



केंद्रीय रेशम प्रौद्योगिक अनुसंधान संस्थान  
CENTRAL SILK TECHNOLOGICAL RESEARCH INSTITUTE  
केंद्रीय रेशम बोर्ड CENTRAL SILK BOARD  
( वस्त्र मंत्रालय - भारतसरकार )

(Ministry of Textiles - Govt. of India)  
केरेबो कॉम्प्लेक्स, बी.टी.एम. लेआउट, माडिवाला, बेंगलुरु - ५६००६८  
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No:CSB/CSTRI/01(948)/Misc/(part file)/4199

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**CIRCULAR**

Sub: Sanction of Leave in respect of Officers/staff of CSTRI, Bangalore  
and its nested units - reg.

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With reference to the subject cited above, it is to inform that all the types of leave (EL / Commuted Leave / CL / RH) applications of all the Officers / Officials of CSB-CSTRI, Bangalore and its nested units will be recommended / approved by the Officers as detailed below to ease the process of sanctioning of the leave:-

Sl. No.	Designation	Recommendation and Sanction/ Approving authority
1	Scientist-D	Director
2	Scientist-C	Scientist-D/Nodal Officer and Director
3	Scientist-B	Scientist-D/C / Nodal Officer and Director
4	Asst. Director (A&A)	Incharge Scientist-D and Director
5	Asst. Director (Comp)	Incharge Scientist-D and Director
6	Asst. Director (OL)	Incharge Scientist-D and Director
7	Sr. Research Officer	Incharge Scientist-D and Director
8	Supdt. (Admn) / Asst. Supdt. (Admn) / Asst. LIO / Lib. & Inf. Asst. / Jr. Hindi Translator / Staff Car Driver / UDC / MTS / STA / Techn. / Asst. Techn. / Sr. FA / FA / JE	Section Incharge / Unit Incharge and Scientist-D / Nodal Officer

All the concerned are strictly advised to clearly mention on the leave application "Recommended" or "Not Recommended" for the designated officials mentioned at Sl. No. 8 of the table and forward the application to the Director, CSB-CSTRI for further processing.

The Sr. Research Officer / AD (A&A) of Stores / Establishment / Bills section of CSB-CSTRI, Bangalore are also advised to clearly mention on the leave application "Recommended" or "Not Recommended" for the designated officials mentioned at Sl. No. 8 above and forward to the concerned Scientist-D for sanction.

Further, all the Scientist-D / C and Nodal Officers are requested to clearly mention on the leave application as "Sanctioned".

The above hierarchy for Recommendation / Sanction / Approval of leave of all kinds may be strictly followed as mentioned at Table above for smooth functioning of office work.

This is for information and strict compliance.

Encl.: **Nodal Officers list**

To

- 1) All the Scientists-D/C / Asst. Director(A&A) / Sr.Res. Officer  
CSB-CSTRI, Bangalore
- 2) All the Scientists-D/C/B and Incharge Officers  
RSTRS, Dharmavaram/Kancheepuram/Malda/Varanasi/Guwahati  
STSC, Sidlaghatta/Ramanagara/Dehradun/Bilaspur  
Bhagalpur/Cuttack/Jammu/Salem/Dharwad

30/3/21  
(DR.S.PERIYASAMY)  
DIRECTOR

**List of Nodal Officers nominated for each unit of CSB-CSTRI**

#	Unit	Mentor
<b>RSTRS</b>		
1	Guwahati	Dr. Naveen V Padaki, Sc-D (ZO)
2	Varanasi	Dr. Sargunamani, Sc-D
3	Dharmavaram	Sh. S M Hukkeri, Sc-D
4	Kanchipuram	Dr. Sargunamani, Sc-D
5	Malda	Dr. Sargunamani, Sc-D
<b>STSC</b>		
6	Ramanagara	Dr. R N Manjunath, Sc-C
7	Salem	Dr. Sargunamani, Sc-D
8	Dharwad	Sh. S M Hukkeri, Sc-D
9	Sidlaghatta	Dr. R N Manjunath, Sc-C
10	Bilaspur	Dr. R N Manjunath, Sc-C
11	Cuttack	Dr. R N Manjunath, Sc-C
12	Bhagalpur	Dr. R N Manjunath, Sc-C
13	Dehradun	Sh. S M Hukkeri, Sc-D
14	Jammu	Dr. Sargunamani, Sc-D
15	STL-Okalipuram	Sh. S M Hukkeri, Sc-D