

**NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY & DEVELOPMENT STUDIES**  
**K.S. Krishnan Marg, New Delhi-110012**

No. 17(71)/2017-E-I

Dated : 01.09.2020

**OFFICE MEMORANDUM**

On the recommendations of the Assessment Committee(s) which met on 20.08.2020 through MS Teams, Director, NISTADS has been pleased to accord approval to the Assessment promotion in respect of the following staff from the present Pay Level to their respective next higher Pay Level under the provisions of revised MANAS as per details given below :-

Sl. No	Name	Designation and present Pay Level	Designation and next higher Pay Level	Date of Assessment promotion to the next higher Pay Level
1	Dr. Suresh Kumar	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	PTO Pay Band 4, Rs.37400-67000 (GP 8700)	08.05.2015
2	Shri Kashmiri Lal	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	PTO Pay Band 4, Rs.37400-67000 (GP 8700)	15.06.2015
3	Dr. Praveen Sharma	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	PTO Pay Band 4, Rs.37400-67000 (GP 8700)	09.04.2015
4	Shri Anil Kumar Sharma	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	PTO Pay Band 4, Rs.37400-67000 (GP 8700)	06.06.2012
5	Shri Bharvi Dutt (Retired)	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	PTO Pay Band 4, Rs.37400-67000 (GP 8700)	01.02.2013
6	Shri S.A. Nabi (Retired)	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	PTO Pay Band 4, Rs.37400-67000 (GP 8700)	08.04.2013
7	Shri A.K. Bhardwaj,	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	PTO Pay Band 4, Rs.37400-67000 (GP 8700)	07.05.2015
8	Shri S.K. Prasad (Retired)	STO(2) Pay Band 3, Rs. 15,600-39,100 (GP 6600)	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	02.12.2008
9	Ms. Renu Jethi	STO(2) Pay Band 3, Rs. 15,600-39,100 (GP 6600)	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	18.8.2012
10	Ms. Mala Bahl (Retired)	STO(2) Pay Band 3, Rs. 15,600-39,100 (GP 6600)	STO(3) Pay Band 3, Rs.15600-39100 (GP 7600)	21.4.2014
11	Dr. Anil Kumar	STO (1) Pay Level 10	STO (2) Pay Level 11	21.07.2018

The pay of above named promotees will be fixed under the normal rules. However, they shall have the option, to be exercised within one month from the date of issue of this OM, for fixation of pay in the new post with effect from the date of appointment to the new post or with effect from the date of increment in the lower post, in terms of the extant provision of FR-22', under normal rules.

The assessment promotion of the above mentioned staff members to the next higher Pay Level of their group does not necessarily result in change of work pattern or higher supervisory status nor does it imply higher perks in the form of office space, furniture, telephone etc. Better technical/supporting performance is however expected from them.

They will continue to be governed by other terms and conditions of their appointment in CSIR.

  
Surender Kumar  
(Controller of Administration)

Copy to:

1. All above officials )
2. S.O. (Bill)/DDO
3. S.O. (F&A)
4. Head, PME
5. Personal files of all concerned
6. IT, In-charge..... for placing in NISTADS website

**सीएसआईआर-राष्ट्रीय विज्ञान, प्रौद्योगिकी और विकास अध्ययन संस्थान**  
के. एस. कृष्णन मार्ग, नई दिल्ली-110012

सं. 17(71)/2017-स्था.-I

दिनांक: 01-09-2020

**कार्यालय ज्ञापन**

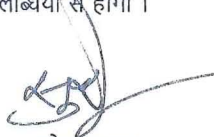
दिनांक 20-08-2020 को एमएस टीम (MS Teams) के माध्यम से आयोजित मूल्यांकन समिति (Assessment Committee) की बैठक की संस्तुतियों के आधार पर निदेशक, सीएसआईआर-निस्टैड्स ने संशोधित मानस (Revised MANAS) के प्रावधानों के अंतर्गत संस्थान के निम्नलिखित स्टाफ की वर्तमान वेतन स्तर (पे लेवल) से उनके संबंधित अगले उच्च वेतन स्तर में असेसमेंट पदोन्नति का अनुमोदन प्रदान कर दिया है। इसका विस्तृत विवरण निम्न प्रकार है:-

क्र. सं.	नाम	पद तथा वर्तमान वेतन स्तर	पद तथा अगला उच्च वेतन स्तर	अगले उच्च वेतन स्तर में असेसमेंट पदोन्नति की तारीख
1.	डॉ. सुरेश कुमार	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	प्रधान तकनीकी अधिकारी पे बैंड 4, रु. 37400-67000 (जीपी 8700)	08.05.2015
2.	श्री कश्मीरी लाल	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	प्रधान तकनीकी अधिकारी पे बैंड 4, रु. 37400-67000 (जीपी 8700)	15.06.2015
3.	डॉ. प्रवीण शर्मा	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	प्रधान तकनीकी अधिकारी पे बैंड 4, रु. 37400-67000 (जीपी 8700)	09.04.2015
4.	श्री अनिल कुमार शर्मा	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	प्रधान तकनीकी अधिकारी पे बैंड 4, रु. 37400-67000 (जीपी 8700)	06.06.2012
5.	श्री भारवी दत्त (सेवानिवृत्त)	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	प्रधान तकनीकी अधिकारी पे बैंड 4, रु. 37400-67000 (जीपी 8700)	01.02.2013
6.	श्री एस. ए. नबी (सेवानिवृत्त)	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	प्रधान तकनीकी अधिकारी पे बैंड 4, रु. 37400-67000 (जीपी 8700)	08.04.2013
7.	श्री ए. के. भारद्वाज	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	प्रधान तकनीकी अधिकारी पे बैंड 4, रु. 37400-67000 (जीपी 8700)	07.05.2015
8.	श्री एस. के. प्रसाद (सेवानिवृत्त)	वरि. तकनीकी अधिकारी (2) पे बैंड 3, रु. 15600-39100 (जीपी 6600)	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	02.12.2008
9.	सुश्री रेनू जेठी	वरि. तकनीकी अधिकारी (2) पे बैंड 3, रु. 15600-39100 (जीपी 6600)	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	18.08.2012
10.	सुश्री माला बहल (सेवानिवृत्त)	वरि. तकनीकी अधिकारी (2) पे बैंड 3, रु. 15600-39100 (जीपी 6600)	वरि. तकनीकी अधिकारी (3) पे बैंड 3, रु. 15600-39100 (जीपी 7600)	21.04.2014
11.	डॉ. अनिल कुमार	वरि. तकनीकी अधिकारी (1) वेतन स्तर-10	वरि. तकनीकी अधिकारी (2) वेतन स्तर-11	21.07.2018

उपरोक्त पदोन्नत हुए अधिकारियों का वेतन सामान्य नियमों के अंतर्गत निर्धारित किया जाएगा। फिर भी, उनके पास यह विकल्प होगा कि वे नये पद पर नियुक्ति की तारीख से वेतन निर्धारण के लिए जारी किए गए कार्यालय ज्ञापन की तारीख से एक माह के भीतर अपना वेतन निर्धारित कराए अथवा सामान्य नियमों के अंतर्गत एफआर-22 के विद्यमान प्रावधान के अनुसार निचले पद पर वेतन वृद्धि की तारीख से निर्धारित कराएं।

उपरोक्त स्टाफ सदस्यों की अपने समूह के अगले उच्च वेतन स्तर में असेसमेंट पदोन्नति हो जाने से न तो उनकी कार्य प्रणाली अथवा उच्च सुपरवाइजरी स्टेटस में कोई परिवर्तन होगा और न इसका तात्पर्य उनके कार्यालय के स्थान, फर्नीचर, टेलीफोन आदि के रूप में उच्च परिलब्धियों से होगा। फिर भी, उनसे बेहतर तकनीकी/ सहायक निष्पादन की अपेक्षा की जाती है।

उन पर सीएसआईआर में उनकी नियुक्ति से संबंधित अन्य नियम व शर्तें लागू रहेंगी।

  
(सुरेन्द्र कुमार)  
प्रशासन नियंत्रक

प्रतिलिपि:-

1. उपरोक्त सभी अधिकारी
2. अनुभाग अधिकारी (बिल/डीडीओ)
3. अनुभाग अधिकारी (वित्त एवं लेखा)
4. प्रमुख, पीएमई
5. सभी की व्यक्तिगत फाइल
6. आईटी, प्रभारी --- अनुरोध है कि इस कार्यालय ज्ञापन को निस्टैड्स वेबसाइट पर अपलोड कराए।

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES  
Dr. K.S. Krishnan Marg, New Delhi -110012

File No. 9(7)/2011/Admin.

Dated: 03.09.2020

OFFICE MEMORANDUM

A meeting of Works & Services Committee (W&S) is to be held on 7<sup>th</sup> September 2020 at 12.00 A.M, in NISTADS Lounge to discuss the following points:-

1. To discuss R.E.-2020-21 and Budget Estimate 2021-22.
2. To discuss works to be carried out during FY-2020-21 & 2021-22.

All committee members are requested make it convenient to attend the same.

Committee members:-

- |                         |                                |
|-------------------------|--------------------------------|
| 1. Dr. Naresh Kumar     | Chairperson                    |
| 2. Dr. L. Pulamte,      | Member- Head Infrastructure    |
| 3. Shri A.K. Bhardwaj,  | Member-IT Division             |
| 4. Shri Kashmiri Lal,   | Member-Electrical Division     |
| 5. COA/Representative   | Member                         |
| 6. COFA/Representative  | Member                         |
| 7. Shri Chand Mohammad, | Member-Civil Division/Convener |

Copy to:-

1. All above

( Vijay Lakshmi )  
Section Officer

*[Handwritten Signature]*

**National Institute of Science, Technology and Development Studies**

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

No.COA/NIS/Misc./2020

Dated : 04/09/2020

**OFFICE MEMORANDUM**

It has come to the notice that many CSIR Labs/Institutes have encountered the positive Corona cases in their staff members. Therefore, in order to deal with the situation effectively, CSIR Strategy Group(CSG) has recommended that each Lab. should form a CORONA Committee. Accordingly, the Director, CSIR-NISTADS has been pleased to constitute the CORONA Committee comprising the following:-

1. Director, CSIR-NISTADS
2. Dr. Mohd. Rais, Chief Scientist
3. Dr.(Ms.) Y. Madhavi, Sr. Principal Scientist
4. CoA, CSIR-NISTADS
5. Mr. R.K. Nagarwal, Sr. Technician
6. Mr. J.S. Narula, Sr. Technician

In this regard, the precautions/guidelines for COVID-19 in CSIR campuses are enclosed herewith for ready reference.



(SURENDER KUMAR)

CONTROLLER OF ADMINISTRATION

Copy to:-

- 1- All concerned
- 2- PS to Director
- 3- All Notice boards
- 4- IT Head
- 5- Office Copy

## Precautions for COVID-19 in CSIR campuses

*The precautions listed here are not in place of the Government guidelines but are complementary and GoI and State Government guidelines which are issued from time to time need to be followed strictly*

### Key Points to be Noted

- All CSIR labs to have designated Response team and Surveillance team identified and designated quarantine quarters/room in campuses.
- Response team will help in transport/ambulance and facilitating hospital admission and respond to emergency
- Surveillance team to have a Doctor and Director apart from other members. The surveillance team performs contact tracing of the positive case by having them identify people they have come into contact with in the last 4-5 days before testing positive. Surveillance team members will decide about who needs to be tested, depending on the risk level they fall under.

### Overall Guidelines

- Personnel testing COVID-19 positive are required to immediately quarantine.
- The health status of these individuals is to be assessed by the resident medical officer who will advise on the place of quarantine.
- Those who are **pre-symptomatic/ mildly symptomatic** can do so at their place of residence (Hostel/ Staff Quarters/ Flats in the Staff Quarters specially designated for purposes of quarantine).
- No specific treatment is required for asymptomatic individuals/ high risk contacts.
- However, medicines, vitamin C, B complex, zinc may be considered as per the local policy.
- Other medicines like cough syrup and paracetamol for symptomatic relief if needed may be taken as advised by doctor.
- Supportive measures like steam inhalation, saline gargling, taking frequent sips of warm water, adequate hydration and healthy diet may be taken.
- In addition, they can monitor their oxygen saturation levels every day.

### Severe Symptoms:

1. Those having severe symptoms may be required to isolate in a COVID-19 care center or be admitted to a COVID-19 hospital.
  - In case of emergency, response team to be informed for transport/ambulance and facilitating hospital admission.
  - As per the revised guidelines from the Ministry of Health and Family Welfare we require that COVID-19 positive individuals stay in home isolation for 17 days after onset of symptoms (or date of sampling, for pre-symptomatic cases), with no fever for 10 days.
  - Testing after the home isolation period is over is not required.
2. The identity of the individual is only communicated to the following:
  - Institutional COVID Surveillance Team
  - Section head of the employee
  - Medical Officer
  - Security Officer

**NOTE:**The name of the individual is not to be broadcasted by email or shared on any public forum.

3. The workspace of the affected individual and all common areas in the vicinity are sanitized.
4. The surveillance team performs contact tracing of the positive case by having them identify people they have come into contact with in the last 4-5 days before testing positive. Surveillance team members will decide about who needs to be tested, depending on the risk level they fall under.
  - High risk contacts, defined as those who have been in contact with the individual without a mask at close quarters ( $< 2\text{m}$ ) for a sustained period of time ( $\geq 15$  min) are asked to quarantine themselves, and recommended to be tested.
  - Contacts with intermediate risk, who may have shared a closed workspace albeit with masked protection for long periods of time, may be recommended to be quarantined.

- No action need to be taken for low risk contacts, people who may work in the same floor or may have fleetingly interacted with the individual testing positive.
5. All personnel in quarantine are required to closely monitor their health status and report appearance/change in symptoms to the surveillance team. Every day the person reports health status and any symptoms. Appropriate action (including hospitalization) is taken by the team based on the health status of the individual, in consultation with the medical officer.
  6. Even if tested negative, high risk contacts are required to stay isolated for 14 days, and keep a close watch on their health. Others, if test negative, may be allowed to return to work. Those who test negative and develop COVID-19 related symptoms may be recommended for repeat testing.
  7. All personnel quarantined in student residences to be assisted by a group of volunteers for their basic necessities.
  8. On completion of the required quarantine period, personnel may return to work after being certified fit by the medical officer.
  9. No one is to be seen without mask at any point of time outside their hostel room or in the work place.
  10. Social distancing and hand-hygiene are compulsory in campus.
  11. No visitors to be allowed in residence areas or campus without prior approval of the competent authority.

**National Institute of Science, Technology and Development Studies**

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

No.COA/NIS/Misc./2020

Dated : 04/09/2020

**OFFICE MEMORANDUM**

**Sub: Serological testing of antibodies for Covid-19 by a team of IGIB**

All staff members are hereby informed that a team of CSIR-IGIB Scientists will be visiting CSIR-NISTADS on 9<sup>th</sup> & 10<sup>th</sup> September, 2020 to collect blood samples of CSIR-NISTADS staff. The proposed activities will be arranged at CSIR-NISTADS Lounge from 10 AM onwards on 9<sup>th</sup> & 10<sup>th</sup> September.

Accordingly, all staff members, Research Fellows, Project Staff and contractual staff are requested to participate in the above Serological testing of antibodies on voluntary basis. Those staff members who are willing to take part in this study of CSIR-IGIB may please fill online form through:-  
<https://docs.google.com/forms/d/e/1FAIpQLScgTKau1fthNTUdeGqSSwermr4yYNVyZS3DivzSoVr9M0F2KA/viewform>



**(SURENDER KUMAR)**

**CONTROLLER OF ADMINISTRATION**

**Copy to:-**

- 1- PS to Director
- 2- Dr.(Ms.) Y. Madhavi, Coordinator Sero-Survey
- 3- All Notice Boards
- 4- All Divisional/Sectional Heads
- 5- All staff members
- 6- IT Division – for uploading on CSIR-NISTADS website
- 7- Office copy

सीएसआईआर राष्ट्रीय विज्ञान, प्रौद्योगिकी और विकास अध्ययन संस्थान  
डॉ.के.एस.कृष्णन मार्ग, नई दिल्ली - 110012

सं. 8(9)2009-E-II

दिनांक : 18.09.2020

कार्यालय ज्ञापन

सभी स्टाफ सदस्यों को सूचित किया जाता है कि सी.एस.आई.आर. के पत्र सं. 6-9(150)/2020-ई.III, दिनांक 03.09.20 के अनुसरण में संस्थान में पिछले वर्षों की तरह इस वर्ष भी 26 सितम्बर, 2020 (शनिवार) को सी.एस.आई.आर. स्थापना दिवस मनाया जायेगा, जिसे सक्षम अधिकारी ने कार्य दिवस घोषित किया है और इसके बदले में आगामी कार्यदिवस दिनांक 28 सितम्बर, 2020 (सोमवार) को छुट्टी घोषित किया है।

  
(विजय लक्ष्मी)

अनुभाग अधिकारी

प्रतिलिपी :

1. निदेशक के निजी सचिव
2. प्रशासन नियंत्रक के निजी सचिव
3. वित्त एवं लेखा नियंत्रक के निजी सचिव
4. भण्डार एवं क्रय अनुभाग
5. प्रमुख, पी.एम.ई.
6. सभी सूचना पट्ट
7. प्रमुख, आई.टी, विभाग (इस का. ज्ञा. को अपलोड करने के लिए)