

**CSIR-Central Scientific Instruments Organisation
Sector-30, Chandigarh**

No. CSIO/6(Misc)/Committee/2019-GS

Date: 30.09.2021

OFFICE MEMORANDUM

Subject: - Constitution of Lab Strategic Group (LSG) for Project Monitoring in CSIO.

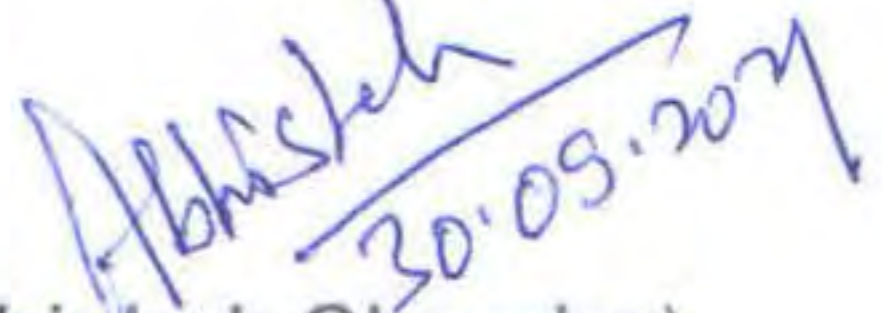
In compliance of Office Memorandum No.6/10Reorient CSIR/2021/2 of dated September 20, 2021 from Innovation Management Directorate, CSIR, the Director, CSIR-CSIO has been pleased to constitute the Lab Strategic Group with following members :-

1. Director, CSIR-CSIO	Chairperson
2. Dr. Vinod Karar, Chief Scientist	Member
3. Dr. Satish Kumar, Sr. Principal Scientist	Member
4. Sh. Dinesh Pankaj, Sr. Principal Scientist	Member
5. Controller of Administration/Administrative Officer	Member
6. Sr. CoFA/CoFA/FAO	Member
7. CoSP/SPO	Member
8. Head, BDPM	Member Secretary
9. DG nominated RC member from CSIR HQ	Invitee

The terms and reference of the committee is as under:-

The committee shall meet every Wednesday at 3:30 pm to review the lab activities including development of new projects, review of ongoing projects, technology transfer matters, any other vital activities etc. Projects can be selected in advance for presentation by PIs. All scientific and technical matters and problems related with manpower, funds, purchase concerning to that projects shall be discussed and resolved. Member Secretary shall prepare detailed minutes and after the approval Chairperson of LSG shall circulate to all members including PIs. Approved minutes shall be circulated within 2 days of the meeting and in any case must be done before next weekly meeting. A database of minutes shall be maintained by Member Secretary. All FBR, NCP, CSIR-FIRST, FTT and FTC Projects sanctioned to the lab by CSIR Hqrs shall also be monitored by LSG.

Sh. Kapil Verma, Sr. Steno will assist Head, BDPM in maintenance of the minutes of the meetings and in conducting the meetings.


(Abhishek Chandra)
Section Officer

Copy to:-

1. PPS to Director
2. PA to CoA/AO
3. Head BDPM- through intranet.
4. Concerned Staff- through intranet.
5. Head ISD- to upload on CSIO intranet.