

CSIR-Human Resource Development Centre, Ghaziabad

F.No. COA(Committee)/2023-24

Date : 19.12.2023

Office Memorandum

Sub: Constitution of Internal Management Committee (IMC)

The Head, CSIR-HRDC has been pleased to approve the Internal Management Committee (IMC) for CSIR-HRDC as follows:

- | | | |
|---|---|----------------------|
| 1. Shri Ajeet Singh, Chief Scientist | - | Chairman |
| 2. Dr. Vinay Kumar, Sr. Pr. Scientist | - | Co-Chairman & Member |
| 3. Dr. Nadir Sheikh, Sr. Pr. Scientist | - | Member |
| 4. Dr. Shobhna Choudhary, Principal Scientist | - | Member |
| 5. COA or his representative | - | Member |
| 6. F&AO or his representative | - | Member |
| 7. S&PO or his representative | - | Member |
| 8. Engineer, ESU | - | Member |
| 9. Ms. Ruby Madnawat, Sr. Technical Officer (1) | - | Member & Convenor |

The terms of reference of the committee are as follows:

1. Facilitate smooth execution and completion of all activities of the Centre in a time bound manner.
2. Facilitate future activities of the Centre.
3. Any other issues related with the growth and development of the Centre.

Committee meeting will be held on 1st and 3rd Monday of every month.

Vinod
19/12/23
(Vinod Kumar)

Controller of Administration

Copy to:

1. All members of the above Committee
2. O/o Head, CSIR-HRDC
3. O/o Controller of Administration
4. IT Division – For uploading/e-mailing a scanned copy on CSIR-HRDC website and member's e-mails
5. Office copy