



09.05.2012

No. 4-38/2002-E.II(PD)

Dated _____

From

FOR IMMEDIATE ATTENTION

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all CSIR Labs/Instts.

Sub: Proposals for extension in service in respect of Scientists-G/H beyond superannuation upto the age of 62 years- forwardal thereof.

Sir,

I am directed to inform you that a meeting of the Standing Peer Review Committee (SPRC), is likely to be held in the month of June, 2012. It is, therefore, requested that proposals for extension in service beyond superannuation upto the age of 62 years in deserving cases of Scientist-G/H superannuating between October, 2012 to March, 2013 may kindly be forwarded to CSIR Headquarters latest by **25th May, 2012** positively, in accordance with the instructions contained vide CSIR circular letters of even number dated 13.08.2003, 28.09.2006, 15.04.2010, 19.07.2011 and 24.11.2011, failing which it may not be possible to place the same before SPRC.

Accordingly, the proposals for extension in service alongwith the following documents may kindly be forwarded to CSIR Headquarters:

1. 15 sets of bio-data, details of work done, work proposed to be done during the extension period.
2. One-page brief write-up, as per the **format enclosed** (alongwith its soft copy in word DOC file which may be sent by email to: rajeevsharma@csir.res.in.
3. Justification for extension in service with specific recommendations of the Director.
4. Vigilance clearance certificate.
5. Attested copies of upto date APARs/ARPs of the Scientist for the last five years duly completed in all respects.
6. A statement in respect of all the officials proposed for extension beyond superannuation in service by the Lab/Instt in the enclosed Annexure-A & B may also be sent.

Yours faithfully,

D. Vijayalakshmi
(D. Vijayalakshmi)
Deputy Secretary

End: A/a

Copy to:

1. US to DG, CSIR
2. US to JS(A)
3. DS(CO), CSIR Hqrs.
4. Head IT Division with a request to kindly place it on CSIR website.

Brief Note

Name:	Date of superannuation on attaining the age of 60 years:
Designation:	
Date of Joining CSIR service:	Date of birth:
Qualification: (Mention name of University; year of passing; field of specialization)	
Name of the Labs./Instts.:	

Para (1) : This para will contain the brief career progression chronologically.

Para(2): Details of Award/Publication/Patents etc.

Brief on the number of books, Research papers published in National and International journals and the number of lectures/key note addresses and presentation of papers in National /International seminar/symposium. The para may also include the number of students guided by the scientist for award of Ph-D degree and the details of awards/fellowship granted including foreign assignments and also membership to various professional associations.

Para(3): Brief R&D contribution.

Para(4): Proposed R&D activity during the extended period.

Para(5): Brief recommendations of the Director, justifying extension in service based on performance and public interest.

Prepared by:

(Name & Designation)

Checked by:

(Signature of COA/AO)

Official Stamp:

Dated:

Annexure-A

Statement of chronological career progression of Director/Scientists

[illegible]

Annexure-B

Details of Scientists proposed for extension beyond superannuation in service upto 62 years .

Sl. No.	Name designation	& Name Lab./Instt.	of Date of Birth	Date of Superannuation	Date of appointment to the present post	Age as on appt. to the present post	No of years put in the previous post before appointment to the present post .	No. of years of service rendered in CSIR (Sci-B onwards