary, DSIR may likely to be present if necessary.
13. Quarterly Review & Monitoring meeting of DSIR will be organized by HoD, DSIR in consultation with Group Heads to review and monitor target, achievements and action taken report of all divisions/groups. Satisfactory achievements will be published by the Publicity Convenor with the approval of Group Heads. The meeting will be chaired by the Secretary, DSIR. The HoD, DSIR will coordinate the meeting in association with Group Heads.
14. The Secretary, DSIR will constitute an Honorary External **Advisory cum Review Committee** (ARC) taking experts from all DSIR committees, TOCIC-Advisory Committee, Stakeholders etc. The ARC members may be called during quarterly meeting of DSIR to take their advice towards formulation of new scheme, innovative SOP development, for better execution of existing schemes, establishing industry- academia- research lab linkages, technology commercialization, any other matters as per requirement basis and also to review output and outcome at a regular interval.
15. The DSIR Committees related to different programmes may be reconstituted if necessary, subject to approval of the Secretary, DSIR.
16. HoD, DSIR will reallocate all MTS groupwise in line with this order and based on nature and volume of work rationally.
17. The officers under FI division will report to Group head on completion of their existing work for allocation/re-allocation/re-distribution with the approval of Secretary, DSIR
18. HoD will give importance on timely promotion of departmental officers and staffs, infrastructure facilitation and other related issues for smooth running of official activities.
19. Group Heads will jointly constitute an internal Committee and initiate DSIR awards for Industries, SIROs, and Innovators and also for other stakeholders if any.
20. Dr. Ramanuj Banerjee will pursue the scheme, "Discover Centres" under the guidance of Group Head, Dr. P K Dutta, since Govt. is likely to approve the schemes under PPP mode at present. Dr. Sarika Madan will help as Assisting Officer.
21. The order will come into force with immediate effect until further orders and super cedes all the previous orders.
22. This order issues with the approval of Secretary, DSIR

K. R. Vaidheesh
11/6/20
(K.R. Vaidheeswaran)
Joint Secretary

All Officers and Staff in DSIR

Copy to: US to Secretary, DSIR