

सी.एस.आई.आर.-हिमालय जैवरांपदा प्रौद्योगिकी संस्थान
पालमपुर-176 061 (हिमाचल प्रदेश)

क्र 2-2(29)02- रसा

दिनांक : 05.02.2018

कार्यालय झापन

सामसंख्यक कार्यालय झापन दिनांक 01.02.2018 के अधिकांश में पूर्व सी.एस.आई.आर. मुख्यालय के पत्र संख्या 3/4/2015-ई। दिनांक 02.11.2015 के अनुसार में निदेशक, सी.एस.आई.आर.- हि.जै.प्रौ. संस्थान, पालमपुर से पञ्चायत विभाग में समिन्तरीज/मेसरीजरीज पदा पर कार्यरत कर्मचारियों के कार्या की शिथिल व्यवस्था के अंतर्गत निम्न प्रकार से व्यवस्था की है :-

A) Sh. S.D. Rishi, Section Officer (General)

He will look after the work of Recruitment & Assessment and Vigilance Section with the assistance of following staff members:-

RECRUITMENT & ASSESSMENT AND VIGILANCE SECTION

1. Sh. Baldev, Assistant Section Officer (Ad-hoc)

- To deal with the work related to fill-up the vacant posts of Scientific, Technologist, Technician, Lab Attendant & Administrative as per extant rules.
- To deal with the work related to Departmental promotions in respect of Administrative staff under the provisions of Administrative Services (Recruitment & Promotion) Rules, 1982 amended from time to time.
- To deal with the work related to Financial up-gradation under the provision of Modified Assured Career Progression Scheme.
- To deal with the matters related to vigilance.
- To deal with the complaints received in respect of sexual harassment at work place.
- To deal with the work related to Grievance matters of staff members.
- To deal with work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with the work related to RTI in respect of above work
- Any other work assigned by the superior from time to time.

2. Ajay Koundal, Junior Secretariat Assistant

- To deal with the work related to fill-up the vacancies related to temporary staff i.e. Project Assistant, Project Fellow, Research Associate, Research Fellow, Senior Research Fellow, Junior Research Fellow, Quick Hire Fellow, Adhoc Scientist, Apprentice Trainee, etc.
- To deal with the work related to maintenance of the personal files in respect of temporary staff engaged in respect of above posts
- Assessment of Scholars from time to time.

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- To deal with the work related to re-imbusement of tuition fee in respect of scholars.
- To deal with the work related to house allotment.
- To deal with the work related to printing, preparation & issuance of identity cards in respect of regular/ temporary staff.
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with the work related to RTI in respect of above work.
- Any other work assigned by the superior from time to time.

B) Sh. Amarjeet, Section Officer (General)

He will look after the work of Establishment, Bill, Legal & General Section with the assistance of following staff members:-

ESTABLISHMENT SECTION

1. Smt. Santosh Kumari, Assistant Section Officer

- To deal with the Personal files in respect of following staff members:-
 1. All Scientific Staff.
 2. All Lab Attendant Staff
- To deal with works related to maintenance of PMS, APARs & O-APARs.
- To deal with the work related to GPF, LTC, Pension & HBA in respect of above allotted staff members.
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with works related to RTI in respect of above work.
- Any other work assigned by the superior from time to time.

2. Sh. Mukul Sharma, Junior Secretariat Assistant

- To deal with the Personal files in respect of following staff members:-
 1. All Technologist Staff.
 2. All Technician Staff
 3. Administrative, Canteen, Guest House Staff
- To deal with the work related to Implementation of ERP.
- To deal with the work related to RGIS claim, remittance of LIC.
- To deal with the work related to GPF, LTC, Pension & HBA in respect of above allotted staff members.
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with the work related to RTI in respect of above work.
- Any other work assigned by the superior from time to time.



BILL SECTION

1. Sh. Raj Kumar, Assistant Section Officer

- To deal with the work related to preparation of monthly salary bills of regular staff members with the help of Sh. Sandeep, Junior Secretariat Assistant.
- To deal with the work related to preparation of monthly salary bill of scholars i.e. Project Assistant, Project Fellow, Research Associate, Research Fellow, Senior Research Fellow, Junior Research Fellow, Quick Hire Fellow, Adhoc Scientist, Apprentice Trainee, etc with the help of Sh. Sandeep, Junior Secretariat Assistant.
- To deal with the work related to Income Tax in respect all the above staff members with the help of Sh. Sandeep, Junior Secretariat Assistant.
- Handling and disbursement of cash to staff with the help of Sh. Sandeep, Junior Secretariat Assistant.
- OTA bills I-Remittance bills.
- Maintenance of valuable registers.
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with works related to RTI in respect of above work.
- Any other work assigned by the superior from time to time.

2. Sh. Parveen Singh, Assistant Section Officer

- To deal with the work related to Children Education Allowance.
- To deal with the work related to Medical bill
- Contingency Bill
- Telephone (Official and Re-inbursement to the eligible staff members) & Electricity bill.
- TV/ Cable bill.
- Canteen & Guest House bill.
- Courier & Laundry bill.
- Medical bills in respect of non-gazetted staff.
- Handling work related to Swachhata Abhiyan.
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with works related to RTI in respect of above work
- Any other work assigned by the superior from time to time.

3. Sh. Sandeep Kumar, Junior Secretariat Assistant

- To deal with the work of TA, LTC.
- To deal with the work of computer advance.
- To deal with the work related to information required to be sent to CSIR



- Hqrs from time to time related to above work.
- To deal with the work related to RTI in respect of above work.

- Any other work assigned by the superior from time to time.

GENERAL SECTION

1. Sh. Ved Prakash, Assistant Section Officer

- To deal with the affairs related to outsourcing of services such as
 1. To award the Contract for deployment of Miscellaneous Manpower, Cleaning Services, Plumbing Services, Landscaping Services, Security Services & Farm Operations from time to time.
 2. To keep close watch on attendance and to ensure all provisions of CLRA Act, 1970 for the workers deployed at this Institute by various contractors.
- Publication of various advertisements and payment thereof.
- To deal with the work related to GST and Income Tax and any other taxation and also filing the returns thereof to the concerned Departments within stipulated date & time.
- Purchase and issuance of liveries to the eligible staff members.
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with the work related to RTI in respect of above work.
- Any other work assigned by the superior from time to time.

2. Smt. Pooja Awasthi, Senior Secretariat Assistant

- To deal with the work related to ^{Diary}~~Diary~~ & Dispatch.
- To deal with all the work related to Transport.
- To deal with the matters related to management of Record Room.
- Handling work related to Important Days celebration.
- To deal with the matters related to staff club.
- To deal with the work related to medical reimbursement of gazetted staff.
- To handle with the work related to purchase of official books
- All types of miscellaneous work which are not mentioned here.
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with the work related to RTI in respect of above work
- Any other work assigned by the superior from time to time



LEGAL SECTION

1. Sh. Boni Kumar, Junior Stenographer


- To deal with all the matters related to dispute and to be contested in the office of ALC, DLC, Labour Court, Central Administrative Tribunal, CGIT, Lower Court, High Court & Supreme Court, etc.
- payment of fee to advocate/ counsel.
- To assist the Administrative Officer & Section Officer for the following day to day work:-
 1. Constitution of various committees.
 3. Convening the meeting of Management Council from time to time.
 4. Preparation of agenda items for Management Council and Minutes of Management Council from time to time.
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
- To deal with the work related to RTI in respect of above work.
- Any other work assigned by the superior from time to time.

राजभाषा अनुभाग

1. श्री संजय कुमार, हिन्दी अधिकारी

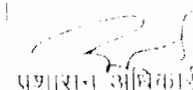
1. संस्थान में हिन्दी भाषा को प्रभावी रूप से विद्यमानित करने के संबंध में समय-समय पर उचित कार्यवाही सुनिश्चित करना।
 2. मुख्यालय से समय-समय पर प्राप्त हिन्दी भाषा के अनुपानन में दिशानिर्देशों का लागू करना।
 3. संस्थान में हिन्दी भाषा के संचालन एवं प्रसारण के संबंध में समय-समय पर उचित कार्यवाही करना।
 4. छात्रावास के प्रभारी एवं छात्रावास आचरण से संबंधित सभी मामलों की अवधि-रूप से देख-रेख करना।
- To deal with the work related to information required to be sent to CSIR Hqrs from time to time related to above work.
 - To deal with the work related to RTI in respect of above work.
 - Any other work assigned by the superior from time to time.

सकत आदेश तत्काल प्रभाव से लागू होंगे। परंतु फाइलें/रिकॉर्ड के सुगमकरण स्थानांतरण हेतु 15 फरवरी, 2018 तक की समय अवधि होगी।

 5/2/18
प्रशारण अधिकारी

प्रतिलिपि :

- 1 श्री शंकर दास वर्मा, अनुभाग अधिकारी
- 2 श्री अमरजीत, अनुभाग अधिकारी
- 3 निजी सचिव, निदेशक
- 4 प्रशारण विभाग में कार्यरत सभी संबंधित सहायक, इस निदेश के साथ कि वे तुरंत प्रभाव से सूची के साथ संबंधित फाइलें/रिकॉर्ड संबंधित सहायक का सामंजस्य से

 5/2/18
प्रशारण अधिकारी