

**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 pleased to accord 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. Labhassetwar, 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.) Sadhana 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.



