

CSIR-CENTRAL ROAD RESEARCH INSTITUTE
Delhi-Mathura Road, New Delhi-25

No. AO/Misc/2020

Dated: 25.09.2020

OFFICE MEMORANDUM

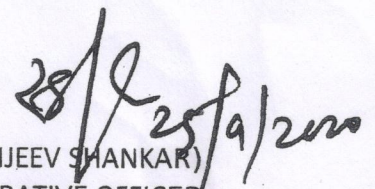
In order to improve the efficiency and bring accountability in the system, the Director CSIR-CRRI has decided to have a monthly 'Public Meet' to be attended by the following:

1. Director, CRRI
2. COA- or AO in the absence of COA
3. F&AO - or SO (F&A) in the absence of F&AO
4. SPO - or SO (S&P) in the absence of SPO

The aforesaid 'Public Meet' will be held on 15th day (or next working day, in case 15th falls on a non-working day) of each month in the Council Hall from 11.00 am to 12.00 noon.

Any employee of the Institute can approach the above Committee in person on the specified date and time with his/her issue/grievance with Administration, Finance or/and Purchase. The Committee will hear the aggrieved staff and try to resolve the issue then and there. For better appreciation of the problem and to resolve the same, it will be desired to have a brief note from the employee at least 2 days in advance through an email to Director, CRRI.

All the Officers/Officials of CRRI are requested to note for information and necessary action.


(SANJEEV SHANKAR)
ADMINISTRATIVE OFFICER

Copy to:

1. All HoDs /Sectional Heads- With the request to bring the content of this OM to all the Officers/Staff working in their Division/Section.
2. PA to DRRRI
3. PA to COA
4. PA to AO
5. F&AO
6. S&PO
7. Office copy