



सीएसआईआर-मानव संसाधन विकास केन्द्र, गाज़ियाबाद  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE, GHAZIABAD  
(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)



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## Training Programmes/Workshops



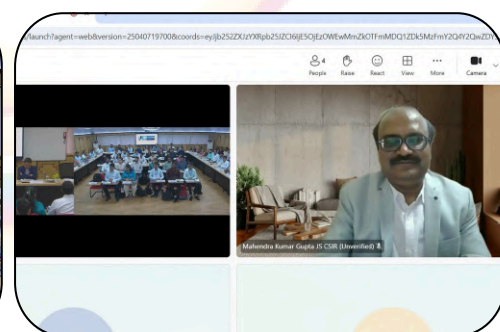
### Foundation Course for Newly Recruited Assistant Section Officers (General /Finance & Accounts/Stores & Purchase)

#### Batch I (April 21-May 16, 2025) at CSIR-HRDC

The first Batch of Foundation course for newly Recruited Assistant Section Officers (ASOs) of CSIR commenced on April 21, 2025 at CSIR-HRDC, Ghaziabad. The Inaugural Programme was graced by Dr N Kalaiselvi, DG, CSIR & Secretary, DSIR, Sh. Chetan Prakash Jain, JS & FA, CSIR, Dr T S Rana, Head, HRDC, Ms. Simesh Verma, Sr. DS & Training Manager and Sh. Atul Jain, DS, CSIR-HRDC. Sh. Mahendra K. Gupta JS(A), CSIR joined online. On this occasion the 'Orientation Booklet' prepared by CSIR-HRDC was released by the DG, CSIR in presence of other dignitaries.

The foundation course aimed to get acquainted the new recruits with CSIR system and helping them in understanding their duties and responsibilities. ASOs were trained in establishment, finance and purchase rules and also CSIR guidelines on project management etc. The foundation course comprised of two sections wherein the first three weeks were to expand the learning horizon of the participants towards CSIR as a whole and then four days were dedicated to intensive learning of the topics specific to the cadre like Manual of Procurement, Accounting standards, CSIR recruitment rules for administrative, scientific and technical cadres. The course also comprised of a test to assess the learning of the participants. The sessions on soft skills like team and time management, stress management, oral communication were also imparted to the participants.

The Foundation course designed to foster a understanding of rules, procedures, and responsibilities, enhancing productivity and professional growth. The programme began with an overview of CSIR as an organization par excellence, highlighting its mission, structure, and contributions to scientific research. Participants were introduced to the Central Government Health Scheme (CGHS) and Central Services (Medical Attendance) Rules (CSMA) provided clarity on healthcare entitlements were also carried out. A dedicated module on the General Financial Rules (GFR) emphasized core definitions, principles of financial propriety, general systems of financial management, LTC TA/DA etc. Seventy-three participants from various CSIR Laboratories/Institutes participated in the foundation course.



## Batch II (May 5-30, 2025) at CSIR-IICT, Hyderabad

The second batch of the course was organized from May 5 -30, 2025, at CSIR-Indian Institute of Chemical Technology (IICT), Hyderabad and programme was graced by Dr Srinivasa Reddy, Director, CSIR-IICT, Dr Vinay K Nandicoori, Director, CSIR-CCMB, Dr T. S. Rana, Head, HRDC and Ms. Simesh Verma, Senior Deputy Secretary & Training Manager, CSIR-HRDC. This batch continued the structured approach initiated in Batch I, focusing on the induction and capacity building of newly appointed ASOs. The training covered essential domains such as administrative processes, financial rules and regulations, service matters, and legal provisions relevant to CSIR operations. Particular attention was given to topics like Purchase and Inventory Management, Noting & Drafting, and Vigilance Administration. The batch also included sessions on ethics in Governance and Administrative Jurisprudence. Participants were introduced to IT-enabled tools and systems used in CSIR for workflow management. Field visits to key research and administrative divisions within IICT provided practical exposure. The overall feedback from participants indicated high satisfaction with the quality of content and delivery. The batch concluded with presentations from participant groups on administrative problem-solving scenarios. Sixty-seven participants from various CSIR Laboratories/Institutes participated in this programme.



## Batch III (June 02-27, 2025) at CSIR-HRDC

The third batch of the course took place from June 02-27, 2025, at CSIR-HRDC, Ghaziabad. The sessions built upon the learnings and structure of the previous two batches, continued with emphasis on developing core administrative competencies among the newly recruited ASOs. The curriculum was updated based on feedback from earlier batches to include additional case-based learning and practical sessions. The training covered CSIR administrative framework, FR-SR rules, budgeting and accounting, Delegation of financial powers, leave and pension rules. Participants engaged in group activities, discussions, and practical assignments, fostering teamwork and critical thinking. Lectures by Senior CSIR-HRDC faculty and external experts ensured a rich and comprehensive learning experience. Guest talks by serving CSIR administrators added real-world perspectives. The batch concluded with feedback collection and a formal closing ceremony, where certificates were awarded, and key takeaways were shared. Seventy-one participants from various CSIR Laboratories/Institutes participated in this particular course.





## Batch IV (June 09-July 04, 2025) at CSIR-CLRI, Chennai

The fourth batch of the foundation course organized at CSIR-CLRI, Chennai from June 09 to July 04, 2025, Dr N Kalaiselvi, DG, CSIR & Secretary, DSIR, Sh. Mahendra Kumar Gupta, JS(A), CSIR, joined the event virtually and addressed the gathering and encouraged them to embrace their roles with dedication, integrity, and a commitment to excellence in service. Dr K J Sreeram, Director, CLRI and Dr N Anandavalli, Director, CSIR-SERC attended the inaugural session in-person.

Building on the success of the previous three batches, this training aims to continue the structured capacity-building initiative for ASOs across CSIR laboratories and institutes. The programme was designed to strengthen the participants' understanding of core administrative functions, financial procedures, service rules, and organizational policies specific to CSIR. Key focus areas will include office procedures, noting and drafting, government rules and regulations, procurement and store management. Fifty-Eight participants from various CSIR Laboratories/Institutes participated in this particular course.

More than two hundred seventy ASOs were trained in these four batches of Foundation Course for the direct recruit Assistant Section Officers by CSIR-HRDC.



## Meet of Common Cadre Officer of CSIR, (May 19, 2025 )

One Day Meet of Common Cadre Officers of CSIR was organized at CSIR-HRDC, Ghaziabad. Dr N Kalaiselvi, DG, CSIR & Secretary, DSIR, Dr Souvik Maiti, Director, CSIR-IGIB, Dr N Anandavalli, Director, CSIR-SERC, Sh. Mahendra Kumar Gupta, JS(A), CSIR, Sh. Chetan Prakash Jain, FA, CSIR, and Dr T.S. Rana graced the occasion. The agenda of this meet was to deliberate on Action Taken points/report of the previous conclave. The meet aimed to foster coordination, streamline administrative practices, and enhance the effectiveness amongst all the cadre (Finance, Administration, S&P and PPS) across CSIR laboratories and institutes. All cadres made detailed presentations highlighting their day-to-day operational challenges. They also proposed practical solutions and action points aimed at streamlining their work processes and enhancing overall efficiency. DG, CSIR underscored the significance of such collaborative engagements in fostering improved coordination across the organization. She set a 100-day target for each group to review and report on the corrective actions undertaken to address the identified issues, in alignment with the vision of achieving greater synergy under the "One CSIR" framework.

Thirty-six senior common cadre officials from various CSIR labs participated in this meet. The meet reflects CSIR's ongoing commitment to strengthening its administrative framework in support of its scientific and technological missions, recognizing the crucial role of administrative officers in enabling efficient research environments.



## Training Programme on ISO/IEC-17025:2017 and Internal Audit- General Requirements for the Competence of Testing and Calibration Laboratories (May 20-23, 2025)

CSIR-HRDC successfully organized a training programme on “ISO/IEC 17025:2017 and Internal Audit – General Requirements for the Competence of Testing and Calibration Laboratories” at CSIR-HRDC campus Ghaziabad. The Programme was coordinated by Sh. Bijendra Pal and Ms. Neeti Sagar under the dynamic convenorship of Dr Vinay Kumar, Sr principal Scientist. The broad objectives of the programme were to prepare the engineers, scientists and technologists for standardization of metrological activities of their area and to make them ready for the role of Quality Manager & Technical Manager for a NABL accredited laboratory.

CSIR being a scientific research and development organization working in various scientific and industrial R&D areas like Engineering, Physical, Chemical, Biological and information sciences. The programme was designed for the Scientists and Technologists of CSIR labs or other S&T organizations who are involved in the measurement, R&D experimentation, testing and calibration work. The implementation of technical competence and Quality Management System as per ISO/IEC 17025:2017 in the laboratories can enhance the repeatability, reproducibility and reliability of measurements results which are performed for R&D experiments, testing and calibration purpose. The ISO/IEC 17025:2017 is about General Requirements for the Competence of Testing and Calibration Laboratories. The Internal Auditing of a laboratory was also covered in the training program beneficial for those where ISO/IEC 17025:2017 has been implemented. Feedback was also collected for the programme and overall responses of the participants expressed high appreciation for the training being relevant, well-structured, well-paced, and professionally delivered. A significant number of participants expressed interest for such training programme in future on other ISO standards also. The programme was designed to provide an in-depth understanding of the ISO/IEC 17025:2017 standard, which specifies the general requirements for the competence, impartiality, and consistent operation of laboratories. It also focused on the principles and practices of internal auditing as a key tool for continual improvement and compliance in testing and calibration laboratories.



Participants included technical professionals and quality managers from various CSIR laboratories and units across the country. The training covered essential topics and the sessions were conducted by experienced trainers and domain experts with extensive knowledge of quality management systems and laboratory accreditation processes. The programme employed a blend of theoretical presentations, practical exercises, case studies, and interactive discussions to ensure active learning and knowledge application.

Participants expressed appreciation for the clarity and practical orientation of the training, highlighting its relevance in strengthening laboratory quality systems and ensuring compliance with international standards. This initiative reflects CSIR-HRDC's ongoing commitment to fostering quality and competence in CSIR laboratories, thereby enhancing their global credibility and scientific output.

Thirty-eight participants from various CSIR labs and other organizations such as DEAL-DRDO, Dehradun & Interface Microsystems, Gurugram participated in the programme.



## Training programme on Project and Technology Management (May 26-28, 2025)

CSIR-HRDC conducted a three-day training programme on 'Project and Technology Management' to enhance the competencies of CSIR personnel in managing research and development (R&D) projects. The programme commenced with a ceremonial lamp-lighting, symbolizing the beginning of an insightful and collaborative learning experience.

The inaugural session was graced by Dr Anirban Pal, Head, CPD, and Dr T. S. Rana, Head, CSIR-HRDC. The programme was coordinated by Dr Vinay Kumar, Sr. Principal Scientist, and Ms. Preeti Chaudhary, Sr. Technical Officer, CSIR-HRDC. Dr Anirban Pal, Head, CPD explained to the participants about the project management and budgeting in CSIR.

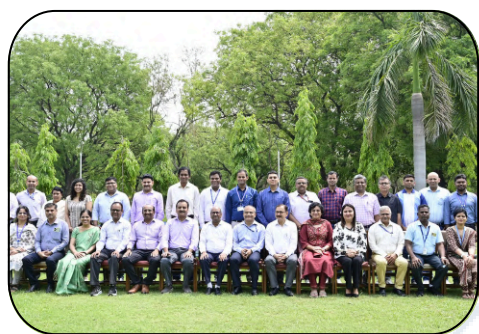
Programme was conducted by experienced resource persons and subject matter experts Prof. Ruchita Gupta from IIM, Mumbai and Dr H. K. Gupta, former Scientist H, DRDO presented various facts of the R&D project management, and technology development and transfer to the stakeholders. The programme focused on the formulation and management of R&D projects, with sessions covering a wide range of topics including modern project management tools, project risk management strategies, and guidelines on implementation, monitoring, in R&D projects.



Participants were also introduced to methods for assessing technology, market, and regulatory readiness, technology capability assessment and decision-making toolkits for technology transfer, as well as strategy selection for technology commercialization. Additional sessions focused on the challenges of technology development, lessons learned from past successes and failures, technology mapping, and understanding Technology Readiness Levels (TRLs).

The programme also focused on technology management, highlighting its importance in aligning R&D efforts with organizational goals. The programme included interactive group exercises and concluded with a valedictory session and the distribution of participation certificates, marking the successful culmination of this impactful training initiative.

Twenty-nine participants from seventeen CSIR labs./institutes participated in this programme. The programme concluded with a valedictory session and distribution of participation certificates.

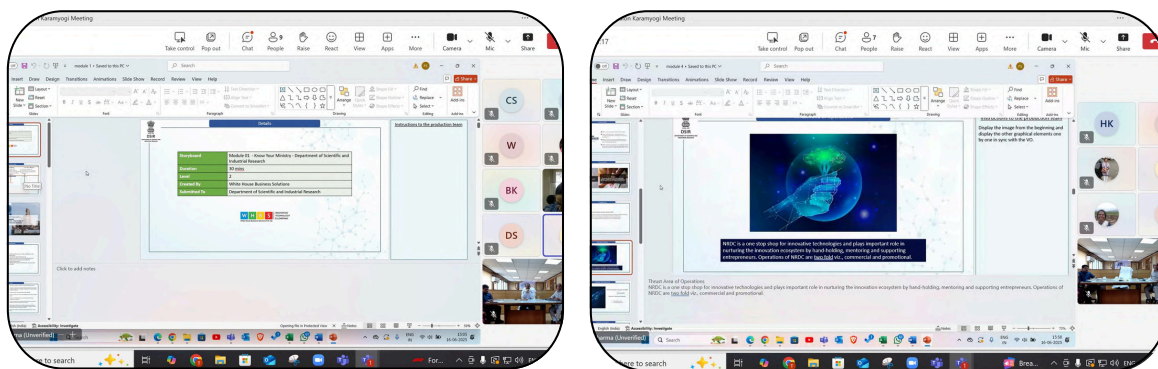


## An online meeting held on the review of development of Know Your Ministry (KMY) Module (Ministry of Science and Technology, Govt. of India). DSIR CSIR Capacity Building Unit (CBU) Members (June 16 , 2025)

An online meeting was convened on June 16, 2025, to review the ongoing development of the "Know Your Ministry" (KYM) module, an initiative spearheaded by the Ministry of Science and Technology, Government of India.

The meeting was attended by key representatives from the Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Central Electronics Limited (CEL), and the National Research Development Corporation (NRDC), along with members of the DSIR-CSIR Capacity Building Unit (CBU), who contributed actively to the discussions.

Participants provided detailed feedback and constructive suggestions to the agency tasked with the module's development, which was allotted to DSIR-CSIR by the Capacity Building Commission (CBC). The review focused on ensuring the KYM module aligns with the vision of enhancing transparency, accessibility, and public awareness regarding the Ministry's mandate, institutions, and initiatives.



## Conclave for PAN CSIR PME, Finance and S&P officials (June 19-20, 2025)

CSIR-HRDC successfully organized a PAN CSIR CONCLAVE for PME, Finance, and S&P officials from June 19–20, 2025, at CSIR-National Physical Laboratory (CSIR-NPL), New Delhi.

The programme was graced by the distinguished dignitaries including Prof. Ranjana Aggarwal, Director, CSIR-NIScPR, Sh. Mahendra Kumar Gupta, JS(A), CSIR, Sh. Chetan Prakash Jain, JS & FA, CSIR, Dr T. S. Rana, Head, CSIR-HRDC and Dr Anirban Pal, Head, CPD.

This was the first-ever conclave bringing together the officials from PME, Finance & Accounts, and Stores & Purchase (S&P) cadres on a common platform. The primary objective of the conclave was to foster synergy among these three critical pillars of CSIR and to promote inter-departmental coordination, and facilitate mutual support in addressing key operational areas such as budgeting, procurement, and other related matters. The event was jointly coordinated by Dr Vinay Kumar, Sr Principal Scientist, CSIR-HRDC, and Dr Abhishek Kumar, Principal Scientist, CPD, CSIR HQ.

On the first day Dr Anirban Pal and Dr Abhishek Kumar gave presentation on CSIR Expenditure Trend of FY 2024-25, CSIR Budgeting/ Ceilings and Related Planning and Project/s Categorization. ACCESS Domain Team (S&P CSIR HQ) presented application for Comprehensive CSIR Enterprise for Stores & Supplies (ACCESS) & Case Study. There were team presentations from different CSIR labs on MUMM for First Quarter of FY 2025-26 and Expenditure Trend (FY 2024-25) was also discussed during the proceedings.

Dr N. Kalaisalvi, DG CSIR & Secretary DSIR and Dr Souvik Maiti, Director, CSIR-IGIB graced the valedictory session and launched the Phase-III of CSIR Integrated Skill Initiative on June 20, 2025. DG, CSIR extended heartfelt congratulations to Dr. T. S. Rana and team CSIR-HRDC for successfully organizing such a landmark event. She commended CSIR-HRDC for its proactive approach, professionalism, and unwavering commitment to capacity building across the CSIR system. Highlighting the Centre's consistent efforts, she lauded CSIR-HRDC's promptness in addressing training needs and its continued excellence in designing and delivering impactful learning programmes for the scientific, technical, and administrative cadres. She also appreciated team CSIR-NPL for their wholehearted support and commendable logistical arrangements, which contributed significantly to the success of the programme. DG while addressing the participants underscored the importance of collaboration and seamless coordination among officers from all cadres. She highlighted key milestone achievements of CSIR and encouraged everyone to take pride in the organization's significant contributions to the fields of science and technology. She urged all officials to embrace a spirit of teamwork and shared responsibility, with a unified vision to elevate CSIR to greater heights of excellence and national impact.

Dr Souvik Maiti and Dr T. S. Rana gave away the participation certificates to the participants.

The Conclave served as a dynamic platform for sharing insights, best practices, and strategies across the PME, Finance, and stores & Purchase cadres, reinforcing CSIR's commitment to capacity building and institutional excellence. Approximately 120 delegates from diverse CSIR laboratories and institutes participated in the conclave.



## Other Activities

### Swachhata Pakhwada (May 01-15, 2025)

Swachhata Pakhwada was observed at CSIR-HRDC during May 01-15, 2025. The oath-taking ceremony was organized on May 01, 2025 at CSIR-HRDC and the event saw enthusiastic participation from CSIR-HRDC staff and trainees of the ongoing Foundation Course for ASOs (General, S&P, and F&A).

As part of the ongoing Swachhata Pakhwada 2025 initiative, CSIR-HRDC organized a Shramdan activity at campus premises. The event witnessed enthusiastic participation from scientists, technical staff, and administrative personnel, who came together to contribute towards a cleaner and greener environment through collective community efforts. In alignment with the nationwide campaign "Ek Pedh Maa ke Naam", a plantation drive was also undertaken during the period.

The saplings were planted as a tribute to motherhood, and green & clean environment, reaffirming CSIR's commitment to sustainability and social responsibility. The initiative was well received and stands as a testament to CSIR-HRDC's proactive role in promoting the values of Swachh Bharat Abhiyan.





## Distinguished Guests and Visitors



**Dr N. Kalaiselvi**  
Director General, CSIR & Secretary, DSIR



**Shri Mahendra Kumar Gupta**  
Joint Secretary, Administration, CSIR



**Shri Chetan Prakash Jain, Joint Secretary**  
and Financial Advisor, CSIR and DSIR



**Dr Anirban Pal**  
Head, CPD, CSIR-HQ



**Dr Souvik Maiti,**  
Director, CSIR-IGIB



**Dr N. Anandavalli**  
Director, CSIR-SERC



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