

सी एस आई आर - राष्ट्रीय धातुकर्म प्रयोगशाला
CSIR - NATIONAL METALLURGICAL LABORATORY
बर्माइन्स, जमशेदपुर- 831007 / BURMAMINES, JAMSHEDPUR - 831 007

No.4-NML/E-II/Admin/25022022

Date : 25-02-2022

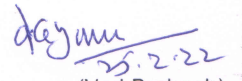
OFFICE MEMORANDUM

Sub : Distribution of duties of Dealing Officials of Establishment Section.

Consequent upon the Office Memorandum No.8-NML(7)/2021-E-I Dated 18.02.2022 on the above subject the work of the Establishment (II) section are redistributed as detailed below :

Sl No.	Name of Staff	Work Allocation
1.	Mr. Pravin Anandrao Nagrare, ASO(G)	Personal file - Service book/s of MTS, Canteen Staff and File related to Project Assistant, JRF, SRF and Research Fellow staff. Information related with RTI/Audit of the said files.
2.	Ms. Suchitra Bhatta, Jr. steno	Pension related work , Personal files of Group II (support staff), Hindi Translator and Sr. Steno, Information related with RTI/Audit of said files.
In absence of Mr. Pravin Anandrao Nagrare, ASO(G), Ms. Suchitra Bhatta, Jr. steno will look after his work and vice versa.		
3.	Mr. Anil Kumar, SSA	Personal file - Service Book and file of Group A, Group B (CCOs) and Scientists (Group IV) . Information related with RTI/Audit of said files.
4.	Mr. Sujit Sah, SSA	Personal file - Service Book/s of Group III (Tech.), Group I (support staff) . Information related to RTI/ Audit related to the said files
In absence of Mr. Anil Kumar, SSA, Mr. Sujit Sah, SSA will look after his work and vice versa.		
5.	Mr. Om Prakash, Sr. Steno.	Pension related work , Apart from pension related work, he will look after the Personal file - Service Book/s Personal file of Group C(JSA, SSA, Jr Steno) officials. Information related to RTI/ Audit related to the said files, MC related work.
In absence of Mr. Sujit Sah, SSA, Mr. Om Prakash, Sr. Steno will look after his work and vice versa.		
6.	Mr. Ravi Ranjan, SSA	Engineering Works file, Vigilance, legal related work, Annual property return, Information related to RTI, Various Committees related file.
7.	Ms. D. Kaur, MTS	Proper maintain of workplace, Receipt & Distribution of Dak, O.M.s etc & files outside Section, Diarisation of In & out files and OMs, Receipt, Diarisation & distribution of Dak to the Dealing Officials.
8.	Ms. Rani Lohra, MTS	Proper maintain of workplace, Receipt & Distribution of Dak, O.M.s etc & files outside Section, Diarisation of In & out files and OMs, Receipt, Diarisation & distribution of Dak to the Dealing Officials.
In absence of 7 and 8 the Contractual high skilled workers will look after their work. In absence of Contractual worker, all concerned dealing assistant/s shall manage these works among themselves with mutual understanding.		

- The Re-Deployment of Administrative staff OM No.8-NML(7)/2021-E-I Dated 18.02.2022 will be the part and parcel of this OM.
- This is a general guideline of work distribution. In case of exigencies of work and in the interest of Institute all the officials are required to perform any official duty, as assigned by the Sectional Head/Competent Authority. They are also required to ensure strict compliance to the GOI/CSIR guidelines/orders regarding 'Rajbhasha' & ERP implementation.
- The above re-distribution will be reviewed after 6 months.
- This comes into effect immediately.


(Ved Prakash)
Section Officer (G)

To,

1. All the concerned above,

Copy to,

1. A.O's Secretariat, 2. All S.O.s, 3. Intranet for circulation.