

C-MET, HEADQUARTERS

Work Allocation

Sl. No.	Name & Designation	Work allocation of staff
1.	Dr. B.B. Kale, Director General	Head of the C-MET
2.	Smt. Radha Jaisimha Registrar	Head of the Administration
Staff under Registrar		
	1) Shri V.N. Shete, OA-II	<ol style="list-style-type: none"> 1. Recruitment of Group A & B posts of three labs. 2. Parliament Question 3. Operating roster of Group A & B of three labs and Group C Pune lab. 4. Correspondence with MeitY, New Delhi 5. Settlement of C-MET , Delhi Imprest/bills
	2) Smt. A.C. Belhe, OA-II	<ol style="list-style-type: none"> 1. PA to DG / Handling Imprest /Hospitality 2. DPC-Group-A Technical staff 3. Grievance 4. Court /CAT matter 5. Staff Representation matter
	3) Smt. A.P. Padalikar, OA-II	<ol style="list-style-type: none"> 1. DPC-Below Group-A Technical staff 2. RTI- Maintenance of RTI Register, Correspondence/ disposal of RTI /Appeal Application/ RTI Quarterly reports 3. Reports – Sexual Harrasment, Hindi language 4. Correspondence/Reminder to MeitY on Policy matters/ on various subs./Steno's work. 5. Training matter / Put up personal claims 6. Assistance to PC for Hindi Annual Report of C-MET.
	4) Shri S.R. Ballal, Office Clerk	APAR maintenance, filing system/Record/Documents maintenance, day-to-day checking mails received from Labs. Maintenance of Stamp/Inward Register.
	5) Shri Y.S. Madke, SA-II	Dispatch, xerioxing, file moving etc. misc. work

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3.	Dr. R. Prasada Rao Programme Coordinator	<ul style="list-style-type: none"> • Managing and monitoring the activities of the technical groups under the Programme so as to ensure that various technical and financial targets are met. • Arrange periodic reviews by the 'Steering Committee (SC)' and ensure submission of the outcome report to the Director General. Work out plans to expedite the pending/delayed issues and report to Director General. • Carry out necessary studies on market demand and technology status of the ongoing research programmes to keep abreast with the latest developments. • Carry out a study of the competing technologies and prepare a detailed comparison report, along with suggestions. This may be done routinely every 6 months, but at any time, in case of major development. • Providing inputs to the 'Steering Committee' with regard to latest development relevant/significant to the Programme on a regular basis. • Prepare Annual Reports, Annual Plans, Annual Budget and Outcome Budget for the Programme for each fiscal year and submit to Director General for consideration. This plan should include details required for the completion of activities of the Programme for the ensuing year and also to place necessary reports in the house of Parliament. • Reviewing all technical projects at the laboratories on quarterly basis and preparing & sending Monthly & Quarterly Progress Reports to the parent Ministry through Director General. • Identifying the end users for ToT of the successfully developed technologies and expanding the ToT activity by liasioning with the concerned C-MET laboratory and end user. • Working out strategies for self sustenance of C-MET and reviewing & upgrading every year to reach the goal. • Reviewing of Technologies transferred at end user premises for ensuring its usefulness for the country. • Vetting of all technical projects, patents, costing and technical contents of MoUs with various

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		<p>organizations as per C-MET Policy.</p> <ul style="list-style-type: none"> • Maintenance of project proposal records (both soft and hard) of submitted, ongoing, completed, ToT, Royalty, MoUs, etc. in the Office of Programme Coordinator for ready reference. • Design and development of publicity materials/campaigns etc. for marketing of C-MET knowledgebase. <p>Development of projects, establishment of laboratories and training of manpower.</p>
4.	Shri G.B. Rao, Senior Finance Officer	<ol style="list-style-type: none"> 1. Headquarters Bill processing: 2. Budget Estimates, Revised Estimates and Grant-in-aid from the Ministry: 3. Compiling and Submission of important Financial data: 4. CPF Accounting: 5. CMET and CMET CPF Audit related work: 6. CAG Audit work: 7. Governing Council, Executive Committee and other committee related work :
Staff under SFO		
	Shri B.A. Ghanekar OA-I	<ol style="list-style-type: none"> 1. Monthly Reports to Meity 2. Clearing of party payment, Income Tax deduction of contractors, 3. Passing Bank Payment vouchers, 4. Salary, Income/Profession Tax, GIS, 5. Personal claims-Medical/Telephone/News paper Reimbursement, 6. TADA/advances settlement 7. Interaction with Bank Authorities, L.I.C. of India 8. Maintenance of C.P.F. Accounts.

CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY
(C-MET), HYDERABAD
WORK ALLOCATION TO EMPLOYEES
TECHNICAL STAFF

Name of Group & Group In-charge	Project In-charge & Team Members	Name of Project & brief details of work
Refractory Metals Processing (Ultra-Pure & Special Materials) Group Arbind Kumar	Arbind Kumar Dr. Raghu C Reddy Ms. K Bharathi Dr. Narendra Nashani Mr. J V Rao Mr. N Parashuram Mr. Angad Choudhary Mr. Mowlali Shaik Mr. C Kishore	Processing and Supply of Hafnium Sponge Regular supply of Hafnium sponge to VSSC against purchase order or MoU. Hafnium sponge is being prepared starting from Zr scrub raffinate received from NFC. The processes involved are solvent extraction, hydroxide preparation, calcinations, briquetting, carbo-chlorination, Kroll reduction, Vacuum distillation, sponge shredding and packaging. Besides, characterization of samples at different level, safety of the systems and man power, maintenance of plants, machinery, electrical, instrumentation and control systems for trouble-free operation of the plant, interaction with the sponsoring organization, etc. are the works carried out in the project. Presently processes are continued to supply 70 Kg Hafnium sponge against purchase order received from VSSC in February, 2021. Another purchase order is expected shortly for which quotation is being sent @ Rs.2.83 lakhs per kg for 70 Kg Hf sponge. Besides, Rs.76.00 lakh worth systems (under VSSC funding) are being procured for modifications / up-gradations of the systems.
Ultra High Pure Materials Group Dr. V. N. Mani	Dr. Y. Purushotham Mr.K Balaraju Mr.S N Tadaka	Purification of Germanium and Zinc <ul style="list-style-type: none"> • Scrap Germanium purification by Induction zone refining • Purification of Zinc by vacuum distillation followed by resistive zone refining • Conversion of zone refined Zinc ingot in to <3 mm granules. • Development of processing technologies and IPR
	Dr. D S Prasad Mr.P.P. Srinivasa Kumar	Feasibility study for development of process technology to recover valuable materials from end-of life silicon solar modules <ul style="list-style-type: none"> • To identify suitable physical methods to separate components of Si- Solar module • To optimize chemical methods for extraction of metals namely Pb, Cu & Sn, etc. • To recover solar grade silicon that includes removal of

