



केंद्रीय सिद्ध अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार

सिद्ध केंद्रीय अनुसन्धान संस्थान भवन, अण्णा सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नई - 600106

CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

Ministry of AYUSH, Govt. of India

SCRI Building, Anna Govt. Hospital Campus, Arumbakkam, Chennai - 600106

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F.No.8-12/2015-CCRS/Estt.

Dated the 7th April, 2022


Office Order No. 07 / 2022-23

Consequent upon the posting on transfer of Shri K. Vasudevan Administrative Officer at CCRS, Hqtrs, Office Chennai recently w.e.f 31.12.2021 (AN), the duties and responsibilities of Administration, Establishment, Recruitment and Vigilance matters are allocated to the Administrative Officer of CCRS, Hqtrs Office, Chennai for smooth and efficient functioning of the day to day activities of the Council.

2. The matters relating to Budget, Accounts & Audit have already been assigned and looked after by Dr. S. Selvarajan, Research Officer (Siddha) who is acting as DDO of CCRS and Dr. Shyamala Rajkumar, Research Officer (Siddha) is also supporting to the DDO in the day to day activities of the Council during his absence in addition to the work allocation of Technical/ Project/ Research activities matters. Both the Research Officers have also been nominated for signing of cheques (Co-signatories) alongwith DG, CCRS earlier which will be continued further.

3. The details of allocation of duties are mentioned at **Annexure - I & II** are an ad-hoc arrangements and the work to be performed with the support of regular staff and Contractual Consultants/Office Assistants/ MTAs. The allocation of duties are not concrete and exhaustive.

4. In addition to the above, DG, CCRS shall assign any urgent special tasks to any dealing Officer's concerned depending on the need and exigencies of works to comply on time which couldn't able to postpone further and the same will inform to the Officer's concerned soon after.


(Prof. Dr. K. Kanakavalli)
Director General, CCRS

To:

Shri K. Vasudevan,
Administrative Officer,
CCRS, Hqtrs., Chennai.

Copy to:

1. Dr. S. Selvarajan /Dr. Shyamala Rajkumar ROs (Siddha) /DDO, CCRS Hqtrs, Chennai.
2. All the In-charges of Peripheral Institutes/Units of CCRS.
3. All Officials Concerned.
4. File concerned.

Shri K. Vasudevan, Administrative Officer, CCRS Hqtrs, Chennai.

Recruitment & Vigilance:

1. Creation of Posts and Framing / Amendment of Recruitment Rules.
2. All recruitment matters of regular and contractual posts of CCRS.
3. Promotion/DPC/Seniority List and Transfer of posts/ Rotational Transfers/ Transfer policy etc.,
4. Updation of Communal Roaster and filling of backlog vacancies.
5. All legal /Court cases, Vigilance and Disciplinary Proceedings.
6. Pursue the pending matters of CCRS with the Ministry of Ayush, DoPT, and DoE, M/o Finance.
7. Any other works assigned by the DG, CCRS.

With the assistances of Shri Petchimuthu. P, Office Assistant and Ms. S.Ananthi, OA (Hindi)

Administration:

1. Procurement of Stores and Equipments etc., and Outsourcing of contractual personnel after following the codal formalities as defined in GFR - GeM / E-procurement portal etc., pertains to CCRS, Hqtrs Office and Peripheral Institutes/Units as approved by SFC/DG, CCRS.
2. All Admin related matters w.r.t Arogyas /Workshops/Seminars/Conferences/Siddha Day etc.,
3. Printing and Publication of CCRS Hqtrs/ Peripheral Institutes /Units as defined in GFR 2017.
4. Matters related to Standing Finance Committee (SFC), Executive Committee (EC), General Body (GB) meetings in Co-ordination with Nodal Officers.
5. RTI matters/Parliamentary questions related matters for the above assigned works.
6. Monitoring the work Dairy /Dak registers, receipts of all letters except "Confidential".
7. Hiring of Vehicles and maintain the Log book after following codal formalities under GFR
8. Condemnation /disposal of obsolete items and weeding out of records.
9. Maintaining of stores items, fixed assets register, Consumable /Non Consumable registers.
10. Coordination with all concerned to get the Annual Reports and Audited Annual Accounts for timely submission to the Ministry to lay down before both the Houses of Parliament.
11. Matters relating to Hindi CCRS, Hqtrs and Implementation of O.L. policy.
12. Translation of all communications/ RTI matters, Annual Report and Audited Accounts.
13. Arrangements of Hindi Trainings/ workshops/Hindi Fortnight.
14. Conducting O.L.I.C, meeting and attending TOLIC Meeting.
15. Monitoring of Hindi works of Institutes/Units and regular Inspections with Ad.O.
16. Submission of QPR of Ministry and documents to the committee of Parliament on OL.
17. Communicating Officer for signing the Correspondences/ letters/ OM/Office Orders to various Authorities on behalf of DG, CCRS
18. Any other works related to Administration assigned by the Competent Authority of CCRS

Sl. No 1 to 6 – with the assistances of Shri U.K Shankar, Consultant (Admin) and Mrs R. Lakshmi, Office Assistant - Sl. No. 7 to 16 and Dr. S. Anwar Babu, Translator (Hindi Assistant) and Ms. S. Ananthi, Office Assistant (Hindi), Shri D. Karthick Raja, MTA

Establishment:

1. Implementation of all Pay Commission Report to all categories of Staff.
2. Sanctioning of GPF advance/ withdrawal and recovery of advance, settlement and NPS.
3. Medical Claims, LTC, Children Education Allowance/HPCA/Hospitality/Phone etc,
4. Retirement on superannuation/VRS/ death etc cases, Life Certificates and issue of PPO.
5. MACP, ACP cases & In-situ promotion cases and confirmation of Probation.
6. Maintaining and Closing of daily Attendance of Regular, Contractual/Outsourcing Staff
7. Maintenance of service books of In-charges of units. All leave sanction matters etc.,
8. Matters w.r.t establishment of Institute/Unit in different Regions/upgradation of Institutes.

With the assistance of Shri U.K Shankar, Consultant (Admin), Mrs K. Vasanthi, UDC, Shri Parthasarathy, Office Assistant (Retd) & Mrs S. Dhanasundari Office Assistant.

Handwritten signature

Dr. S. Selvarajan, Research Officer (Siddha) & Drawing and Disbursing Officer (DDO) /
Dr. Shyamala Rajkumar, Research Officer (Siddha) CCRS Hqtrs

Budget, Accounts & Audit:

1. Preparation of pay bills of CCRS, Hqtrs and Pension matters.
2. Examining and verification of all kind of bills for preferring payments.
3. E filing of Income Tax and GST and its Returns.
4. All cash handling works including petty imprest cash and all cheque transactions aspects.
5. Release of advances and its adjustments.
6. Expenditure statements including expenditure control Register and its Compilation.
7. Monthly consolidated Receipts and Payment A/c and Bank Reconciliation statements.
8. Entries in Tally software package and related software developmental aspects.
9. Maintenance of all cash book, ledgers as per the Bye-laws of CCRS.
- ← 10. Maintenance of GPF accounts ledger and issue of GPF statements to the employees.
11. NPS related matters and relevant registers
12. Preparation of Annual Accounts with the help of CA.
13. Statutory/certification/Transaction audit aspects including Audit replies to the audit paras.
14. Formulation of budget estimates, (BE, RE and final estimates) including appropriation and re-appropriation of Budget Heads with appropriate justifications if required.
15. Submission of UC to the Ministry and receiving funds and its distributions to CCRS, Hqtrs and Peripheral Institutes/Units.
16. Earmarking of funds/Budget allocations to CCRS, Hqtrs and Peripheral Institutes/Units.
17. Conducting Internal Audit of CCRS and Peripheral Institutes/Units and monitoring replies.
18. Project funding IMR, EMR and submission of UC/ refund of balance etc.,
19. Any other works assigned by the Competent Authority of CCRS.

(with the assistance of Shri S. Dakshinamoorthy, Consultant (B&A), Shri V. Murugesan, Consultant (Audit) Shri V. Muthukumar, UDC, Mrs E. Chandrika, UDC, & Shri Vishnu S. Nair, UDC, Shri G. Ramkumar, Office Assistant, Mrs K.S. Subhasri, Office Assistant & Shri C.V. Raman, Office Assistant)

C. K. Ramu
7.4.22



மத்திய சித்த மருத்துவ ஆராய்ச்சிக் குழுமம்
ஆயுஷ் அமைச்சகம், இந்திய அரசு,
தாம்பரம் சானடோரியம், ஜிஎஸ்டி சாலை, சென்னை-600 047
केंद्रीय सिद्ध अनुसन्धान परिषद्
आयुष मंत्रालय, भारत सरकार
तांबरम सानिटोरियम, जीएसटी रोड, चेन्नई - 600 047

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F. No. 1-1/ 2022-23/ DG- CCRS / 188(1)

dated 21.02.2023

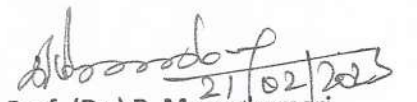
OFFICE ORDER NO. 393 / 2022-23

In exercise of powers conferred upon the undersigned under Rule 59 (a), (b), (c) and (i) of Memorandum of Association and Bye-Laws of CCRS, the undersigned holding additional charge of CCRS hereby ordered the following: #

In modification of Office Order No. 07/2022-23 in File no. 8-12/ 2015 – CCRS/ Estt. Dated 7th April 2022, the work allocation to the following Officers will be as below, from the date of issue until further orders.

Sl. No.	Name of the Sections	Officer to whom allocated	1 st Link Officer	2 nd Link Officer
1	Budget, Accounts & Audit	Dr. S. Selvarajan, RO (S) & Sci-III	Dr. A. Rajendra Kumar	Dr. V. Aarthi RO (S)
2	Administration & Establishment	Dr. A. Rajendra Kumar, RO(S) & Sci- III	Dr. S. Selvarajan	Dr. Eugene Wilson RO (S)
3	Recruitment & Vigilance	Shri. K. Vasudevan, Administrative Officer	Dr. A. Rajendra Kumar	Dr. R. Meena RO (S)

This Order is issued to ensure smooth functioning of the Council and timely disposal of the issues. There is no change in the works detailed in Annexure –I and II section wise, in the above cited Office Order number 07/2022-23 dated 7th April 2022.


Prof. (Dr.) R. Meenakumari
DG, CCRS (Additional Charge)

To

The Individual Officers concerned.

Copy to:

1. All the In-charges, Peripheral Units/ Institutes under CCRS
2. Technical/ Admn./ Estt/ Vigilance/ Accounts Sections.
3. Office Copy.