



सीएसआईआर-मानव संसाधन विकास केन्द्र, गाज़ियाबाद  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)  
CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE, GHAZIABAD  
(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)



त्रैमासिक ई-बुलेटिन  
(अप्रैल-जून २०२४)  
QUARTERLY E- BULLETIN  
(April-June, 2024)  
VOL. I, ISSUE-02

सी एस आई आर- मानव संसाधन विकास केन्द्र, गाज़ियाबाद  
CSIR HUMAN RESOURCE DEVELOPMENT CENTRE, GHAZIABAD

## Training Programmes/Workshops



### Training Programme on 'Vigilance Matters for Inquiry Officers (IOs) and Presenting Officers (POs)' (April 04-05, 2024)

This programme was organized at CSIR-Central Road Research Institute (CSIR-CRRI), New Delhi. The programme was exclusively for Inquiry Officers, Presenting Officers and also for those administrative officers who perform the vigilance/disciplinary functions like examination of the inquiry report, imposition and financial implications of penalties in CSIR. Detailed discussion on all aspects related to the rules and regulations governing the disciplinary proceedings was discussed. The programme broadly covered CCS (CCA) Rules, Role of CVO, CSIR and Vigilance Officers at Lab and capacity building of IOs & POs. Dr. T. S. Rana, Head, CSIR-HRDC welcomed the dignitaries. Shri Roop Kishore, Chief Vigilance Officer, CSIR and Prof. Manoranjan Parida, Director, CSIR-CRRI were the chief Guest and Guest of Honor respectively of the programme. Forty-Seven participants from different CSIR institutes participated in this programme.

### Programme on Planning of Life after Retirement (June 10-12, 2024)

This three days training programme was designed for the CSIR personnel who were about to retire from their professional life. The purpose of this training programme was to provide financial, health and motivational stability to the people working in CSIR. While being financially prepared for retirement is important, addressing the emotional, physical and psychological realities and integrating them into a balanced plan is ultimately the key to a successful and meaningful retirement. It also enabled them to get deep insights into timely and proper retirement planning to boost the confidence and productivity at work, and promote successful and effective living. Twenty-three participants of senior level Scientists, Technical Officers and Common Cadre officers participated in this programme.

### Training Programme on Record-Management, Administration and Preservation (June 20-21, 2024)

The objective of this programme was to sensitize the participants about the importance of effective record management for enhancing operational efficiency, ensuring compliance, mitigating risks, supporting decision-making, and preserving organizational space, knowledge and integrity. Programme emphasized on using records management and archiving as a tool for supporting office work. It covered various aspects like Records Lifecycle Management, Classification and Indexing, Retention and Disposal Policies, Auditing and Compliance Monitoring, Physical and Electronic Records Management, Record Management Technologies. The goal of records management was to help an organization to keep the necessary documentation accessible for both CSIR operations and compliance audits.

Shri Mahendra Kumar Gupta, Joint Secretary, CSIR inaugurated the programme. Seventy-seven participants from various CSIR Institutes participated in this certification programme.

## Learning Hour - Lecture Series / Events Celebration

### I. Cyber Security in daily working ( April 08, 2024 )



Lecture series - session on Cyber Security in daily working was organized for the employees/Officers of CSIR-HRDC. The main objective of the session was to raise awareness and educate individuals about the importance of cyber security practices to protect personal information, devices, and online activities. The session focused on practical tips and strategies to reduce the risk of cyber threats. protect the confidentiality, integrity, and availability of sensitive information, systems, and data.

### II. Phenome India-CSIR Health Cohort Knowledgebase ( May 08, 2024 )

Awareness session on Phenome India-CSIR Health Cohort Knowledgebase was organized for the staff of CSIR-HRDC. Dr. Shantanu, Chief Scientist & Project Leader, CSIR-Cohort Project, CSIR-Institute of Genomics and Integrative Biology(CSIR-IGIB) was the resource person for the above session. He emphasized on the importance of the project and the data being generated through this project.



### III. Swachh Bharat Mission ( May 01, 2024 )

A Lecture was organized on Swachh Bharat Mission for the employees and staff of CSIR-HRDC to observe Swachhta Pakhwada, 2024. Shri T. Jayakumar, Director (Retd.) Lok Sabha Secretariat and Ex-ISTM Faculty delivered the talk on Swachh Bharat Mission. He Shared various schemes under Govt. of India and emphasized on the waste management.



## Other Activities

### Swachh Bharat Mission (May 1, 2024)

In the Observance of Swachhata Pakhwada - 2024, Swearing-in ceremony was organized on May 1, 2024. Shramdaan was organized on May 13, 2024 at CSIR-HRDC campus. Head, CSIR-HRDC addressed the gathering and emphasized the importance of cleanliness, both in terms of physical and one's mind or inner self. All the officials along with their associated contractual/project staff participated in the event.

### CSIR-Cohort Sample Collection Camp ( April 09, 2024 )



CSIR-HRDC has organized a Sample Collection Camp on May 9, 2024 in coordination with CSIR-IGIB team at the centre under the CSIR-Cohort Programme. Employees of CSIR-HRDC and their family members enthusiastically registered and participated in the camp, showcasing their commitment to advancing scientific knowledge and public health. This landmark event, held at the CSIR-HRDC campus, aimed to advance health research and foster greater community participation in scientific studies.

### International Yoga Day 2024 ( June 21, 2024 )



This year the theme of International Yoga Day was "Yoga for Self and Society". Theme emphasized the two-fold benefits of yoga practice: enhancing personal well-being and fostering a more positive and harmonious society. CSIR-HRDC commemorated International Yoga Day 2024 with great enthusiasm and active participation from both staff/Employees of CSIR-HRDC and participants of ongoing Training Programme on Record- Management, Administration and Preservation. Dr. T. S. Rana, Head, CSIR-HRDC, led the yoga session. His leadership set a positive and energetic tone for the day's activities.

## Distinguished Guests and Visitors



**Mr. Mahendra Kumar Gupta**  
Joint Secretary, Administration, CSIR



**Ms. Jayashree Chellamani**  
Retired Under Secretary (DoPT) and ex-Faculty,  
ISTM



**Contact us**



CSIR-Human Resource Development Centre  
Sector -19, Central Govt. Enclave, Kamla Nehru Nagar  
Ghaziabad- 201 002 (UP) India  
e-mail: [head@csirhrdc.res.in](mailto:head@csirhrdc.res.in)  
Tele-Ph.: +91-120-2788940/2785053  
Tele-Fax: +91-120-2788939

सीएसआईआर-मानव संसाधन विकास केंद्र  
सेक्टर -19, केंद्र सरकार एन्क्लेव, कमला नेहरू नगर  
गाजियाबाद- 201 002 (यूपी) भारत  
ई-मेल: [head@csirhrdc.res.in](mailto:head@csirhrdc.res.in)  
टेलीफ़ोन: +91-120-2788940/2785053  
टेली फैक्स : +91-120-2788939



**Dr. Shobhna Choudhary**  
**Ms. Preeti**

*Follow us on*  
हमें फ़ॉलो करें

