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**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**  
(Scientific Society, Ministry of Electronics and Information Technology (MeitY) )  
HQs : Sy.No. 34/2B, Panchwati, Dr. Homi Bhabha Road, NCL (PO), Pune -411 008  
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**Radha Jaisimha**  
Registrar  
Mob : 9916968696

No. PN/ADM/EC/81/2022/354

2<sup>nd</sup> May 2023

*Sub: Minutes of 81<sup>st</sup> Meeting of the Executive Committee  
(Finance and Accounts) of C-MET held on 20.4.2023 – reg.*

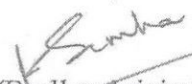
Dear Sir/Madam,

Please find attached the minutes of the 81<sup>st</sup> Meeting of the Executive Committee (F & AC) of C-MET held online on 20.4.2023 duly approved by the Competent Authority.

2. You are requested to kindly peruse the same and give your comments/suggestions, if any, latest by 4.5.2023. An early response will be highly appreciated. If no comments are received by the above date, it will be presumed that the minutes is in order and shall be treated as final.

Thanking you,

Yours faithfully,

  
(Radha Jaisimha)  
Registrar, C-MET &  
Member Secretary, EC

To :

1	Dr. B.B. Kale, Director General/Director (A) C-MET	Chairman
2	Dr. Sandip Chatterjee, Director, EMCD, MeitY, New Delhi	Member
3	Shri. Shobhendra Bahadur, Director, Personnel Division, MeitY	Member
4	Shri. Sanjit Choudhary, Joint Director, IFD, MeitY, New Delhi	Member
5	Dr. N.Raghu, Director, C-MET, Thrissur	Member
6	Dr. R. Ratheesh, Director, C-MET, Hyderabad	Member
7	Dr. Milind Kulkarni, Programme Coordinator (A), C-MET, Pune	Member
8	Shri Pritam Saha, Sr. Finance Officer (A), C-MET, Pune	Member

Copy for information to :

1	Shri. Rajesh Singh, JS & FA, MeitY, New Delhi
2	Shri. Bhuvnesh Kumar, Additional Secretary, MeitY, New Delhi
3	Dr. Sunita Verma, Group Co-ordinator, R&D in Electronics, MeitY, New Delhi

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**CENTRE FOR MATERIALS FOR ELECTRONICS AND TECHNOLOGY (C-MET)**

**Re-constitution of Executive, Finance & Account Committee**

- |   |   |                         |
|---|---|-------------------------|
| <b>1. Dr.B.B. Kale</b><br>Director General<br>C-MET<br>C-MET, Pune  | - | <b>Chairman</b>         |
| <b>2. Shri Arvind Kumar</b><br>GC (R&D-E), MeitY                    | - | <b>Member</b>           |
| <b>3. Smt. Revathi S. K</b><br>Joint Director, IFD                  | - | <b>Member</b>           |
| <b>4. Shri. Roop Kishor</b><br>Director, ABC Division,<br>MeitY     | - | <b>Member</b>           |
| <b>5. Dr. Sandip Chatterjee</b><br>Director, EMCD, MeitY            | - | <b>Member</b>           |
| <b>6. Dr.B.B. Kale</b><br>Director (A)<br>C-MET, Pune               | - | <b>Member</b>           |
| <b>7. Dr. N. Raghu</b><br>Director, C-MET, Thrissur                 | - | <b>Member</b>           |
| <b>8. Dr. R. Ratheesh</b><br>Director, C-MET, Hyderabad             | - | <b>Member</b>           |
| <b>9. Dr. R. Prasada Rao</b><br>Proramme Coordinator<br>C-MET, Pune | - | <b>Member</b>           |
| <b>10. Shri. G.B. Rao</b><br>Senior Finance Officer, C-MET          | - | <b>Member</b>           |
| <b>11. Mrs. Radha Jaisimha</b><br>Registrar, C-MET, Pune            | - | <b>Member-Secretart</b> |

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## 5. EXECUTIVE COMMITTEE

Amended as on 28.8.05

## 5.1 COMPOSITION

The Executive Committee shall consist of not less than eight and not more than ten Members to be constituted as under :-

- |        |  |                                  |
|--------|--|----------------------------------|
| (i)    | Chief Executive of the Society   | Registrar of Society<br>Chairman |
| (ii)   | Concerned Group Coordinator or his representative from Administrative Ministry | Member                           |
| (iii)  | Joint Secretary (Societies) or his representative from Administrative Ministry | Member                           |
| (iv)   | Joint Secretary & FA or his representative from Administrative Ministry        | Member                           |
| (v)    | Directors or Heads of Laboratories   | Members                          |
| (vi)   | Programme Coordinator/<br>Business Development Manager                         | Member                           |
| (vii)  | Chief Finance Officer  | Member                           |
| (viii) | Registrar  | Member-Secretary                 |

## 5.2 Change in Composition/Co-opted Members

5.2.1 The above composition of the Committee can be modified by the Chairman of the Committee except the member from Finance with the approval of the Chairman of the Council.

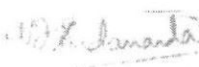
5.2.2 Outside experts can be co-opted by the Chairman of the Committee for meetings/ consultation on specific items.

## 5.3 Meetings of the Executive Committee

5.3.1 The Committee will hold its meeting at least once in 3 months.

5.3.2 The notice of the meeting signed by the Secretary, will be sent 7 days prior to the date of the meeting. The meeting may be held at shorter notice by the Chairman of the Committee if the circumstances so warrant.

5.3.3 The quorum of the meetings would be 1/3<sup>rd</sup> of the total membership.



P. I. Sadanandan  
Registrar  
Centre for Materials for  
Electronics Technology  
Panchwati, Off. Pashan Road,  
Pune - 411 003