



## सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र

### CSIR - STRUCTURAL ENGINEERING RESEARCH CENTRE

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific and Industrial Research)

सीएसआईआर रोड CSIR Road, तरमणी Taramani, चेन्नै Chennai 600 113

सं No.A1(659)90-Rct.

दिनांक Dated: 3<sup>rd</sup> June 2016

#### कार्यालय ज्ञापन OFFICE MEMORANDUM

निदेशक, सीएसआईआर - संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र, चेन्नै ने इस केंद्र की विभिन्न पहलुओं / गतिविधियों को देखने एक वर्ष के लिए यानी 01.06.2016 to 31.05.2017 तक की अवधि के लिए समितियों का नामांकन / गठन का सहर्ष अनुमोदन किया है The Director, CSIR - Structural Engineering Research Centre, Chennai has been pleased to approve nomination / constitution of committees as follows to look into various aspects/activities of this Centre for a period of one year i.e. from 01.06.2016 to 31.05.2017.

#### Nominations

Sl. No.	Name & Designation of Nominee(s)	Role/responsibilities [Additional]
1.	Dr. K. Balaji Rao Chief Scientist	Advisor (Management) (Ref.: A1(638)89-Rct., dated 29.04.2016)
2.	Dr. A. Rama Mohan Rao Chief Scientist	(i) Nodal Officer (Works) - CSIR-SERC & CMC (ii) Coordinator, AcSIR, CSIR-SERC
	Dr. G.S. Palani Chief Scientist	Alternate : Nodal Officer (Works) - CSIR-SERC & CMC
3.	Dr. P.K. Umesha Chief Scientist	Management Representative on ISO 9001
4.	Shri P. Gandhi Chief Scientist	New/fresh requirements (incl. buy-back, etc.) of all air-conditioners, water cooler/water-filter, etc. (Ref.: A1(659)90-Rct., dated 30.11.2015)
5.	Shri N.G. Bhagavan Sr. Principal Scientist	Safety Officer
6.	Dr. P. Srinivasan Sr. Principal Scientist	Coordinator from CSIR-SERC for BIS Committees
7.	Dr. J. Prabakar Sr. Principal Scientist	Works Coordinator - CSIR-SERC & CMC
8.	Dr. S. Vijayalakshmi Sr. Technical Officer (2)	Nodal Officer, National Knowledge Network
9.	Shri K. Sankaranarayanan Sr. Technical Officer(2) Alternate Shri G. Muthuramalingam Sr. Technical Officer(3)	Vehicle Maintenance (Ref.: A1(659)90-Rct., dated 31.03.2016)
10.	Dr. J. Rajasankar Chief Scientist	Liaison Officer for OBC
11.	Dr. K. Sathish Kumar Sr. Principal Scientist	Liaison Officer for SC/ST
12.	Sri V. Muthalagan Sr. Technical Officer(2) Sri P. Vasudevan Sr. Technical Officer (1)	Audio visual arrangements (Vigyan Auditorium, Board rooms, Lecture Hall, Conference Hall, TDC, etc.) (Ref.: A1(659)90-Rct., dated 14.12.2015)
13.	Shri M. Elumalai SE(Civil), CMC	Lab. Supervisor (Ref.: A1(638)90-Rct., dated 02.05.2016)
14.	Shri Loknath Patnayak Section Officer (Gen)	Departmental Record Officer

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**Constitution of Committees**

<b>Sl. No</b>	<b>Name of the Committee &amp; Constitution</b>	
1.	<b><u>Intellectual Property Rights Committee</u></b> Dr. K. Balaji Rao, Chief Scientist & Advisor(M) Dr. A. Rama Mohan Rao, Chief Scientist Dr. J. Rajasankar, Chief Scientist Dr. N. Anandavalli, Principal Scientist Shri V. Rameshkumar, Scientist Controller of Administration / Administrative Officer Shri K. Gunasekaran, Principal Scientist & Head, BKMD	Chairman Member Member Member Member Member Member-Convener
2.	<b><u>Intellectual Property Management (IPM) Cell</u></b> Dr. P. K. Umesha, Chief Scientist Shri K. Gunasekaran, Principal Scientist & Head, BKMD Shri R. Ramesh Kumar, Sr. Scientist Smt. Smitha Gopinath, Scientist Shri R.D. Sathish Kumar, Principal Technical Officer	Chairman Member Member Member Member-Convener
3.	<b><u>Internal committee for considering the cases of study leave/ Sabbatical Leave / registration for Post Graduation, Ph.D/ Professional courses, etc.</u></b> Dr. K. Balaji Rao, Chief Scientist & Advisor(M) Dr. K. Ramaraju, Chief Scientist Dr. K. Sathish Kumar, Sr. Principal Scientist Shri K. Gunasekaran, Principal Scientist & Head, BKMD Dr. M. B. Anoop, Principal Scientist Smt. B.S. Sindu, Scientist Controller of Administration/Administrative Officer	Chairman Member Member Member Member Member Member-Convener
4.	<b><u>Prioritization Committee(Equipment)</u></b> Dr. S. Selvi Rajan, Chief Scientist Dr. J. Rajasankar, Chief Scientist Sri P. Gandhi, Chief Scientist Dr. H. Bhajantri Bharatkumar, Sr. Principal Scientist Dr. (Ing.) Saptarshi Sasmal, Principal Scientist Shri Mohit Verma, Scientist Shri K. Gunasekaran, Principal Scientist & Head, BKMD	Chair-person Member Member Member Member Member Member-Convener
5.	<b><u>Condemnation Committee</u></b> Dr. K. Ramaraju, Chief Scientist Shri S.G.N. Murthy, Sr. Principal Scientist Smt. C. Bharathi Priya, Scientist Shri G. Muthuramanalingam, Sr. Technical Officer (3) Shri M. Kumarappan, Sr. Technical Officer (3) Controller of Administration / Administrative Officer Controller of Finance & Accounts / FAO Controller of Stores & Purchase /SPO	Chairman Member Member Member Member Member Member Member-Convener
6.	<b><u>KRD Committee</u></b> Dr. K. Balaji Rao, Chief Scientist & Advisor(M) Dr. G. S. Palani, Chief Scientist Dr. M.B. Anoop, Principal Scientist Dr.(Ing) Saptarshi Sasmal, Principal Scientist Shri Mohit Verma, Scientist Shri J. Prawin, Scientist Dr. Mymoon Moghul, Sr. Technical Officer (2) Controller of Administration/Administrative Officer Controller of Finance & Accounts / FAO Sri R. D. Sathish Kumar, Principal Technical Officer	Chairman Member Member Member Member Member Member Member Member Member-Convener



Sl. No	Name of the Committee & Constitution	
7.	<p><b>TECHNICAL &amp; PURCHASE COMMITTEE (T&amp;PC)</b>  <b>(Procurement of all indents received for Equipments/Materials above Rs.25 lakhs)</b></p> <p>Dr. A. Rama Mohan Rao, Chief Scientist  Dr. H.Bhajantri Bharatkumar, Sr. Principal Scientist  Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD  Dr. M.B. Anoop, Principal Scientist  Indentor / Project Leader  Sr. CoFA/CoFA/FAO  Sr.CoSP/ CoSP/ SPO</p> <p><b>Note: During the absence of the Chairman on leave/tour, Advisor (M) will be the Alternate Chairman</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*After scrutiny of the indent received, Chairman of T&amp;PC or PC is encouraged to consult Chairman, TC to have external consultant/expert(s) if so required from the stage of EOI/formulation of technical specifications or co-opt member(s) if deemed necessary for any particular case</p> </div>	<p>Chairman*  Member  Member  Member  Member  Member  Member – Convener</p>
8.	<p><b>PURCHASE COMMITTEE (PC)</b>  <b>{Procurement of all items both Consumable and Non Consumables (Equipment, Machinery, Furniture etc.) upto Rs.25 Lakhs}</b></p> <p>Dr. G. Raghava, Chief Scientist  Shri S.G.N. Murthy, Sr. Principal Scientist  Dr. P. Harikrishna, Sr. Principal Scientist  Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD  Shri B. Arun Sundaram, Scientist  Indentor / Project Leader  Sr. CoFA/ CoFA / FAO  Sr.CoSP/ CoSP/ SPO</p> <p><b>Note: During the absence of the Chairman on leave/tour, Advisor(M) will be the Alternate Chairman</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*After scrutiny of the indent received, Chairman of T&amp;PC or PC is encouraged to consult Chairman, TC to have external consultant/expert(s) if so required from the stage of EOI/formulation of technical specifications or co-opt member(s) if deemed necessary for any particular case</p> </div>	<p>Chairman*  Member  Member  Member  Member  Member  Member – Convener</p>
9.	<p><b>TECHNICAL COMMITTEE (TC)</b></p> <p>Dr. G. S. Palani, Chief Scientist  Dr. H.Bhajantri Bharatkumar, Sr. Principal Scientist  Dr. P. Harikrishna, Sr. Principal Scientist  Shri S.G.N. Murthy, Sr. Principal Scientist  Dr. K. Kesavan, Principal Scientist  Shri J. Daniel Ronald Joseph, Scientist  Indentor / Project Leader  Sr.CoSP/ CoSP/ SPO</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*After scrutiny of the indent received, Chairman of T&amp;PC or PC is encouraged to consult Chairman, TC to have external consultant/expert(s) if so required from the stage of EOI/formulation of technical specifications or co-opt member(s) if deemed necessary for any particular case</p> </div>	<p>Chairman*  Member  Member  Member  Member  Member  Member – Convener</p>

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Sl. No	Name of the Committee & Constitution	
10.	<p><b><u>Sexual Harassment Committee</u></b></p> <p>Dr. S. Selvi Rajan, Chief Scientist            Dr. J. Rajasankar, Chief Scientist            Dr. T. Hemalatha, Sr. Scientist            Smt. K. Sasikala, Sr. Technical Officer (3)            A representative from FPWAI            Controller of Administration / Administrative Officer            Smt. S.A. Habeebah, Sr. Stenographer</p>	<p>Chairperson            Member            Member            Member            Member            Member – Convener</p>
11.	<p><b><u>Compassionate Appointment Committee</u></b></p> <p>Dr. K. Balaji Rao, Chief Scientist &amp; Advisor(M)            Liaison Officer (SCs/STs)            Liaison Officer (OBCs)            Dr. N. Anandavalli, Principal Scientist            Shri Rokade Rajendra Pitambar, Principal Scientist            Dr. S. Vishnuvardhan, Sr. Scientist            CoFA/Finance &amp; Accounts Officer            Controller of Administration / Administrative Officer</p>	<p>Chairman            Member            Member            Member            Member            Member            Member – Convener</p>
12.	<p><b><u>Benevolent Fund Committee</u></b></p> <p>Dr. P. Sivakumar, Chief Scientist            Dr. G.S. Palani, Chief Scientist            Shri G. Ramesh Babu, Principal Scientist            Shri R. Gurumurthy, Sr. Stenographer(MACP)            Shri R. Venkatachalam, Laboratory Assistant            Controller of Administration / Administrative Officer            CoFA/Finance &amp; Accounts Officer</p>	<p>Chairman            Member            Member            Member            Member            Member            Member – Convener</p>
13.	<p><b><u>Outstanding Balance Committee (to meet once in a month)</u></b></p> <p>Dr. K. Ramanjaneyulu, Chief Scientist            Dr. S. Parivallal, Sr. Principal Scientist            Smt. R. Sreekala, Principal Scientist            Dr. R. Manisekar, Sr. Scientist            Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD            Controller of Administration/Administrative officer            Controller of Stores &amp; Purchase /SPO            CoFA/Finance &amp; Accounts Officer</p>	<p>Chairman            Member            Member            Member            Member            Member            Member            Member – Secretary</p>
14.	<p><b><u>Selection Committee for Project Assistants</u></b></p> <p>Dr. P.K. Umesha, Chief Scientist            Shri S. Sundar Kumar, Scientist            Project Leader(s)            Head, BKMD            CoFA/Finance &amp; Accounts Officer            Controller of Administration/Administrative Officer</p>	<p>Chairman            Member            Member(s)            Member            Member            Member – Convener</p>
15.	<p><b><u>Annual Maintenance Contract Committee</u></b></p> <p>Dr. G. Raghava, Chief Scientist            Shri P. Gandhi, Chief Scientist            Shri S.G.N. Murthy, Sr. Principal Scientist            Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD            Dr. A. Rama Chandra Murthy, Principal Scientist            Shri S. Kanniah Sah, Sr. Technical Officer (2)            Controller of Administration/Administrative Officer            CoFA/Finance &amp;Accounts Officer            Controller of Stores &amp; Purchase /SPO</p>	<p>Chairman            Alternate Chairman            Member            Member            Member            Member            Member            Member            Member – Convener</p>

Sl. No	Name of the Committee & Constitution	
16.	<p><b><u>Weeding out of old records relating to Finance &amp; Accounts, Purchase, Administration, KR D &amp; BKMD etc.</u></b></p> <p>Dr. S. Selvi Rajan, Chief Scientist            Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD            Shri R.D. Sathishkumar, Principal Tech. Officer            CoFA/Finance &amp; Accounts Officer            Controller of Stores &amp; Purchase /SPO            Controller of Administration /Administrative Officer</p>	<p>Chairperson            Member            Member            Member            Member            Member-Convener</p>
17.	<p><b><u>Works Committee</u></b></p> <p>Nodal Officer – Works            Controller of Finance and Accounts /Finance &amp; Accounts Officer            Controller of Administration/Administrative Officer            Vigilance Officer            Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD            Safety Officer            Sr. Superintending Engineer[Civil]            Superintending Engineer [Civil]            JE/ EE / S.E (Elec.) [whenever required]            Works Coordinator</p> <p><u>Terms of Reference:</u></p> <p>In addition to the tasks/responsibilities assigned from time to time by the Nodal Officer, the Committee will have the following terms of reference:</p> <p>i) to formulate standard procedures towards smooth functioning of estate management and protect CSIR property,            ii) to conduct periodical review of the progress of projects (both financial and technical),            iii) to consider &amp; evaluate cases of a) delay in work by contractor, b) escalation of rates/cost etc., c) provide necessary recommendations, and d) to consider additional quantities, etc.            iv) to act as negotiation committee whenever required with lowest Tenderor (L<sub>1</sub>),            v) to formulate local guidelines/procedures in order to have smooth functioning of the Works/Engineering section including delegation of powers, extent of revolving fund for civil and electrical work towards maintenance and other exigencies etc.            vi) Weeding out old records relating to works            vii) Weeding out old agreements relating to works</p>	<p>Chairman            Member            Member            Member            Member            Member            Member            Member            Member-Convener</p>
18.	<p><b><u>Speedy Settlement of Long Outstanding Audit Objections.</u></b></p> <p>Dr. K. Balaji Rao, Chief Scientist &amp; Advisor (M)            Dr. K. Ramanjaneyulu, Chief Scientist            Controller of Administration/ Administrative Officer            Controller of Stores &amp; Purchase /SPO            Resident Audit Officer of the respective Zone            Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD            CoFA/Finance &amp; Accounts Officer</p>	<p>Chairman            Member            Member            Member            Member            Member            Member-Convener</p>

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Sl. No	Name of the Committee & Constitution	
19.	<p><b><u>International Science and Technology Affairs Group for considering all cases of Deputation / Training abroad etc.</u></b></p> <p>Dr. K. Balaji Rao, Chief Scientist &amp; Advisor(M)            Dr. P.K. Umesha, Chief Scientist            Dr. K. Sathish Kumar, Sr. Principal Scientist            Dr. (Ing) Saptarshi Sasmal, Principal Scientist            Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD            CoFA/Finance &amp; Accounts Officer            Controller of Administration/ Administrative Officer</p>	<p>Chairman            Member            Member            Member            Member            Member            Member- Convener</p>
20.	<p><b><u>Investment Committee &amp; Adoption and implementation of accrual system of Accounting</u></b></p> <p>Dr. K. Balaji Rao, Chief Scientist &amp; Adv (M)            Controller of Administration/ Administrative Officer            Controller of Stores &amp; Purchase /SPO            Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD            Controller of Finance and Accounts /Finance &amp; Accounts Officer</p>	<p>Chairman            Member            Member            Member            Member-Convener</p>
21.	<p><b><u>Safety Committee</u></b></p> <p>Dr. K. Ramaraju, Chief Scientist            Dr. K. Kesavan, Principal Scientist            Shri Gajjala Remesh Babu, Principal Scientist            Dr. Napa Prasad Rao, Principal Scientist            Dr. S. Bhaskar, Principal Scientist            Shri G. Muthuramalingam, Sr. Technical Officer(3)            Shri M. Jeyapaul, Sr. Technical Officer (3)            Shri J. Prakashvel, Sr. Technical Officer(2)            Shri V. Parthasarathy, Security Assistant, CMC            Controller of Administration/Administrative Officer            Controller of Stores &amp; Purchase /SPO            Controller of Finance and Accounts /Finance &amp; Accounts Officer            Shri N.G. Bhagavan, Sr. Principal Scientist</p>	<p>Chairman            Member            Member            Member            Member            Member            Member            Member &amp; First-Aid            Member            Member            Member            Member            Member-Convener</p>
22.	<p><b><u>Management Review Committee (ISO:9001:2008)</u></b></p> <p>Director, CSIR-SERC, Chennai            Dr. K. Balaji Rao, Chief Scientist &amp; Advisor(M)            HOD's of All Labs of CSIR-SERC            Controller of Administration /Administrative Officer            Controller of Finance and Accounts /Finance &amp; Accounts officer            Controller of Stores &amp; Purchase /SPO            Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD            Dr. P.K. Umesha, Chief Scientist &amp; Management Representative,            ISO</p>	<p>Chairman            Member            Member            Member            Member            Member            Member            Member - Convener</p>
23.	<p><b><u>Software Committee</u></b></p> <p>Dr. K. Ramaraju, Chief Scientist            Dr. G.S. Palani, Chief Scientist            Dr. M.B. Anoop, Principal Scientist            Dr.(Ing) Saptarshi Sasmal, Principal Scientist            Smt. K. Lakshmi, Scientist            Dr. S. Vijayalakshmi, Sr. Technical Officer (2)            Controller of Stores &amp; Purchase /SPO</p>	<p>Chairman            Member            Member            Member            Member            Member            Member-Convener</p>

Sl. No	Name of the Committee & Constitution	
24.	<p><b><u>ICT and Website Committee</u></b></p> <p>Dr. J. Rajasankar, Chief Scientist  Sri S.G.N. Murthy, Sr. Principal Scientist  Smt. C. Bharathi Priya, Scientist  Dr. Mymoon Moghul, Sr. Technical Officer (2)  Controller of Stores &amp; Purchase  Dr. S. Vijayalakshmi, Sr. Technical Officer(2)</p>	<p>Chairman  Member  Member  Member  Member  Member-Convener</p>
25.	<p><b><u>Advisory Committee for Information Security Policy for CSIR-SERC.</u></b></p> <p>Dr. K. Balaji Rao, Chief Scientist &amp; Advisor(M)  Dr. K. Ramanjaneyulu, Chief Scientist  Dr. K. Ramaraju, Chief Scientist  Controller of Administration /Administrative Officer  Shri S.G.N.Murthy, Sr. Principal Scientist  Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD  Controller of Stores &amp; Purchase/SPO</p>	<p>Chairman  Member  Member  Member  Member  Member  Member-Convener</p>
26.	<p><b><u>Material Handling Equipment Management Committee</u></b></p> <p>Shri S.G.N. Murthy, Sr. Principal Scientist  Shri A. Abraham, Sr. Scientist  Shri C. Kumarasekar, Sr. Scientist  Shri M. Kumarappan, Sr. Technical Officer (3)  Shri S. Kanniah Sah, Sr. Technical Officer (2)  Shri V. Muthalagan, Sr. Technical Officer (2)  Shri S. Muraleeswaran, Sr. Technical Officer (1)  Controller of Stores &amp; Purchase / SPO</p> <p><u>Terms of Reference:</u></p> <p>a) Periodical review of functioning, calibration of all engineering/scientific equipment/ instruments other than stand alone computers, printers, peripherals etc.  b) Consider request for (or look at) upgradation/buy-back, spares and maintenance aspects  c) Draw out a list of new accessories and also look at obsolescence, etc for advise of AMC  d) AMC (other than computational hardware, software, peripherals, printers, data loggers, measurement and instrumentation systems, etc.)  e) Any other function assigned from time to time</p>	<p>Chairman  Member  Member  Member  Member  Member  Member  Member-Convener</p>
27.	<p><b><u>Core Committee for Pre-review (R&amp;D)</u></b></p> <p>Director, CSIR-SERC  Dr.K.Balaji Rao, Chief Scientist &amp; Advisor(M)  Dr. S. Selvi Rajan, Chief Scientist  Dr. A. Rama Mohan Rao. Chief Scientist  Dr. K. Ramanjaneyulu, Chief Scientist  Dr. G. Raghava, Chief Scientist  Dr. H.Bhajantri Bharatkumar, Sr. Principal Scientist  Shri K. Gunasekaran, Principal Scientist &amp; Head, BKMD  Dr.J.Rajasankar, Chief Scientist &amp; Secretary, RC</p>	<p>Chairman  Member  Member  Member  Member  Member  Member  Member  Member-Convener</p>

Sl. No	Name of the Committee & Constitution	
28.	<b>Scientific Affairs Committee</b> Dr. K. Balaji Rao, Chief Scientist & Advisor(M) Dr.J.Rajasankar, Chief Scientist & Secretary, Research Council Sri Rokade Rajendra Pitamber, Principal Scientist Dr. (Ing.) Saptarshi Sasmal, Principal Scientist Dr. S. Vishnuvardhan, Sr. Scientist Sri B. Arun Sundaram, Scientist Ms. A. Kanchana Devi, Scientist Smt. M. Keerthana, Scientist Sri Mohit Verma, Scientist Sri Nawal Kishor Banjara, Scientist Sri M. Surendran, Scientist Sri G.S. Vijaya Bhaskara, Scientist Sri J. Prawin, Scientist Smt. A. Thirumalaiselvi, Scientist Sri K. Gunasekaran, Principal Scientist & Head, BKMD  <u>Terms of Reference:</u> Suggest & implement measures for improving our research eco system & ambience, as well as related affairs of Scientists	Chairman Member Member Member Member Member Member Member Member Member Member Member Member Member-Convener
29.	<b>Student Internship Training [B.E. / B.Tech (Limited to IIT / NIT/ BITS)] &amp; Project Allotment Committee [M.E. / M.Tech]</b> Dr. K. Balaji Rao, Chief Scientist & Advisor(M) Dr. A. Rama Mohan Rao, Chief Scientist Dr. G. S. Palani, Chief Scientist Dr. H.Bhajantri Bharatkumar, Sr. Principal Scientist Dr. P. Kamatchi, Principal Scientist Dr. (Ing) Saptarshi Sasmal, Principal Scientist Shri K. Gunasekaran, Principal Scientist & Head, BKMD	Chairman Member Member Member Member Member Member-Convener
30.	<b>Campus Beautification Committee</b> Dr. S. Subba Rao, Scientist-in-Charge, NML, CMC Dr. G. Raghava, Chief Scientist Shri S. Maheswaran, Principal Scientist Dr. P. S. Ambily, Sr. Scientist Shri M. Saravanan, Scientist (SSRF) Shri G.S. Vijaya Bhaskara, Scientist Shri S. Ravi, Sr. Superintending Engineer (Civil), CMC Shri P. Suresh, Principal Technical Officer, CMC Smt. K. Sasikala, Sr. Technical Officer (3) CoFA, CMC FAO, CSIR-SERC CoA, CMC	Chairman Co-Chairman Member Member Member Member Member Member Member Member Member-Convener

(सी. मणवळगन C. Manavazhagan)

प्रशासन नियंत्रक Controller of Administration

प्रति To

संबंधित समितियों के अध्यक्ष एवं सदस्यों को The Chairmen and members of the committee(s) concerned

प्रतिलिपि Copy to:

1. सभी परियोजना / अनुभाग / प्रभाग के प्रमुख All Project / Section / Divisional Heads
2. वित्त एवं लेखा अधिकारी Finance & Accounts Officer
3. भंडार एवं क्रय नियंत्रक Controller of Stores & Purchase
4. अनुभाग अधिकारी Section Officer (Estt./Bills/Gen.)
5. हिन्दी अधिकारी Hindi Officer
6. प्र. अ. / प्र.नि का वैयक्तिक सहायक PA to AO/COA
7. सहालकार(प्र) का वैयक्तिक सहायक PA to Advisor(M)
8. निदेशक का निजि सचिव PS to Director