



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: 3rd 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

Sl. No	Name of the Committee & Constitution	
1.	<u>Intellectual Property Rights Committee</u> 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.	<u>Intellectual Property Management (IPM) Cell</u> 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.	<u>Internal committee for considering the cases of study leave/ Sabbatical Leave / registration for Post Graduation, Ph.D/ Professional courses, etc.</u> 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.	<u>Prioritization Committee(Equipment)</u> 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.	<u>Condemnation Committee</u> 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.	<u>KRD Committee</u> 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>TECHNICAL & PURCHASE COMMITTEE (T&PC) (Procurement of all indents received for Equipments/Materials above Rs.25 lakhs)</p> <p>Dr. A. Rama Mohan Rao, Chief Scientist Dr. H.Bhajantri Bharatkumar, Sr. Principal Scientist Shri K. Gunasekaran, Principal Scientist & Head, BKMD Dr. M.B. Anoop, Principal Scientist Indentor / Project Leader Sr. CoFA/CoFA/FAO Sr.CoSP/ CoSP/ SPO</p> <p>Note: During the absence of the Chairman on leave/tour, Advisor (M) will be the Alternate Chairman</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*After scrutiny of the indent received, Chairman of T&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>PURCHASE COMMITTEE (PC) {Procurement of all items both Consumable and Non Consumables (Equipment, Machinery, Furniture etc.) upto Rs.25 Lakhs}</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 & Head, BKMD Shri B. Arun Sundaram, Scientist Indentor / Project Leader Sr. CoFA/ CoFA / FAO Sr.CoSP/ CoSP/ SPO</p> <p>Note: During the absence of the Chairman on leave/tour, Advisor(M) will be the Alternate Chairman</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*After scrutiny of the indent received, Chairman of T&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>TECHNICAL COMMITTEE (TC)</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&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><u>Sexual Harassment Committee</u></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><u>Compassionate Appointment Committee</u></p> <p>Dr. K. Balaji Rao, Chief Scientist & 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 & Accounts Officer Controller of Administration / Administrative Officer</p>	<p>Chairman Member Member Member Member Member Member – Convener</p>
12.	<p><u>Benevolent Fund Committee</u></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 & Accounts Officer</p>	<p>Chairman Member Member Member Member Member Member – Convener</p>
13.	<p><u>Outstanding Balance Committee (to meet once in a month)</u></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 & Head, BKMD Controller of Administration/Administrative officer Controller of Stores & Purchase /SPO CoFA/Finance & Accounts Officer</p>	<p>Chairman Member Member Member Member Member Member Member – Secretary</p>
14.	<p><u>Selection Committee for Project Assistants</u></p> <p>Dr. P.K. Umesha, Chief Scientist Shri S. Sundar Kumar, Scientist Project Leader(s) Head, BKMD CoFA/Finance & Accounts Officer Controller of Administration/Administrative Officer</p>	<p>Chairman Member Member(s) Member Member Member – Convener</p>
15.	<p><u>Annual Maintenance Contract Committee</u></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 & Head, BKMD Dr. A. Rama Chandra Murthy, Principal Scientist Shri S. Kanniah Sah, Sr. Technical Officer (2) Controller of Administration/Administrative Officer CoFA/Finance &Accounts Officer Controller of Stores & 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><u>Weeding out of old records relating to Finance & Accounts, Purchase, Administration, KR D & BKMD etc.</u></p> <p>Dr. S. Selvi Rajan, Chief Scientist Shri K. Gunasekaran, Principal Scientist & Head, BKMD Shri R.D. Sathishkumar, Principal Tech. Officer CoFA/Finance & Accounts Officer Controller of Stores & Purchase /SPO Controller of Administration /Administrative Officer</p>	<p>Chairperson Member Member Member Member Member-Convener</p>
17.	<p><u>Works Committee</u></p> <p>Nodal Officer – Works Controller of Finance and Accounts /Finance & Accounts Officer Controller of Administration/Administrative Officer Vigilance Officer Shri K. Gunasekaran, Principal Scientist & 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 & 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 (L₁), 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><u>Speedy Settlement of Long Outstanding Audit Objections.</u></p> <p>Dr. K. Balaji Rao, Chief Scientist & Advisor (M) Dr. K. Ramanjaneyulu, Chief Scientist Controller of Administration/ Administrative Officer Controller of Stores & Purchase /SPO Resident Audit Officer of the respective Zone Shri K. Gunasekaran, Principal Scientist & Head, BKMD CoFA/Finance & 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><u>International Science and Technology Affairs Group for considering all cases of Deputation / Training abroad etc.</u></p> <p>Dr. K. Balaji Rao, Chief Scientist & 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 & Head, BKMD CoFA/Finance & Accounts Officer Controller of Administration/ Administrative Officer</p>	<p>Chairman Member Member Member Member Member Member- Convener</p>
20.	<p><u>Investment Committee & Adoption and implementation of accrual system of Accounting</u></p> <p>Dr. K. Balaji Rao, Chief Scientist & Adv (M) Controller of Administration/ Administrative Officer Controller of Stores & Purchase /SPO Shri K. Gunasekaran, Principal Scientist & Head, BKMD Controller of Finance and Accounts /Finance & Accounts Officer</p>	<p>Chairman Member Member Member Member-Convener</p>
21.	<p><u>Safety Committee</u></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 & Purchase /SPO Controller of Finance and Accounts /Finance & Accounts Officer Shri N.G. Bhagavan, Sr. Principal Scientist</p>	<p>Chairman Member Member Member Member Member Member Member & First-Aid Member Member Member Member Member-Convener</p>
22.	<p><u>Management Review Committee (ISO:9001:2008)</u></p> <p>Director, CSIR-SERC, Chennai Dr. K. Balaji Rao, Chief Scientist & Advisor(M) HOD's of All Labs of CSIR-SERC Controller of Administration /Administrative Officer Controller of Finance and Accounts /Finance & Accounts officer Controller of Stores & Purchase /SPO Shri K. Gunasekaran, Principal Scientist & Head, BKMD Dr. P.K. Umesha, Chief Scientist & Management Representative, ISO</p>	<p>Chairman Member Member Member Member Member Member Member - Convener</p>
23.	<p><u>Software Committee</u></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 & Purchase /SPO</p>	<p>Chairman Member Member Member Member Member Member-Convener</p>

Sl. No	Name of the Committee & Constitution	
24.	<p><u>ICT and Website Committee</u></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 & Purchase Dr. S. Vijayalakshmi, Sr. Technical Officer(2)</p>	<p>Chairman Member Member Member Member Member-Convener</p>
25.	<p><u>Advisory Committee for Information Security Policy for CSIR-SERC.</u></p> <p>Dr. K. Balaji Rao, Chief Scientist & 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 & Head, BKMD Controller of Stores & Purchase/SPO</p>	<p>Chairman Member Member Member Member Member Member-Convener</p>
26.	<p><u>Material Handling Equipment Management Committee</u></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 & 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-Convener</p>
27.	<p><u>Core Committee for Pre-review (R&D)</u></p> <p>Director, CSIR-SERC Dr.K.Balaji Rao, Chief Scientist & 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 & Head, BKMD Dr.J.Rajasankar, Chief Scientist & Secretary, RC</p>	<p>Chairman Member Member Member Member Member Member Member-Convener</p>

Sl. No	Name of the Committee & Constitution	
28.	Scientific Affairs Committee 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.	Student Internship Training [B.E. / B.Tech (Limited to IIT / NIT/ BITS)] & Project Allotment Committee [M.E. / M.Tech] 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.	Campus Beautification Committee 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