

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND
POLICY RESEARCH (NIScPR)**

Dr. K. S. Krishnan Marg, New Delhi – 110012

No. 2/50/2024-25-ACR

Dated: - 05/05/2025

Office Memorandum

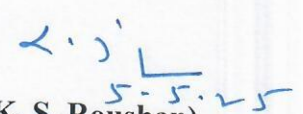
Sub: Reporting and Reviewing officers -reg.

Following are the reporting and reviewing officers for the period of 2024 – 2025 i.e. 01st April 2024 – 31st March 2025.

Administrative Staff

S.No.	Name & Designation	Reporting Officer	Reviewing Officer
1	Sh. R.K.S. Roushan, CoA	Director	Director General
2	Sh. Biranchi Sarang, AO (Relieved on 31/12/2024)	CoA	Director
3	Sh. Naresh Kumar, AO (Joined NIScPR on 07.02.2025)	CoA	Director
4	Sh. Rama Shankar Sharma, CoFA (Joined NIScPR on 02.04.2024)	Director	Director General
5	Smt. Gurmeet Kaur, FAO	CoFA	Director
6	Sh. B. L. Meena, SPO	Director	Director General
7	Sh. Ved Prakash, PPS	CoFA	CoFA
8	Sh. Pukhraj, PS (Relieved on 01/07/2024)	CoA	CoA
9	Sh. Kiran Kumar, PS (Joined NIScPR on 11.07.2024)	CoA	CoA
10	Smt. Vandana Srivastava, SO	CoA	Director
11	Smt. Bhavana Thakur, SO	CoA	Director
12	Sh. Rajiv Kumar Chopra, SO	Administrative Officer	CoA
13	Sh. Anil Kumar, SO	AO	CoA
14	Sh. Alok Kumar, SO	FAO	CoFA
15	Smt. Veena Jain, SO (Relieved on 31/12/2024)	SPO	Director
16	Mohd. Rizwan Khan, SO (Joined NIScPR on 24.12.2024)	SPO	Director
17	Sh. Pretesh Kumar, SO	Administrative Officer	CoA
18	Sh. Rajiv Kumar, ASO	SO (Bill Section)	Administrative Officer
19	Smt. Rajo Devi, ASO	SO (G)	AO
20	Sh. Pranjal Dhar Divedi, ASO	Section Officer	CoA
21	Sh. Narender Singh, ASO	SO (F&A)	FAO
22	Ms. Aneesh Kumari, ASO	SO (F&A)	FAO

23	Sh. Mohit, ASO	SO(G)	AO
24	Sh. Deepak Kumar, ASO	SO(R&A)	CoA
25	Sh. Ravikant, ASO	SPO	Director
26	Sh. Shiv Balak, ASO	SO (Estt.)	AO
27	Smt. Sunita Arora, PS	Dr. Naresh Kumar, Chief Scientist	Dr. Naresh Kumar, Chief Scientist
28	Smt. Inderjeet Kaur, Sr. Steno	Director	Director
29	Smt. Shalini Bhatnagar, PS, Retd. On 31.01.2025	Administrative Officer	Administrative Officer
30	Smt. Meenakshi Gaur, Hindi Officer	CoA	Director
31	Sh. Aniruddha Tiwari, JHT	Smt. Meenakshi Gaur, Hindi Officer	Administrative Officer
32	Sh. Chand Ram, SSA	Sh. Pretesh Kumar, SO	Administrative Officer
33	Sh. Dinesh Kumar, SSA	Section Officer (Estt.)	Administrative Officer
34	Sh. Rajnath, JSA	Sh. Pretesh Kumar, SO	Administrative Officer
35	Sh. Surinder Prasad, Driver	Section Officer (R&A)	CoA
36	Sh. S.K.Tyagi, Coupon Clerk (SVM) Retd. On 31.07.2024	Sh. Yatish Panwar, Sr.TO	Sh. Mukesh A. Pund, Chief Scientist
37	Sh. Krishan Kumar, MTS	Smt. Shalini Bhatnagar, PS (Till 31.01.2025, Retd. On 31.01.2025) Sh. Naresh Kumar, AO (07.02.2025 onwards)	Sh. Biranchi Sarang, AO (Till 31.12.2024) CoA (31.12.2024 onwards)
38	Sh. Ram Harak, MTS	Sh. Mandeep Singh, Sr.TO	Dr. Naresh Kumar, Chief Scientist
39	Sh. Raju, MTS	Smt. Veena Jain, SO (S&P) (Till 31.12.2014, Relieved on 31/12/2024) Mohd. Rizwan Khan, SO (01.01.2025 onwards)	Sh. B. L. Meena, SPO
40	Sh. Ramanand Yadav, MTS	Sh. Mandeep Singh, Sr.TO	Dr. Naresh Kumar, Chief Scientist
41	Smt. Sushila Bisht, MTS	Smt. Inderjeet Kaur, Sr. Steno	Director
42	Sh. Mohit, MTS	SO (F&A)	FAO
43	Smt. Asha Devi, MTS	Sh. Abhinav Raj, TO	Sh. Ashwani Kumar Brahmi, PTO
44	Sh. Ajay Kumar, MTS	Smt. Inderjeet Kaur, Sr. Steno	Director
45	Sh. Ashok Kumar, MTS (SVM)	Sh. Yatish Panwar, Sr.TO	Sh. Mukesh A. Pund, Chief Scientist
46	Sh. Sonu Chakraborty, MTS	Sh. Alok Kumar, SO	Dr. Narendra Kumar Sahoo, Scientist
47	Sh. Nathu Ram, MTS	SO (S&P)	SPO
48	Sh. M. Subramani, MTS	Sh. Alok Kumar, SO	Dr. Narendra Kumar Sahoo, Scientist


(R. K. S. Roushan)
Controller of Administration

Copy to :-

1. All person concerned
2. Concerned Divisional Head
3. PS to Director
4. PS to CoA
5. PS to COFA
6. PA to AO
7. IT division, for uploading on web site.