

CSIR-NATIONAL METALLURGICAL LABORATORY

JAMSHEDPUR – 831007

No. 2-NML (163)/2022-E-I

Dated :07-09-2022

OFFICE MEMORANDUM

The Director, CSIR-National Metallurgical Laboratory has been pleased to constitute the Committee for the observance of Vigilance Awareness Week-2022 for the Preventive Vigilance measures cum housekeeping activities: 3 months campaign (16th August, 2022 to 15th November, 2022) as a precursor to VAW2022.

The Committee will consist of the following members: -

- | | | |
|----|------------------------------------|----------------|
| 1. | Dr. L.C. Pathak, Chief Scientist | Chairperson |
| 2. | Dr. Mita Tarafder, Chief Scientist | Co-Chairperson |
| 3. | Head Engineering (Ex-Officio) | Member |
| 4. | Head RPBD (Ex-Officio) | Member |
| 5. | COSP (Ex-Officio) | Member |
| 6. | Sr. CoFA (Ex-Officio) | Member |
| 7. | AO (Ex-Officio) | Member |
| 8. | SO (Vig.) (Ex-Officio) | Convener |

The above Committee is constituted to address the area which are to be taken up in campaign mode as part of Vigilance Awareness Week 2022 are as follows: -

- Property Management
- Management of Assets
- Record Management
- Technological Initiatives comprising two parameters: -

-Website Maintenance & Updation.

-Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform.

- Updating of guidelines/circulars/manuals wherever found necessary, and
- Disposal of Complaints outstanding as 15-08-2022

The Committee will update the Director, CSIR-NML regarding the activities from time to time.


(S. Banerjee)

Administrative Officer

To,

All above concerned

Copy to:

- PS to Director
- e-Notice Board