

CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
(Council of Scientific & Industrial Research)
HYDERABAD – 500 607

No.29/1/Rectt. – 2018

Dated: 17.05.2018

OFFICE MEMORANDUM

The Director, CSIR-IICT, Hyderabad has been pleased to re-constitute the following **Common Farewell Party Committee** as detailed below with immediate effect:

S. No.	Staff No.	Name, Designation & Division	Functionary
1.	1604	Dr. M. Chandrasekharam Principal Scientist, Polymers & Functional Materials	Chairman
2.	1647	Mrs. T. Manoja Prasad Finance & Accounts Officer	Treasurer
3.	1379	Mr. R.R. Yadu Krishna Senior Steno, BDRM	Member
4.	1239	Dr. M. Shyam Sunder Sr. Technician (3), PE&TT	Member
5.	1149	Mr. Gajula Sai Ganesh Lab. Assistant, ESD	Member
6.	1281	Mr. M. Sridhar Kumar S.T.O.(3), PE&TT	Member
7.		S.O.(Estt.) (Ex-officio)	Convener & Organizing Secretary

Terms of Reference

1. To organize meeting on last working day of every month.
2. To notify the fare well party by wide circulation.
3. To make arrangements for purchase of memento and arrangements of refreshments.
4. To inform all the sections well before the farewell party.
5. To arrange transport for dropping the retirees at residence.
6. Any other relevant issue.

The tenure of the Committee will be for a period of two years or till further orders.


(D.J.N. PRASAD)
Administrative Officer

To

The Chairman & Members of the Committee

Copy to:

1. PS to Director/AO – I & II
2. All Notice Boards/Adminsalchemistry
3. File concerned