

**For immediate Action please**

Fndn.Day/2016

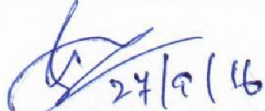
27<sup>th</sup> Sept. 2016

**Office Memorandum**

It is notified for urgent attention of all the staff Members of CSIR Hqrs. and CSIR-HRDG(Cx) that the **Special Passes issued by the PM-Security/Function Cell** for entry into Vigyan Bhavan (prior to one's entry - through use of the Invitation Cards issued by CSIR-HRDG) has to be returned to the PM-Security/Fn. Cell immediately – as indicated at the back of the respective cards!

While the concerned staff of HRDG was involved in collecting the maximum passes from the Directors of CSIR Labs and outstation guests after the Function on 26.9.2016, many of the staff members in Hqrs, and CSIR-HRDG are yet to return the same which they must return to the PM-Security Cell within 3-4 working days; urgently, as all of us must be aware of the **importance and sensitiveness** of such an important identity card where the Hon'ble Prime Minister attends a function, as was the case in the previous years .

May I suggest that in order to facilitate this work, all the staff members of CSIR Hqrs, may kindly return their passes to Sh. Pankaj Kumar, SO(G) at Hqrs; and to Sh. Pawan Gupta (Accounts Section) - in/r/of all CSIR Cx staff who are yet to return the passes. This process must be completed on or before 30.9.2016, without fail, for enabling the processing Section to return these passes to the PM-Security/Fn Cell , urgently, please.

  
( O. Omman Panicker )  
Dy. Secretary(EMR), Cx.

- To : 1) All staff of CSIR-Hqrs/HRDG-Cx  
(who were issued Spl. Security Passes)
- 2) Head (IT) CSIR Hqrs - With a request to kindly upload this on CSIR Hqrs. Website(Notification colum)
- 3) Head(IT), CSIR-HRDG, Cx - With a request to kindly upload this on CSIR HRDG's Website
4. PS to JS(Admn)
5. PA to Head(HRDG)
6. Sh. Pankaj Kumar, S.O(G) For n/a please.
7. Sh. Pawan Gupta(Tech.Asstt-Cx A/c)

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