

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT  
STUDIES

Dr. K.S. Krishnan Marg, New Delhi-110012

No. 4(22)/Bill/2017

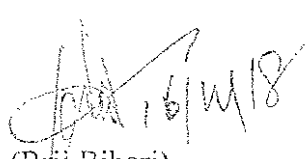
Dated : 16.4.2018

OFFICE MEMOANDUM

**Sub : Procedure for Printing of Brochure/Report**

CSIR-NISTADS has selected a printing agency for printing its Brochures/Reports. Accordingly Director, CSIR-NISTADS has approved the following procedure for this purpose:-

- 1) Dr. Praveen Sharma, STO (3) will co-ordinate the printing activity by :-
  - a) Inviting Scientists/staff to submit documents (Brochure/Report) for printing following the tender specifications.
  - b) Forwarding the documents meeting tender specifications to Administration for placing Work Order.
  - c) Co-ordinating between Scientist and printer regarding editing, formatting etc.
- 2) Final Certification of the material will be done by the concerned Scientist.
- 3) Issue of work order, payment etc. will be done by Administration.

  
(Brj Bihari)  
Section Officer

Copy to :-

1. P.S. to Director
2. P.S. to COA
3. Dr. Praveen Sharma, STO (3)
4. Head, PME
5. All Notice Board
6. Head, IT Division for placing in NISTADS website
7. Hindi Unit
8. Office Copy

No. 9/7/2011/Admn.

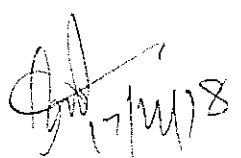
Dated: 17.04.2018

OFFICE MEMORANDUM

Director, NISTADS has been pleased to constitute Purchase committee, consisting of the following officials.

- |                        |                     |
|------------------------|---------------------|
| 1. Dr. Naresh Kumar    | Chairman            |
| 2. Dr. L. Pulamte,     | Alternate Chairman  |
| 3. Shri Kashmiri Lal   | Member              |
| 4. Shri A. K. Bhardwaj | Alternate Member    |
| 5. F&AO/SO(F&A)        | Member              |
| 6. SPO/SO(S&P)         | Member and Convenor |

The committee will function until further notice.

  
(Brij Bihari)  
Section Officer

Copy to:

1. P.S. to Director
2. P.S. to COA
3. All Concerned
4. Sh. A.K. Bhardwaj—with a request to put the same on NISTADS website
5. Rajbhasha Unit for Hindi Version

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No. 4(22)/Bill/2017

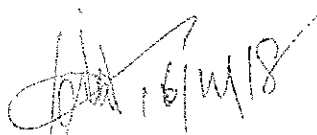
Dated : 16.4.2018

OFFICE MEMOANDUM

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- 3) Issue of work order, payment etc. will be done by Administration.

  
(Brij Bihari)  
Section Officer

Copy to :-

1. P.S. to Director
2. P.S. to COA
3. Dr. Praveen Sharma, STO (3)
4. Head, PME
5. All Notice Board
6. Head, IT Division for placing in NISTADS website
7. Hindi Unit
8. Office Copy

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT  
STUDIES

Dr. K.S. Krishnan Marg, New Delhi-110012

No. 4(35)/Bill/2018

Dated : 18.4.2018

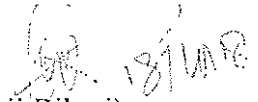
OFFICE MEMO AND ORDER

In continuation of this office O.M. of even number dated 13.4.2018, Director, NISTADS has approved the following Business Development Group (BDG) with terms as given below :-

- |                           |   |                |
|---------------------------|---|----------------|
| 1. Dr. Tabassum Jamal     | : | Chairperson    |
| 2. Dr. Sujit Bhattacharya | : | Co-chairperson |
| 3. Dr. Yogesh Suman       | : | Member         |
| 4. Shri Anil Kumar        | : | Convenor       |

Terms :-

- Chairperson will act as the Head, Business Development Group as per NISTADS O.M. of even number dated 13.4.2018.
- The Business Development Group will monitor operational and financial performance of various Business Vertical of NISTADS in terms of timely payment and Report to Director, NISTADS on regular basis.
- The Business Development Group will also explore Business Opportunities, Potential and feasibility through marketability studies.
- The Business Development Group (BDG) will be functional with immediate effect and until further notice.
- An e-mail in the name and style [bdg@nistads.res.in](mailto:bdg@nistads.res.in) will be opened and operated by the BDG group.
- Resources for marketability study etc. will be allowed as necessary and available.

  
(Brij Bihari)  
Section Officer

Copy to :-

- All above officials
- Head, PME
- P.S. to Director
- P.S. to COA
- Head, IT Division to host at NISTADS website
- Rajbhasha Unit for Hindi Version
- Office Copy

**NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES**  
**DR. K.S. KRISHNAN MARG, NEW DELHI 110012**

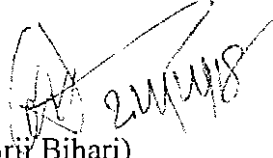
No. 30(9)/2013-E.I

April 24, 2018

**Office Memorandum**

**Sub: Timely completion of APAR/O-APAR/ARPs/PMS etc.for the year 2017-18.**

In continuation of this office O.M. of even dated 07.03.2018 all staff members of NISTADS are again requested to submit their self appraisal report (APAR/O-APAR/ARPs/PMS) to the undersigned immediately so that the same can be reported/reviewed as per the timeline fixed in the above referred O.M.

  
(Brij Bihari)  
Section Officer

Copy to:-

1. P.S. to Director
2. P.S. to C.O.A
3. IT Section with the request to kindly place this O.M. on the NISTADS Website for information of all the staff members.
4. All notice boards
5. Hindi Unit for Hindi Version
6. Office Copy

CSIR- NATIONAL INSTITUTE OF SCIENCE TECHNOLOGY AND DEVELOPMENT STUDIES  
Dr. K.S. KRISHNAN MARG, Pusa Gate, NEW DELHI - 110012.

No. 9(1)92/Admn.

Dated 19.04.2018

OFFICE MEMORANDUM

In supersession of OMs issued earlier regarding delegation of powers, the Director, NISTADS has been pleased to delegate the administrative and financial powers with immediate effect:-

Sl.	Items	Powers delegated to
1.	Child care leave & special compassionate leave	Director
2.	Medical advance in all cases	Director
3.	Printing and binding of technical literature, Books & Reports etc.	Director
4.	Advance/Adjustment in connection with tour (once tour has been approved by the Director.	Dr. Tabassum Jamal, Chief Scientist
5.	Grant of earned leave, half pro-rated, commuted leave	Dr. G.D. Sandhya, Chief Scientist
6.	Reference Books (Admin.)	Dr. Tabassum Jamal, Chief Scientist
7.	Approval for reimbursement of medical expenses in individual bills for treatment received at private hospital/nursing home in emergency at the headquarters of employee under CS (MA) Rules	Dr. G.D. Sandhya, Chief Scientist
8.	LTC-advance/adjustment and encashment to Scientist-in-charge	Dr. G.D. Sandhya, Chief Scientist
9.	Medical claim/reimbursement for CS (S) rules (Under CS (S) Rules)	Dr. G.D. Sandhya, Chief Scientist
10.	LTC-advance/adjustment and encashment in respect of Scientific, II and Administrative Staff except F&AO, SPO by CS (S)	COA
11.	Reimbursement of residential telephone charges including mobile broadband charges upto the ceiling amount	COA
12.	Petty works (under revolving fund) upto Rs. 1000/-	COA
13.	Running of generator sets-upto petrol/diesel	COA
14.	Salary advance	COA
15.	Advance in connection with gratuity and retirement (once it has been approved by competent authority)	COA
16.	Imprest/permanent advance	COA
17.	Acceptance of surety bond to be accepted by Council servant for cash, stores etc.	COA
18.	Cycle advance	COA
19.	GPF Advance and withdrawal	COA
20.	All petty vouchers	COA
21.	Canteen Bill	COA
22.	Telephone bills	COA
23.	Book Binding	COA
24.	Fixation of pay as per normal procedure	COA
25.	Maintenance, upkeep and repair of motor vehicles	COA
26.	Printing and binding of non-technical nature	COA
27.	Overtime allowance	COA
28.	Conveyance hire for local journey	COA
29.	Tuition Fees/Children's education allowance/hostel subsidy	COA
30.	Postal charges	COA
31.	Petrol/diesel for vehicle	COA
32.	Water charges	COA
33.	Electricity Charges	COA
34.	Festival advance	COA
35.	Immediate relief to the family of an employee who dies while in service	COA

All the other powers not given above shall be exercised by the Director or Designated Authorities as given in the 'Handbook on Delegation of Powers in CSIR'. The powers will be exercised in accordance with the orders and instructions issued by the CSIR from time to time on this subject, as applicable to the Institute.

Principal Secy. to Officer

Copy to:

1. Dr. (Mrs.) G.D. Sandhya, Chief Scientist
2. Dr. (Mrs.) Tabassum Jamal, Chief Scientist
3. PS to Director - *(Handwritten initials)*
4. PS to COA
5. Head, PME, NISTADS
6. Incharge IT - For uploading in website
7. Finance & Accounts

Director,  
NISTADS

*(Handwritten signature)*