



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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CSIR HUMAN RESOURCE DEVELOPMENT CENTRE, GHAZIABAD

Training Programmes/Workshops



Annual Meet of Officers of CSIR General Administration Cadre-2024 (October 03-04, 2024)

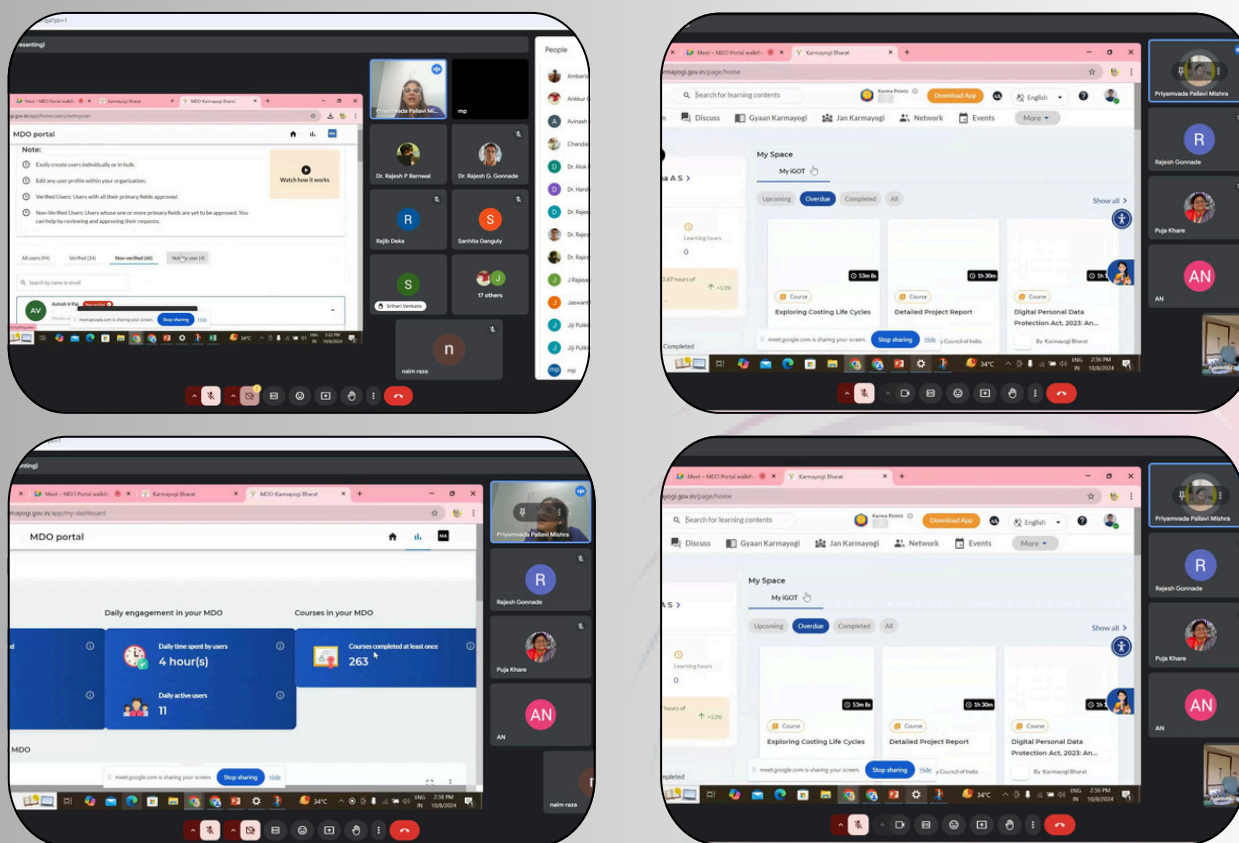


A two-day Annual Meet of Officers of CSIR General Administration Cadre-2024 was organized at CSIR-HRDC during October 3-4, 2024. Dr. N. Kalaiselvi, DG, CSIR & Secretary, DSIR inaugurated the meet on October 3, 2024 in the gracious presence of Sh. Chetan Prakash Jain (JS & FA), CSIR, Sh. Mahendra Kr Gupta JS(A), CSIR, Dr. P. K. Dutta, CVO, CSIR, & Dr. T. S. Rana, Head-CSIR-HRDC. Senior Administrative Officers from all CSIR institutes across India participated in the meet.

The objective of the annual meet was to strengthen the administrative support system of CSIR, adopting more IT based solutions, bringing clarity on rules and regulations, defining role of officers in the lab./Instts., formulating training strategies etc. The Annual Meet saw enthusiastic participation from the officers of General cadre from across Labs./Instts (Sixty-seven CCOs from thirty-seven CSIR Institutes) and CSIR Hqrs and deliberation on important matters like procedures to be followed before referring matters to CSIR Hqrs for timely disposal, submission of reports to CSIR Hqrs. Record management, were conducted.

Annual meet also deliberated on creating conducive environment for working and ways for protection against malicious and malafide complaints and harassment. Programme contributed to the overall mission of CSIR, ensuring that administrative excellence supports the organization's research and development goals effectively. DG, CSIR desired that another meet should be conducted after a period of hundred days to assess the action taken on the decisions of the instant meet. JS(Admin) and JS&FA, CSIR discussed that a combined meet of the three cadres with approximately 20 officers from each side may be conducted by HRDC in near future.

Online workshop on IGOT Nodal Officers at Lab level with DoPT/CBC (October 8, 2024)



An online workshop was organized to familiarize the IGOT Nodal Officers at Lab level in line with the DoPT/CBC new guidelines such as walk through the IGOT MDO Portal, My iGOT Features, process of extracting the consumption data of their respective lab. Discussion on the updated directives from DoPT/CBC aimed at enhancing the effectiveness of nodal officers in managing lab operations. Exploration of various features available on the portal, including tracking progress, accessing resources, and tools for reporting and communication were also discussed.

The workshop aimed to equip participants with the knowledge and tools necessary to implement the new guidelines effectively. Participants were introduced to the revamped IGOT guidelines, emphasizing their role in optimizing lab-level operations and fostering collaboration among nodal officers. The highlight was an engaging walkthrough of the IGOT MDO portal, showcasing its user-friendly design and powerful features that streamline administrative tasks, enhance data management and facilitate seamless communication. Interactive discussions allowed attendees to share insights and best practices, sparking ideas on leveraging the portals capabilities to drive efficiency and innovation in their respective roles. Dr. Nadir Sheikh, Sr. Principal Scientist coordinated the workshop.

Training programme on Ethics in Governance and Cyber Hygiene (October 17-18, 2024)

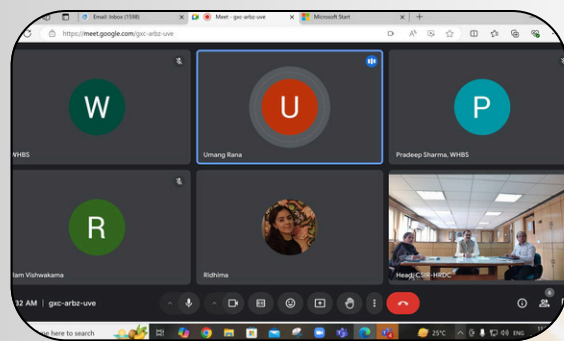
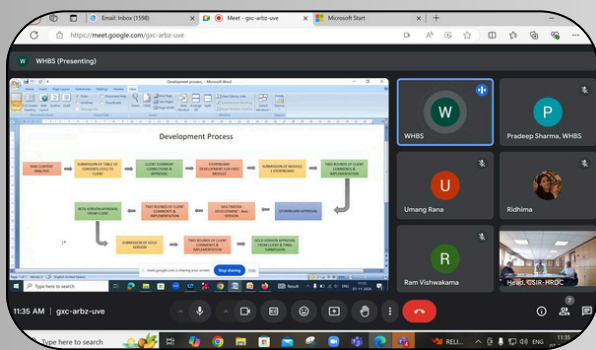


Two day training programme on 'Ethics in Governance and Cyber Hygiene' was conducted during October 17-18, 2024. Dr. P.K. Dutta, CVO CSIR inaugurated the programme in the presence of Dr. T. S. Rana, Head, CSIR-HRDC, Ms. Simesh Verma, Sr. DS & Training Manager and Dr. Shobhna Choudhary, Principal Scientist, CSIR-HRDC. The programme focused on enhancing participants understanding on ethical decision-making and promoting responsible digital practices. Participants explored key ethical principles relevant to governance, including transparency, accountability, and integrity. The programme emphasized on ethics in Governance administration, guidelines on use of LRF/LHRF, Scientific Integrity and publication ethics. Programme helped in analyzing the real world ethical dilemmas and their implications. Case studies were used to illustrate the consequences of ethical lapses, and discussions highlighted best practices for fostering an ethical culture within organizations.

The training concentrated on cyber hygiene, emphasizing the importance of safeguarding personal and organizational information. Programme covered identifying potential cyber threats, implementing security, implementing security measures, and promoting safe online behaviors. Hands-on activities provided practical experience in recognizing phishing attempts and securing digital assets.

Forty-seven participants from 24 CSIR Institutes participated in this training programme.

Online meeting held with the CBC, assigned agency to CSIR - DSIR for the development of Know Your Ministry (KYM) and DSIR CSIR CBU for developing KYM Module (November 07, 2024)



The online meeting was convened to discuss the collaborative development of the 'Knowledge your Ministry (KYM)' module. The objective of the meeting was to align the work between the CSIR, DSIR, and the CBC-assigned agency for creating an effective and robust module. The KYM module is intended to enhance the sharing of knowledge and expertise within the ministry. The module aimed to address knowledge gaps and improve accessibility to critical resources for staff, creating an environment of continuous learning and development. CSIR and DSIR will focus on the core technical development of the module, ensuring that the platform incorporates advance knowledge management features such as content categorization, search functionalities, and user-friendly interfaces. DSIR, CSIR and CBU will provide essential technical support and guidance throughout the module's development, ensuring that the system aligns well with the latest industry standards and integrates with other existing platforms used by the ministry.

Annual Conclave 2024 of Officers of CSIR Stores & Purchase (November 11-12, 2024)



CSIR Stores & Purchase Officers Conclave, 2024 was held at CSIR-HRDC during November 11-12, 2024. Shri Mahendra Kr. Gupta, JS(A), inaugurated the conclave along with Dr. T. S. Rana, Head, CSIR-HRDC, Shri Srideb Nanda, Sr. CoSP, CSIR, Shri Suresh Pant, Sr. CoSP, CSIR-NPL, Ms. Simesh Verma, Sr. DS & Training Manager and Dr. Shobhna Choudhary, Pr. Scientist, CSIR-HRDC. This conclave brought together stores and purchase officers of CSIR involved in procurement and inventory management from all 37 CSIR institutes and units.

The conclave emphasized on collaboration among CSIR institutes and units, sharing challenges and finding solutions related to procurement practices in CSIR. Discussions included best practices, compliance with government procurement policies, Delays in procurement: causes & cure (a case study analysis). Session on newly launched S&P portal “Application for Comprehensive CSIR Enterprise for Stores & Supplies- ACCESS” - The Winning Way to Supply Chain. It’s a joint initiative by CSIR Hq and CSIR-NAL. It has been designed to be the one-stop end-to-end solution for Supply Chain Management (SCM). The key takeaways of the conclave included improving operational efficiency, reducing procurement cycle time, and enhancing transparency in the procurement system. The event was a vital opportunity for networking, knowledge exchange, and fostering a deeper understanding of contemporary challenges in government procurement and stores management.

The event provided a unique networking opportunity for store and purchase officers to meet with senior professionals, experts from the procurement and supply chain management sectors.

Forty-seven participants from all 37 CSIR Institutes participated in the Conclave .

CSIR Skill Coordinators Conclave & Brainstorming on Future Skills (November 21-22, 2024)



CSIR Skill Coordinators’ Conclave & Brainstorming on Future Skills was organized from November 21-22, 2024 in association with CSIR-Institute of Minerals and Materials Technology at CSIR-IMMT, Bhubaneswar. The occasion commenced with inaugural address by Dr. T. S. Rana, Head, CSIR-HRDC, programme brief by Dr. Vinay Kumar, Sr. Principal Scientist, CSIR-HRDC, Skill Nodal & PI and initial remarks by Dr. Abhishek Kumar, Principal Scientist, CSIR-Central Planning Directorate (CPD), CSIR-HQ. Dr. N. K. Dhal, Chief Scientist & Head, E&S Division, CSIR-IMMT gave the key note address. The programme was graced by the Eminent Guest & Speaker, Mr. Goutam Bhattacharya, CEO, Life Sciences Sector Skill Development Council (LSSSDC). Dr. Ramanuj Narayan, Director, CSIR-IMMT was present on the second day of the conclave and welcomed the delegates and appreciated the initiative.

Over 100 Professionals participated in the conclave, including CSIR Scientists, senior representatives from the Industry Associations, Academicians, and students. The technical/ panel sessions addressed various issues being faced by SDP Nodal in effective implementation of the programme. Future plan of actions for the third phase of CSIR Integrated Skill Initiative were presented by participating labs. Dr. T. S. Rana, Head, CSIR-HRDC, in his talk shared that CSIR plays a pivotal role in offering advanced skilling, reskilling, and upskilling in diverse domains and through various initiatives and CSIR-HRDC is playing a significant role by periodically reviewing, monitoring and evaluating the performance of this Initiative. CSIR trained over 1.5 lakh trainees across different CSIR laboratories.

Actionable steps, strategies, and future plans agreed upon this conclave are: CSIR to work hard to make India Aatmanirbhar and Global HR Capital; To partner with MSDE and SSCs in building a strong skill ecosystem; To develop advanced curriculum on various scientific disciplines and CSIR to run market/ industry-driven trainings that provides 100% placement or entrepreneurship/ startup opportunities to the trainees.



Level 'A' & 'B' Programme for JSA/SSA/ASO(Gen./F&A/S&P) of CSIR & equivalent (November 25-December 20, 2024)



Level 'A' / 'B' Programme for JSA/SSA/ASO(Gen./F&A/S&P) of CSIR was organized during November 25-December 20, 2024 by CSIR-HRDC at CSIR-CEERI, Pilani. Programme commenced with the lamp-lighting by Dr. P. C. Panchariya, Director, CSIR-CEERI, Dr. Suchanandan Pal, Scientist and Chairman Organizing Committee, Sh. J.S. Sharan, CoA, CEERI Pilani, Ms. Simesh Verma, Sr. DS & Training Manager, CSIR-HRDC and Mr. Yogesh Suman, STO, CSIR HRDC. It was a structured training initiative aimed at enhancing the skills and knowledge of administrative, S&P and Finance personnel working in different labs. of CSIR. The programme was designed to provide professional development, improve administrative skills, and ensure efficient functioning within the government system. The programme addressed various aspects of administration, Financial management, and procurement processes, helping ASOs to effectively perform their roles and prepare for future managerial positions. Dr. T. S. Rana, Head, CSIR-HRDC, graced the valedictory session of the programme, distributed training certificates, and extended his best wishes for the participants' future endeavors and professional careers.

The programme was conducted through blended/hybrid mode of learning and was available on MS Teams to all those who were not able to attend the program in person. This was the first initiative of this hybrid mode of learning facilitating dissemination of knowledge on such a large scale of 04 weeks and was attended by the employees from all over CSIR Labs./Instts. on online mode.

The programme covered various topics like related to FR Pay Fixation, Financial Impact of Penalty, DFPR- Duties and responsibilities of DDO, HDO and Head of office, RTI, POSH Act, Guidelines on utilization of LRF and HQRF, Role of Audit and Reply to Audit Paras- CAG/Internal Audit, Seniority and Promotion, MACP. AMS- an overview and important aspects/ modification, Income Tax, GST, CSIR Purchase Procedure, Role of PC and TPC, Inventory Management- PIR, DIR, Stock Register (GFR chapter 7), Disposal of stores, Vigilance aspects in purchase procedure, Tender Drafting GEM& CPP, Retirement on superannuation- General provision, qualifying service, classes of pension, family pension, gratuity nomination for pension, gratuity, authorization of pension and gratuity, Leave DR, NPS were also covered. Administrative Law- Service jurisprudence, Works and Services- Pre contract Management, Accrual Concepts in finalization of accounts, Externally Funded Project Management and Digital Communication Etiquettes and Effective listening were discussed and covered during the sessions. Soft skills like Team Management, Stress Management, Time Management, Communication and Self- Management were also discussed to enhance the efficiency and productivity in personal as well as in professional life.

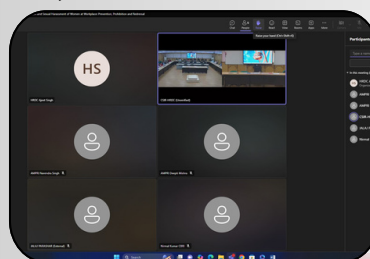
Renowned experts from CSIR and other prestigious organizations were invited as resource persons for the training. A test was also incorporated into the training curriculum to assess the participants' learning outcomes.

Three parallel session were conducted separately for Admin., S&P and Finance people to covered specific topics related to their cadre.

Thirty-five participants from various CSIR Institutes participated in this Program in person and there was substantial presence through online mode



Awareness Programme on Gender Sensitization and Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal (December 06, 2024)



An awareness programme was conducted on December 06, 2024 for the employees and staff of CSIR-HRDC to address the critical issues of gender sensitization and sexual harassment of women at workplace. The staff of CSIR-AMPRI and CSIR-CBRI also attended the programme through MS-Teams. The focus of the session was on raising awareness about the legal framework and organizational policies designed to prevent, prohibit, and address sexual harassment.

The programme began with an introduction to the concepts of gender equality, power dynamics, and POSH Act 2013. Mr. Ranjan Kumar, Ex-Faculty, ISTM was the resource person for this programme who enlighten the participants with their knowledge regarding the POSH Act 2013 as well as prevention of Sexual Harassment of women at workplace. By organizing such an awareness programme, CSIR-HRDC can foster a more respectful and safer work environment for all employees, aligning with the provisions of the POSH Act and promoting gender equality and dignity in the workplace.

Thirty-Two participants participated in this awareness Programme.

Hands-on Workshop on IGOT MDO Portal for CSIR Lab IGOT Nodal Officers (December 17-19, 2024)



Three day workshop was organized during December 17-19, 2024 at CSIR-HRDC for CSIR Lab IGOT Nodal Officers. The programme aimed at familiarizing participants with the portal's features, functionalities, and how it can be effectively used for managing and tracking online learning initiatives within CSIR labs. The workshop ensured that CSIR Lab Nodal Officers are well- equipped to effectively utilize the IGOT MDO portal for managing training and development activities within their labs.

Dr. Ram Vishwakarma, CSIR Distinguished Scientist and Chairman, DSIR/CSIR-CBU graced the occasion and interacted with participants. Shri Ravi Ramakrishnan, MD & CEO, C&K Management Ltd. gave the talk on blended learning and Instructional design. Dr. Priyamwada Mishra, iGoT Mission Karmayogi Bharat and , Ms. Riddhima Aneja, Capacity Building Commission were the key resource persons to discussed on MYiGoT, iGoT e-module, Data extraction, Course consumption reports, Roles & responsibilities of iGoT Nodal Officers and MDOs. Dr. Parul Yadav, Professor-HR, IMS, Ghaziabad delivered sessions on Building a motivated cohesive team, Content framework & Quality Assurance Watch-(WTDET model and Designing Roadmap to way forward.

Twenty-seven participants from Twenty-Seven CSIR Labs participated in the workshop.

Learning Hour - Lecture Series / Events Celebration

I. Ayurveda and Workplace Wellness (October 29, 2024)



Session on "Ayurveda and workplace wellness" was organized on October 29, 2024 to celebrate 9th Ayurveda day on the occasion of Dhanvantri Jayanti - Dhanteras as per the directives from CSIR-Hq and Ministry of Ayush.

Resource persons Dr. Vijay Gupta, Principal Scientific Officer and Dr. Nikhil Jirankalgikar, Scientific Officer, Pharmacopoeia Commission for Indian Medicine & Homoeopathy (Ministry of Ayush) were invited. A session on Ayurveda and Workplace Wellness typically explored how principles of Ayurveda- an ancient system of medicine from India- can be applied to improve well-being and productivity in the workplace. This session highlights that Ayurveda is not only about healing but also about maintaining balance, which is crucial for thriving in a demanding workplace environment.

II. Janjatiya Gourav Diwas/ Varsh (November 15-26 , 2024)



The Jantiya Gourav Diwas /Varsh was celebrated during November 15-26, 2024 to honor the birth anniversary of Bhagwan Birsa Munda, an iconic leader in India's tribal freedom movement. A Talk was organized on November 18, 2024 on the legacy of Sh. Birsa Munda and his invaluable contributions for the tribal community and to Indian society. Dr. T. S. Rana, Head, CSIR-HRDC delivered the talk and also highlighted several CSIR initiatives dedicated to empower the Scheduled Tribes community. Approximately 30 participants attended this event.

A quiz titled "Thoda Unko Bhi Jaane" was also conducted, to encourage awareness on Indian Tribes amongst the employees /staff members and contractual personnel. Mrs. Preeti, Sr. technical Officer, CSIR-HRDC was the nodal for the event.

III. Constitution Day Celebration (November 26 , 2024)

November 26 is observed as Constitution Day to honor the adoption of the Constitution of India. An integral part of the celebrations is the reading of the Preamble to the Constitution. To mark this occasion, Head, CSIR-HRDC, along with all staff members, came together to participate in the event. At this event, the focus was on educating participants about the importance of the constitution and its role in shaping India's democratic framework.



Other Activities

Plantation drive #Plant4Mother campaign, 2024

Plantation drive under the campaign Plant4Mother taken place in the campus of CSIR-HRDC in the month of Oct-Dec., 2024 to improve the environmental condition through tree planting. Various types of trees were planted, including fruit-bearing and shade trees. All the staff members of CSIR-HRDC including project/contractual staff contributed in this campaign which increased the awareness of environmental conservation among participants. Under this campaign plantation was done every month to promote a meaningful connection between nurturing nature and celebrating motherhood, creating a lasting impact on both individuals and the environment. Plant4Mother campaign is a movement that reflects India's commitment to a sustainable and environmentally conscious future.

Swachhta pledge on Gandhi Jayanti (October 02, 2024)

On the special day of Gandhi Jayanti on 02 October, 2024 and in a Campaign 4.0, officers and staff members of CSIR-HRDC took the Swachhta pledge and campus cleanliness drive led by Dr. T. S. Rana, Head, CSIR-HRDC. Sapling were also planted as a part of #Plant4Mother campaign in the campus of CSIR-HRDC.

The swachhta Pledge initiative to honor the principles of cleanliness and social responsibility championed by Mahatma Gandhi to instill a deep understanding of the importance of hygiene and cleanliness in both personal and professional environments.



Inauguration of Miyawaki Forest developed at CSIR-HRDC (October 3, 2024)

The Miyawaki Forest developed at CSIR-HRDC Campus was inaugurated by Dr. N. Kalaiselvi, DG, CSIR & Secretary, DSIR. Under the campaign Plant4Mother, a plantation drive was led by DG, CSIR, along with Sh. Chetan Prakash Jain (JS & FA), Sh. Mahendra Kr. Gupta JS(A), Dr. P.K. Dutta (CVO), CSIR, Dr. T. S. Rana Head, CSIR-HRDC and Ms. Simesh Verma Sr. DS & Training Manager. The Miyawaki afforestation method is a unique and innovative way to grow urban forest much faster than a conventional one.

The Miyawaki technique is a method of planting saplings close together in small plots of land to create a forest in a short duration. More bio-diversity than monoclonal plantations and absorbs 30 times more carbon dioxide

Inauguration of M.S. Thacker Training Hall (October 3, 2024)



The newly renovated M.S. Thacker Hall, a training facility at CSIR-HRDC has been inaugurated by the by DG, CSIR, Secretary, DSIR .

This state-of-the-art training facility features modern technology and enhanced aesthetics. Designed to foster collaboration and knowledge sharing, the hall provides an ideal space for interactive sessions.

Oath ceremony on National Unity Day (October 30,2024)

The Oath Ceremony on National Unity Day, 2024 was a solemn and significant event aimed at promoting and reinforcing the spirit of national unity, integrity and harmony across India. The ceremony commemorated the birth anniversary of Sardar Vallabhbhai Patel, often referred to as the “Iron Man of India,” who played a crucial role in uniting the nation post- Independence. The Oath Ceremony reaffirmed the commitment of the Employees and the citizens to preserve the country’s unity integrity, and security, inspiring future generations to work together in building a stronger and more united nation.

Employees and staff members of CSIR-HRDC, led by the Head of HRDC, united to take the pledge of unity.



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. Ram Vishwakarma
CSIR Distinguished Scientist & Chairman,
DSIR/CSIR-CBU



Dr. Ramanuj Narayan
Director, CSIR-IMMT, Bhubaneswar



Dr. P. C. Panchariya
Director, CSIR-CEERI, Pilani



Dr. P. K. Dutta
Chief Vigilance Officer, DSIR



Shri Ravi Ramakrishnan
MD & CEO, C&K Management Ltd.



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प्रमुख

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