

(2.4) Other Misc. Orders on Creation- of posts

(2.4.1) Creation of posts of Scientist 'F' and EI/EII.

As per existing practice, Directors of National Laboratories/Institutes obtain clearance of Director General, SIR for creation of post of Scientist 'F' and EI/EII, before the proposal for such creation are put up to their Executive Committees for approval.

It is felt that the correct procedure will be to reverse the order of obtaining approval i.e. first of the Research Advisory Council/Executive Committees and then of Director-General, SIR. This is because the Research Advisory Councils are aware of the research and development programme of Laboratories and will be able to relate requirements for research personnel at different levels in relation to the plans and programmes of the Laboratories. When the proposal is put up to the Executive Committee, the views of CSIR Headquarters from the financial and administrative angles will be presented. Thereafter Director General will be able to take a final decision based on all of these relevant information.

Director-General, CSIR has, therefore, been pleased to decide that henceforth proposals for clearance of posts of Scientist 'F' and EI/EII be examined by the Research Advisory Councils/Executive Committees after taking note of the charter of the laboratory, number of post in existence at different levels in different area of work, new activities that have to be taken up etc. Their recommendations may then be forwarded for approval of Director-General, CSIR.

(CSIR letter No. 17(1)/71 -E.II, dated 5th April, 1980)

(2.4.2) Creation of posts of Private Secretaries in National Labs.1Instts. and CSIR Headquarters.

In this Office order No. 4(No.33(89)/81-EI), dated 12 November 1981, the norms as approved by the Governing Body of CSIR in its meeting held on 19th September, 1981, for the creation of posts in the Stenographers Cadre were communicated. The Order *inter-alia* provides that "25% of the total number of posts of Private Secretaries and SPAs in the CSIR as a whole may be converted into Private Secretaries in the scale of Rs.650-30-740-35-810r-EB-35-880-40-

1000-EB-40-1200". The matter has been re-considered and it has now been decided that :

- 1. The post of Private Secretaries will continue to be created on the basis of 25% of the total number of posts of Private Secretaries and SPAs in the CSIR as a whole.**
- 2. The total number of posts of Private Secretaries will be the number of posts of Directors of National Laboratories/Institutes and other officers in CSIR Headquarters in the pay scale of Rs.2500-3000 and above and who hold such post on functional basis. The Scientists in Director's grade in National Laboratories/Institutes will not be eligible to have Private Secretaries.**
- 3. The posts of Private Secretaries will hence after be treated as functional posts for the purposes of CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 as amended from time to time.**
- 4. The instructions issued earlier on the subject will be superseded to the extent mentioned in this Office Memorandum.**

(CSIR letter No.34(1)/85-EI. dated 27th September, 1986)