

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001**

No. 3-US(HR)/Reorg/2015-EI

Dated : 09/12/2016

**OFFICE MEMORANDUM**

**Sub : Reorganization of Administrative Wings of CSIR Headquarters - reg.**

With reference to this office OM of even number dated 01/02/2016 on the above subject, the Complaints Handling Section was assigned the following work:-

- (i) Dealing with all Complaints, Holding of Preliminary Inquiry/FFC/Investigation and other related matters.
- (ii) Holding of all inquiries in cases relating to sexual harassment

2. It is clarified that complaints having vigilance angle will be dealt by CVO, CSIR, ab initio.

3. All other complaints will be dealt by Complaints Handling Section till the stage where it is established that prima-facie case exists for further action as per CCS (CCA) Rules, 1965. Thereafter, such cases will be transferred by Complaints Handling Section to the respective nodal Section for further submission to Disciplinary Authority as per Rules, i.e. E-I/HR-I Section for Common Cadre Officers of the level of Section Officers or equivalent, where Joint Secretary (Admn.), CSIR is the Disciplinary Authority and to CVO, CSIR in case of Common Cadre Officers of the level of Under Secretary or equivalent and above and Chief Scientists where Disciplinary Authority is DG, CSIR and President, CSIR, respectively.

4. Further, pursuant to issue of CSIR OM No. 5-1(335)/2016-PD/Monitoring dated 04/10/2016 for complaints pertaining to sexual harassment at work place the Directors of Laboratories/Institutes will correspond with HR-I and CVO, CSIR for officers as per delineation stated in Para 3.

This issues with the approval of DG, CSIR.

(Rajeev Sharma)  
Under Secretary

Copy to :

1. Directors/Heads of all CSIR Labs/Instts/Centres
2. DS, Office of DG, CSIR
3. Office of Joint Secretary (Admn.), CSIR
4. PS to FA, CSIR
5. PS to CVO, CSIR
6. PS to LA, CSIR
7. All Officers/Sections/Divisions in CSIR Headquarters
8. Head, IT Division - with the request to upload this OM on CSIR website
9. Guard File
10. Office Copy