

CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE

Nehru Marg, Nagpur-440 008

No.3(86)Estt.-AO/2021

April 26, 2021

OFFICE MEMORANDUM

Sub : Constitution of Group of Scientists to take care of routine matters at CSIR-NEERI, Nagpur

For smooth functioning of the Scientific and Administrative activities of the Institute, Director, CSIR-NEERI, has been please to accorded approval for constitution of the following Group of Scientists (GoS) to take care of the routine matters of the Institute and to take decisions thereupon :

1. Dr. (Mrs.) Sadhana Rayalu, Chief Scientist
2. Dr. Atul N. Vaidya, Chief Scientist
3. Dr. G.L. Bodhe, Chief Scientist
4. Dr. Nitin K. Labhasetwar, Chief Scientist
5. Dr. M.P. Patil, Chief Scientist
6. Dr. (Mrs.) Padma S. Rao, Sr. Principle Scientist
7. Dr. Krishna Khairnar, Principle Scientist

The GoS will be chaired by Dr. (Mrs.) Sadana Rayalu, Chief Scientist and Head EMD & designated SMS.

The GoS will meet on alternate days (or as frequently as required) to discuss and take decisions in day-to-day matters of the Institute by consensus. All the decisions taken by the GoS will be immediately conveyed to Director, CSIR-NEERI by the Chairperson, GoS. Dr. (Mrs.) Sadhana Rayalu will sign all the files/documents on behalf of GoS and Director, CSIR-NEERI as SMS.

The GoS will deliberate and decide upon all the routine matters as mentioned below (the list is illustrative and not exhaustive and will include any other routine and contingency matters) :

1. Deputation proposals.
2. Formation of internal committees, approval to MoMs of internal committees.
3. Tour proposals of regular employees.
4. Utilization Certificates of Projects, submission of Project Proposals.
5. Purchase related proposals upto Rs.5.00 lakhs.
6. GST
7. Matters related to the facilities such as Guest House, Canteen, Hostels, NEERI Staff Club, etc.



8. RTI, Legal and Vigilance matters.
9. Interaction with Press/Media.
10. Matters related to outsourcing of services, work and GeM procurements and sanction for payment of such matters subject to the above mentioned financial limits.
11. Matters related to medical facilities to employees and pensioners (including special approvals in Covid-19 related cases).
12. Matters related to Research Scholars and Student Academic Office/AcSIR.
13. Routine matters related to recruitment of Project Staff and engagement of all contractual staff.
14. Any other matter specifically delegated by the Director, CSIR-NEERI.

Further, the Director, CSIR-NEERI has been pleased to delegate the power to sanction expenditure upto Rs.5.00 lakhs from Institute Fund/LR to Dr. (Mrs.) Sadhana Rayalu, Chief Scientist & SMS.

The above responsibilities assigned to the members of GoS will be in addition to their normal duties and without any additional remuneration.

The above arrangements will come into force with immediate effect till further orders.

This issues with the approval of the Director, CSIR-NEERI.

Hindi version will follow.


(Pankaj Kumar)

Administrative Officer

Copy to (through e-mail) :

1. All members of GoS
2. Director's Office, CSIR-NEERI, Nagpur
3. Director's Office, CSIR-IICT, Hyderabad
4. PA to COA/AO, CSIR-NEERI, Nagpur
5. PA to COA/AO, CSIR-IICT, Hyderabad
6. Heads of all Divisions/Sections/Units/Zonal Centres of CSIR-NEERI, Nagpur
7. FAO, CSIR-NEERI, Nagpur
8. SPO, CSIR-NEERI, Nagpur
9. Section Officers (General/Finance/Stores & Purchase)
10. Scientist & Head, CTMD - For putting on intranet
11. Official Language Unit