

National Institute of Science Communication and Policy Research  
Dr. K.S. Krishnan Marg, New Delhi-110012

No. 11(1)/G/NIScPR/2022

Dated : 19.04.2023

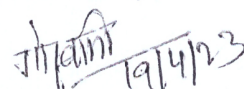
OFFICE MEMORANDUM

On the recommendation of the Committee, Director, CSIR-NIScPR has approved the following shifting arrangements in connection with the renovation of 2nd floor as details given below :-

S.N.	Name of the Division to be shifted	Shifted to	Time line
01	Art & Graphics 1 <sup>st</sup> floor	At ground floor Annexe building with the print production division.	By 21/04/2023
02	AO office along with Bill section, General Section, Establishment Section, R & A division at 2 <sup>nd</sup> floor	At 1 <sup>st</sup> floor, the area vacated by Arts and graphics and adjoining hall.	By 15/05/2023
03	R&I division & Vigilance section at 2 <sup>nd</sup> floor	At vacant cubicles at admin block ground floor CoA office	By 15/05/2023
04	SPO office and Purchase division at 2 <sup>nd</sup> floor	At ground floor areas already with store and purchase division.	By 15/05/2023

1. The civil and electrical works to the proposed relocation for the S.N.1 are already completed and for S.N. 2 may be ensured that the same may be completed by 30/4/2023.(action by Head Infrastructure).
2. For S.N. 3 & 4, as the shifting to be done on the already working office, works (if required) will be taken up on requirement basis.(action by respective HoD)
3. IT division may provide the minimum needful requirement like LAN /wifi etc., to the above proposed relocation area so that office work may be carried out smoothly. (Action by Head IT)

All the Head of the above Division are requested to ensure that the process of above shifting may be completed well before 15/05/2023 (including work on weekends and holidays) so that balance site of 2nd floor may be handed over to the Contractor for work execution.



(Pankaj Goswami)  
Administrative Officer

Copy to :-

1. All the Head of above Division/Units
2. PPS to Director
3. PS to COA
4. Head, Infra
5. Head, IT
6. Shri Narendra Pal, PTO
7. Shri Mandeep Singh STO(1)
8. Office Copy