

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN SPACE RESEARCH ORGANISATION
(HEADQUARTERS)
BANGALORE

No.SC/CH/A.22/226

July 6, 1982

MEMORANDUM

At the Headquarters of the Department of Space and the Indian Space Research Organisation, a number of Offices/Programme Offices/focal points function to support the direction of the space programmes. In order to conduct their assigned tasks through analysis/technical reviews/planning documents, an overall budget allocation of Rs 20.00 lakhs exist in the ISRO HQ budget of Rs 163.00 lakhs for 1982-83 (Annexure-I). This is exclusively meant for:

- * Advanced systems planning
- * Special studies/analyses
- * Consultancy Services, TA/DA for experts/visiting scientists
- * Fellowships
- * Seminars
- * Specialised training
- * Information dissemination of the activities/areas of relevance to the Indian Space Programme.

2. At the present, the following 18 Offices/Programme Offices/focal points have been identified:

- * Scientific Secretary, ISRO's Office
- * Earth Observation Systems, ISRO/DOS
- * Technology Transfer and Industry Cooperation, ISRO/DOS
- * Satellite Communications, ISRO/DOS
- * Frequency Management, ISRO/DOS
- * Budget & Economic Analyses, ISRO/DOS

- * Organisation, Personnel, and Manpower Planning, ISRO/DOS
- * Ranges and Tracking, ISRO/DOS
- * Launch Vehicles, ISRO/DOS
- * Reliability, ISRO/DOS
- * Safety, ISRO/DOS
- * International Affairs, ISRO/DOS
- * ADCOS, ISRO/DOS
- * RESPOND, ISRO/DOS
- * Computer Systems, ISRO/DOS
- * Advanced Technology (Launch Vehicles & Satellites), ISRO/DOS
- * Electronics including ISRO-PEL, ISRO/DOS
- * Materials and Chemicals, ISRO/DOS

The ISRO/DOS Offices will cover all matters concerning their areas in various Units/Centres of ISRO and the Department of Space.

3. After a review of the requirements of various Programme Offices, Rs 18.00 lakhs is allocated for the year 1982-83, as given in Annexure-II. The provision for salary, travel, office expenses and other establishment charges will continue to be under the common pool for ISRO HQ.

4. A provision of Rs 11.00 lakhs is made under the travel budget of ISRO HQ for international travel for 1982-83. The person-in-charge of Offices/Programme Offices may project their requirements, with due justification before July 31, 1982 to the undersigned for approval.

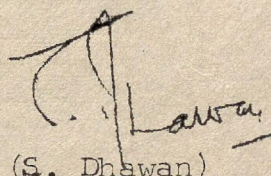
5. Following instructions shall be followed for the operation of ISRO HQ budget until further orders are issued in this regard:

5.1 While the ISRO HQ budget shall be formulated and operated centrally by the Scientific Secretary, ISRO, the specific provisions related to the Offices/Programme Offices (as given in Annexure-II) shall be operated by the respective

persons-in-charge of the Office. They will follow the administrative and financial procedures of ISRO HQ.

5.2 While making proposals for foreign travel, the respective programme offices must ensure that approved limits are not exceeded. However, Scientific Secretary, ISRO, is authorised to make reappropriations, if necessary, within the overall budget.

5.3 Scientific Secretary, ISRO will conduct periodic reviews to assess the status of the ISRO HQ budget, including the provision for the Programme Offices and report to Secretary, DOS/Chairman, ISRO. In this, Scientific Secretary, ISRO shall be assisted by Manager, BEA, ISRO/DOS and Accounts Officer, ISRO HQ.



(S. Dhawan)
Secretary, DOS/Chairman, ISRO

Distribution

1. Scientific Secretary, ISRO
 - 2. Director, Earth Observation Systems,
 3. Chairman, TTG,
 4. Prof. J.P.Singh (for SATCOM Office)
 5. Ag. Director, FMO
 6. Director, BEA
 7. Shri P.N.Jayaraman (for Ranges/Tracking)
 8. Shri Sreenivasa Setty (for ILV)
 9. Director, ISREL
 10. Director, ISO
 11. Dr.S.C.Gupta, Chairman, ISRO-BEL Committee
 12. Shri P.Sudarsan (for Chemicals/Materials)
 13. Prof.R.R.Daniel, Chairman, ADCOS
 14. Dr.T.Viswanathan (for Computer systems)
- cc: 1) Members of ISRO Council
2) Directors of ISRO Centres/PRL/NRSA
3) Programme Director, APSU
4) Project Director, INSAT-1, SSPO

- 5) Programme Director, IPO
- 6) Programme Director, IMAF
- 7) Additional Secretary, DOS
- 8) Chief Controller of Accounts, DOS
- 9) Dy. Secretary/Under Secretaries, DOS
- 10) Chief Engineer, CED
- 11) Asst. Scientific Secy, ISRO
- 13) Manager, BEA, ISRO/DOS
- 14) Accounts Officer-II, ISRO HQ
- 15) Administrative Officer-II, ISRO HQ
- 16) Chairman, Purchase Committee, ISRO HQ
- 17) Director, F&PR Unit, ISRO/DOS
- 18) HQ Scientists

ANNEXURE-I

ISRO HQ BUDGET 1982-83

Rs in lakhs

Item of expenditure	Amount
1. Salaries & allowances	33.36
2. Wages	0.18
3. Travel expenses	16.98
4. Office expenses	21.06
5. Hospitality	0.11
6. Payment for professional & special services	3.25
7. Rent, rates and taxes	17.37
8. Publicity expenses	15.35
9. Grant-in-aid	10.00
10. Machinery and equipment	4.50
11. Materials and Supplies	4.50
12. Maintenance	0.65
13. International Programme	1.53
14. Programme Offices	20.00
15. Other charges	14.16
TOTAL	163.00

ANNEXURE-II

PROGRAMME OFFICE BUDGET 1982-83
(NON-SALARY/ESTABLISHMENT COMPONENT)

Sl. No.	Programme Office/Office/ Focal Point	Amount Rs in lakhs	To be operated by
1	Launch Vehicles - LV ISRO/DOS	1.00	Shri Sreenivas Setty
2	Satellite Communications, ISRO/DOS	3.50	Prof.J.P.Singh
3.	Earth Observation Systems, ISRO/DOS	5.00	Shri Y.S.Rajan
4.	Ranges & Tracking, ISRO/DOS	0.50	Shri P.N.Jayaraman
5.	Advanced Technology (LV/Sat), ISRO/DOS	0.50	Chairman, ISRO
6.	Materials & Chemicals, ISRO/DOS	0.25	Shri P.Sudarsan
7.	Computer Systems, ISRO/DOS	0.20	Sc.Secy, ISRO (Dr.T.Viswanathan)*
8.	Frequency Management Office, ISRO/DOS	0.05	Prof.J.P.Singh
9.	Tech. Transfer & Industry Cooperation, ISRO/DOS	0.75	Shri P.Sudarsan
10.	Reliability - ISREL, ISRO/DOS	2.90	Shri R.Aravamudan
11.	Safety - ISO, ISRO/DOS	0.50	Shri M.R.Kurup
12.	Budget & Economic Analyses, ISRO/DOS	0.60	Shri P.Sudarsan
13.	Scientific Secretary, ISRO	0.50	Shri YS Rajan
14.	Electronics including ISRO-BEL, ISRO/DOS	0.25	Scientific Secy, ISRO (Dr.S.C.Gupta)*
15.	Org. Personnel & Manpower Planning, ISRO/DOS	0.50	Scientific Secy, ISRO
16.	International Affairs, ISRO/DOS	0.25	Scientific Secy, ISRO
17.	ADCOS, ISRO/DOS	0.50	Scientific Secy, ISRO (Prof.R.R.Daniel)*
18.	RESPOND, ISRO/DOS	0.25	Scientific Secy, ISRO
T O T A L		18.00	

* Person identified in the bracket will make the decisions and Scientific Secy, ISRO will execute.