

(10.3) Service Benefit to work charges staff

(10.3.1) Sub: Extension of the service benefits to the temporary work-charged staff employed in the various

Council of Scientific and Industrial Research, had for some time past, under consideration the question of extension of service benefits to the different categories of temporary work-charged staff employed in the various National Laboratories/Institutes of the CSIR. With the concurrence of F.A. to CSIR, Director General, has now been pleased to accord approval to the extension of the following service benefits to the temporary work-charged staff with immediate affect:

Leave:

- i) Earned leave on full pay: Nil during the first year of service. Thereafter, 1/30 of duty period subject to the maximum accumulation of 30 days.
- ii) Sick leave on full pay: On medical certificate upto a maximum of 10 days in calender year. Explanation:- It should be non-cumulative and the un-utilised balance of such leave should not be carried forward to the next calender year.
- iii) Leave on half pay on medical certificate: 10 days for each completed year of service subject to the condition that the leave that may be granted does not exceed 30 days at a time and 150 days during the entire service.
- iv) Segregation leave:- For staff with at least 90 days service, 2 weeks on half pay in any year.
- v) Maternity Leave: As admissible to the female non - industrial Government servants under supplementary Rule 267.vi) Extra - ordinary Leave: Extra-ordinary leave may be granted as under rule 14 of the Revised leave rules 1953 as amended from time to time.

Explanation: For this purpose, all employees would be treated as temporary employees.

vii) Casual Leave: Casual Leave on full pay upto 7 days in a calender year, instead of twelve days casual leave admissible heretofore.

Explanation No. 1 Sunday and holiday s falling in between the period of casual leave will not be taken into account for calculating the period of casual leave availed of.

Explanation No.2 The leave on half pay sick leave and extra -ordinary leave may be combined with any other leave except casual leave. In respect of individuals joining the establishment in the middle of a calender year, a proportionate amount of sick leave, shall be allowed. During sick leave on full pay, an employee will be paid as if he were on duty.

Explanation No.3 During leave on half pay, an employee will be paid leave salary at half the rate of pay drawn immediately before proceeding on leave.

- 2. Holiday:** 16 closed holidays in a calender year.
- 3. Terminal Benefits:** In the case of retrenched employees, compensation under the Industrial Disputes Act or Terminal gratuity whichever is higher in accordance with the provisions contained in the Ministry of Finance Letter No. 17(1)E/60 dated 11.7.60 as amended from time to time.
- 4. Contributory Provident Fund:** All personnel with one year service may be admitted to the CSIR CPF. They will be Governed by CPF rules of the CSIR as amended from time to time.
- 5. Refixation of pay on re-appointment of Retrenched workers:** The pay to be allowed in case of reappointment after retrenchment to the same post carrying an identical scale of pay, shall be regulated in accordance with the relevant provisions of F.R. 22 which should be deemed to apply for this purpose.

- 6. Medical facilities: The concessions under the Central Services (Medical Attendance) Rules, 1944 and orders issued thereafter or under the contributory health service scheme of the Government of India, will apply.**

These benefits will be, made applicable to the following categories of work-charged. staff at present employed in the various National laboratories/Institute or for staff quarters work.

- 1. Electrician.**
- 2. Junior Electrician.**
- 3. Assistant Electrician.**
- 4. Electrician cum wireman**
- 5. Plumber**
- 6. Assistant Plumber**
- 7. Mate**
- 8. Mistry**
- 9. Carpenter**
- 10. Fitter**
- 11. Mason**
- 12. Work-attendant**
- 13. Watchman**
- 14. Khalasi**
- 15. Chowkidar**
- 16. Helper**

17. Sweeper

(CSIR Letter No 9(4)/64-PEN, dated 2nd April, 65.)

(10.3.2) Sub: Absorption of work charged Establishment Staff in the Regular Establishment

Representations have been received in this office from the work charged establishment staff working in various Laboratories/Institutes of the CSIR for their absorption in the regular establishments. The matter has been considered in this office and it has been decided that all those who have put in more than 3 years continuous service and who were appointed through duly constituted Selection Committees by following the prescribed procedure, may be brought over to the regular establishment of the Laboratories/Institutes in the same posts which they are now holding.

It is, therefore, requested that necessary action in the matter may be taken accordingly. (CSIR Letter No 9/4/76-Engg. VII, dated 2nd Aug, 1977.)

(10.3.3) Sub: Absorption work charged Establishment the regular establishment.

It has been brought to the notice of CSIR that instructions contained in this office circular letter No.9/4/76Engg. VII dated 2nd August 1977 have not been implemented by some of the Labs./Instts. It is, therefore, requested that necessary action may kindly be taken in the light of the afore mentioned circular, if not already done.

(CSIR Letter No 1(20)85-86-E.II (U-2), dated 8th June, 1989).

(10.3.4) Sub: Extension of staff of

For some time past the question of extending various service benefits to these members of work-charged staff who have been brought on the regular establishment of the Laboratory/Institute has been under consideration of the CSIR. The DGSIR in concurrence with Member (Finance), CSIR has accordingly been pleased to extend the following additional service benefits to the above category of staff with immediate effect:-

1 . Protection of pay:- The pay of the work-charged staff brought on regular establishment of the Laboratory/Institute will be regulated under normal rules. In other words, the existing pay and pay scales of the incumbents in work-charged capacity will be duly protected on transfer to the regular establishment.

2. Carry forward of leave:- Such staff who have rendered 3 years or more of continuous service in work-charged capacity will be permitted to carry forward the Earned Leave to their credit on the date of transfer to the regular establishment.

3. Pensionary benefits:- The work-charged staff who have already been brought on the regular establishment, will be entitled to count the service rendered by them on work-charged establishment for purpose of pension if such service is followed by confirmation on any post in the CSIR. In that event, the employer's share of CPF, if any, will be resumed to CSIR and the employee's share will go to the GPF Account of the individual.

The existing work-charged staff who have already been brought on regular establishment of the Laboratory/Institute will only be entitled to the above benefits. As regards other staff of similar category who may be brought on regular establishment in future, the matter will be placed before the Governing Body of the CSIR for taking a policy decision which will be communicated to all concerned as and when, such a decision is taken.

(CSIR Letter No 9/57/78-Engg., dated 18-03-1981).

(10.3.5) Sub: Extension of benefit of service rendered in work charged posts for assessment promotion under

Reference CSIR letter No.17(65) 82.E.II.PPS.Vol.II dated 2nd Dec., 1982 on the above subject. The question of counting the period of service rendered in work-charged posts for purposes of assessment promotion under the new Assessment Promotion Scheme has been examined in the CSIR. The work-charged staff who have already been brought to the regular -establishment, have been allowed to count the service rendered by them on work-charged establishment for the purposes of pensionary benefits, if such service is followed by confirmation on any

post in the CSIR. In this connection, attention is invited to CSIR letter No.9(57) 78-Engg. dated 18th March, 1981.

After careful consideration it has been decided in consultation with F.A. to CSIR that the service rendered in work-charged establishment followed by transfer to regular establishment and allowed to count for pensionary benefits in terms of CSIR letter dated 18-3-81 will also count for computing the number of years of service required for assessment promotion to the next, higher Grades under the New Assessment Promotion Scheme, Subject to the following conditions:-

- a) that the service rendered in work-charged and regular posts is in the same grade and scale of pay,
- b) the effective date of assessment promotion in such cases will not be earlier than the date of appointment of the individual to the regular establishment, irrespective of the length of service on work-charged posts and
- c) the incumbent should possess the qualifications and experience, prescribed for the post and should have been recruited in the work-charged post in accordance with the prescribed procedure.

It is requested that the cases of assessment promotion of the work-charged staff brought in the regular establishment in your Laboratory, may please be processed in accordance with the above decisions.

(CSIR letter No 17(65)/83.PPS, dated 30th April, 1984.)

(10.3.6) With the implementation of 4th Pay Commission Report by CSIR, some Labs./Instts. have inquired whether the Revised Pay scales adopted by CSIR are applicable to the work-charged staff engaged in the Lab./Instt. The matter has been considered in consultation with the Finance Wing of CSIR and it has been decided that:

- a) Where any work-charged staff has been engaged on an approved CSIR pay scale with the usual DA/IR etc. admissible, they may be placed in the revised scale of pay after identifying the corresponding new scale as notified by CSIR on the subject, after getting an appropriate option from them.

- b) Where there is any deviation, either by way of any peculiar pay scale or by way of non-admissibility of normal allowances lie DA/IR under the terms of appointment a reference may be made to this office for examination.

(CSIR Letter No 2(178)/CDN-86(E.II), dated 16th April, 1987.)

(10.3.7) Sub: Absorption of Work-charged staff and extension of service benefits to work charged staff

The matter regarding absorption of work-charged staff in the CSIR and its National Labs./Instts. and the extension of service benefits to work charged staff brought on regular establishment after 18.3.81 has been under consideration of the CSIR.

The Governing Body of the CSIR at its meeting held on 26th April, 1990 approved that the work charged staff may be considered for absorption on regular basis as follows:-

- a) The work charged employees who were recruited in accordance with the prescribed procedure as laid down for recruitment of regular employees in the same grade and fulfill the general conditions, of age, qualifications, experience, etc. without dilution and have completed 5 years service as on 1.7.89 and are not holding any regular post in CSIR may be considered for absorption on regular basis against the available vacancies and wherever necessary by creating additional posts.
- b) Similarly, the work charged employees fulfilling the conditions as (a) above who have completed less than 5 years of service but more than 3 years of service as on 1.7.89 may also be considered for regular absorption by examining proposals for creating of additional posts on need basis.

The Governing body has further approved that all the work charged employees will get the same service benefits on regularisation after 18.3.81 as are envisaged in CSIR letter No: 17(65)/83-PPS dated 30th April 1984 and letter No.9(57) 78- Engg. dated 18.3.1981.

As already indicated in this office letter No.3(58)87- E-III/V dated 30-3-1990, no work charged staff should be engaged in future without the prior approval of the DGSIR.

(CSIR Letter No 9(57)/78-Engg, date 29th October, 90.)

(IO.3.8) Sub: Regularisation work-charged employees.

Reference this office letter No. 9(57)/78-Engg. dated the 29th October, 1990. The question of granting relaxation of conditions as contained in the letter referred to above, for regularisation of the work-charged employees in CSIR had been considered by the Governing Body in its 133rd meeting held on 12th January, 1994. While the Governing Body did not approve the proposal for, considering regularisation of the work-charged employees in relaxation of the aforesaid conditions, it has approved that such work-charged employees as have acquired requisite qualifications after their appointment, upto 12.1.1994 may be considered for absorption.

(CSIR Letter No 2(4)/77(E.III)R&A, dated 04th July, 1994