

**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
SECTOR 30-C, CHANDIGARH**

No. CSIO/Cttee/Gen/2018

September 10, 2018

OFFICE MEMORANDUM

In order to ensure effective & efficient functioning and management of CSIO Guest House, the Director CSIR-CSIO has been pleased to constitute Guest House Management Committee (GHMC) consisting of following officers in CSIO :

- | | | | |
|----|---|---|----------|
| 1. | Dr. Neelesh Kumar, Principal Scientist | - | Chairman |
| 2. | Controller of Administration/
Administrative Officer | - | Member |
| 3. | Controller of Finance & Accounts/
Finance & Accounts Officer | - | Member |
| 4. | Controller of Stores & Purchase/
Stores & Purchase Officer | - | Member |
| 5. | Incharge Guest House | - | Member |
| 6. | Section Officer (G) | - | Convenor |

Function of the Committee will be as under :

1. To frame guidelines for organising activities of Guest House.
2. To look after all the activities of the Guest House.
3. To implement the instructions of CSIR, if any, with reference to Guest House.
4. To assess and recommend all the Guest House requirement/procurement raised by Incharge Guest House.
5. Any other matter/work assigned by Director related to Guest House.

The tenure of GHMC will be 02 (two) years from the date of issue of this Office Memorandum.

Further, Director has approved that henceforth Incharge Guest House will report to Controller of Administration-I.

Hindi version will follow.


(Parag Saxena)
Administrative Officer

Copy to :

1. PS to Director - for information please.
2. Chairman and all members of the Committee
3. CoA-I - for information please.
4. SO (Estt.-II) - for information and record.
5. Incharge Guest House
6. MIS - with the request to upload on CSIO intranet.