

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH
DR. K.S. KRISHNAN MARG & SATSANG VIHAR MARG,
NEW DELHI-110012

No.8(112)/G/NIScPR/2024

Date: 12.09.2024

OFFICE MEMORANDUM

With reference to OM No. 8(112)/G/NISCPR/2024 dated 03.09.2024 regarding celebration of **CSIR 83rd Foundation Day, 2024**, Director, CSIR-NIScPR has been pleased to constitute the sub-committees comprising the following officers/staff members to celebrate the CSIR-83RD Foundation Day at **A.P. Shinde Auditorium at National Agricultural Science Complex (NASC), New Delhi on 30th September, 2024:-**

S.No.	Events/Activities/Tasks	Coordinator	Members
1	Paintings & Drawing competition for staff children	Dr. Puspanjali Tripathy	Dr Suman Ray, Co- Coordinator Mrs. Bhavana Thakur Mr. Anil Kumar Mr. Abhinav Raj Mr. Chandran Kumar Mr. Pretesh Kumar (Convener)
2	Quiz & Essay competition for staff children	Dr. Meher Wan	Dr. L. Sandhiya, Co- coordinator Dr. Sujit Bhattacharya Sh. Avinash P. Kshitij Sh. Manender Singh Sh. Mohd. Shakeel Ahmed- Convener
3	Budget, Venue, Refreshment, Transport etc	Dr. Naresh Kumar	Dr. Kanika Malik -Co-coordinator Sh. Rajiv K. Chopra Sh. Alok Kumar Mrs. Veena Jain Mrs. Meenakshi Gaur Sh. Mohd. Salim Ansari, Sh. Suresh Prasad, Sh. Anirudh Tiwari- Convener
4	Cultural Function & stage control	Dr. Manish Mohan Gore	Sh.A. K. Brahmi, Co- coordinator Dr. Charu Lata, Sh. Gurparsad Singh Bagga, Mrs. Inderjeet Kaur, Mrs. Meenakshi Gaur, Mrs. Bhavana Thakur, Sh. B. L. Meena, Sh. Arun Uniyal - Convener
5	Sports Events for staff & Children	Dr. Vipin Kumar	Dr. Kanika Malik-(Co-coordinator for children's games) Sh. Rajiv K. Chopra -(Co-coordinator for staff games) Sh. Kashmiri Lal, Mrs. Rajo Devi, Sh. Alok Kumar, Dr. Anil Kumar Sh. Rajiv Kumar Sh. Arun Uniyal - Convener

6	Purchase of Mementos/souvenir its distribution and advances etc.	Shri. B. L. Meena (SPO)	PS to COA/AO - Co- coordinator SO (S&P) SO (F&A) Sh. Rajiv Kumar, Mrs. Vandana Srivastava- (Convener)
7	Preparing publicity material, Banners & Social Media Coverage.	Dr. Arvind Meena	Mrs. Neelu Srivastava - Co-Cordinator Dr. Charu Verma Mrs. Meenakshi Gaur Sh. Arun Uniyal Mrs. Neelam Verma- Convener
8.	Program Drafting & invitation	Mrs. Sonali Nagar	Dr. Meetali Bharti -Co-coordinator Dr. L. Sandhiya Dr. Narendra Kumar Sahoo, Sh. Yatish Panwar- Convener

- All the coordinators/co-coordinators may also co-opt members as and when required.
- The concerned event coordinator of respective sub-committees and their representatives are to procure gifts/prizes and wrappings from the market. They will be also responsible for taking advances for the same.
- Videography and photography to cover all the activities and the main function will be the responsibility of Dr Manish Mohan Gore.
- Items available on GEM to be procured from GEM. Proper LPC to be made for other items.


(Biranchi Sarang)
Administration Officer

Copy to :-

1. Shri Mukesh A. Pund, Chief Scientist & Chairman
2. All above Officials
3. PS to Director
4. PS to COA
5. PS to F&AO
6. PS to AO
7. Bill Section/DDO
8. All Notice Boards
9. Head, IT for uploading on website
10. Office Copy