

No. A-22018/5/2021-ADMN-DSIR  
Government of India  
Ministry of Science and Technology  
Department of Scientific and Industrial Research

Technology Bhawan,  
New Mehrauli Road,  
New Delhi-110016

Dated the 15<sup>th</sup> January, 2024

**OFFICE ORDER**

With the approval of Secretary, DSIR, following work allocation among Under Secretaries in Department of Scientific and Industrial Research is ordered with immediate effect and until further orders:-

Sl. No.	Name and Designation	Work allocated	Reporting Officer
1.	Shri Anwar Imam, Under Secretary	General Administration,	Shri Paramjeet Chadha, DS
		In-situ promotion of Scientists under MFCS [As desk Officer for MFCS matter]	Shri Bhanu Surender, Director & HoD
		Coordination and any other matter not assigned to anyone.	Shri Paramjeet Chadha, DS
2	Shri Jayant Kumar, Under Secretary	Establishment	Shri Bhanu Surender, Director & HoD
		Budget	Shri Rakesh Kumar, DS
		Audit Matters	Shri Rakesh Kumar, DS
3	Shri Mahesh Chand Beniwal, Under Secretary	Vigilance matters, RTI matters including CPIO and Nodal Officer,	Shri Roop Kishor, CVO
		Public Grievances.	Shri Paramjeet Chadha, DS

(Anwar Imam)  
Under Secretary to the Govt. of India

To

1. Officers Concerned.
2. Sr. PPS to DG, CSIR-cum-Secretary, DSIR
3. PS to JS, DSIR

4. PS to CVO, DSIR/CSIR
5. Dr. S.P. Verma, Scientist 'C', CPIO & Nodal Officer-RTI matters.
6. All Divisional Heads, DSIR
7. PA to HoD, DSIR
8. PS to DS(IFD)
9. PS to DS(Admn.)
10. Shri V.K. Varun, Sc 'F' for updation of information in website and eOffice.
11. Guard File/Folder.

OFFICE ORDER

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With the approval of Secretary, DSIR, following work allocation order  
 Under Secretary to Government of Science and Industrial Research is hereby  
 the immediate effect and will remain in force.

Sl. No.	Work assigned	Responsible Officer
1	Public relations	Shri Parag Mehta, CPIO
2	RTI matters including CPIO and Nodal Officer	Shri Parag Mehta, CPIO
3	Website updation	Shri V.K. Varun, Sc 'F'
4	Website updation	Shri V.K. Varun, Sc 'F'
5	Website updation	Shri V.K. Varun, Sc 'F'
6	Website updation	Shri V.K. Varun, Sc 'F'
7	Website updation	Shri V.K. Varun, Sc 'F'
8	Website updation	Shri V.K. Varun, Sc 'F'
9	Website updation	Shri V.K. Varun, Sc 'F'
10	Website updation	Shri V.K. Varun, Sc 'F'
11	Website updation	Shri V.K. Varun, Sc 'F'
12	Website updation	Shri V.K. Varun, Sc 'F'
13	Website updation	Shri V.K. Varun, Sc 'F'
14	Website updation	Shri V.K. Varun, Sc 'F'
15	Website updation	Shri V.K. Varun, Sc 'F'
16	Website updation	Shri V.K. Varun, Sc 'F'
17	Website updation	Shri V.K. Varun, Sc 'F'
18	Website updation	Shri V.K. Varun, Sc 'F'
19	Website updation	Shri V.K. Varun, Sc 'F'
20	Website updation	Shri V.K. Varun, Sc 'F'

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Under Secretary to the Govt. of India