

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL
RESEARCH

अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001

No. 5-1(13)/2008-PD

Dated: 25.07.2012



From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

**The Directors/Heads of all
National Labs./Instts. of CSIR**

Sub: Information in respect of Canteen employees (Annexure-I) and Group C (erstwhile Group D, Non-Tech staff) {Annexure-II} as on 01.04.2012-reg.

Sir,

I am directed to enclose herewith two proformas seeking detailed information in respect of **CSIR Canteen employees {Annexure-I}** and **Group C (erstwhile Group D, Non-Tech staff) {Annexure-II}** as on 01.04.2012 of your Lab/Instt. The same may be provided at the earliest but not later than 16th August, 2012.

Yours faithfully

P. Vijayalakshmi
(D-Vijayalakshmi)
Deputy Secretary

Encl: As above.

Copy to:

1. Sr. COA/COA/AO of all Labs/Instts.,
2. US to DG, CSIR
3. US to JS (Admn.)
4. PA to FA, CSIR
5. PS to CVO, CSIR
6. Consultant (Legal), CSIR
7. Sr. Deputy Secretary, (HR)
8. Under Secretary (CO)/Deputy Secretary (Complex)
9. Head, URDIP/IPMD/HRDC/PPD/ISTAD/USD/HRDG.
10. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
11. Head, RAB, CSIR Complex, Pusa, New Delhi
12. Secretary, JCM (Staff Side), Indian Institute of Chemical Technology, Uppal Road, Hyderabad-5000 07 (Andhra Pradesh)
13. Head, IT Division with the request to make this circular available on the website.

Information on Canteen as on 01-04-2012 in Labs/Instt.

I. Name of the Lab/Instt.....

II. Regular Staff of Canteen

Sr No	Name of the post /Designation	Pay Band & Grade Pay	Sanctioned Strength	Staff in position
1	Manager –cum- Accountant			
2	Asstt Manager-cum-Storekeeper			
3	Halwai-cum-Cook			
4	Clerk			
5	Asstt. Halwai-cum-Cook			
6	Tea/Coffee Maker			
7	Bearer			
8	Wash Boy			
9	Safaiwala			
10	Any other designation not mentioned above. Please specify.			

III. Contractual persons other than regular staff employed in canteen.

[illegible]

IV. Services Provided by the Canteen:

Sl. No.	Name of Services	Provided (Yes)/ Not provided (No)	Approximate number of users of service.
1.	Morning Breakfast		
2.	Forenoon tea with snacks		
3.	Lunch		
4.	Afternoon tea with snacks		
5.	Dinner		
6.	Tea/Coffee on demand at offices		
7.	Breakfast, lunch and dinner service on week ends (Saturdays & Sundays)		
8.	Any other (such as catering services to Guest House etc.)		

V. Status of Temporary manpower / students in the laboratory

Sr. No.	Category	Number of persons.
1	JRF/SRF/RA/SRA/Research Interns	
2	Project Fellow/Sr. Project Fellows/Project Assistants	
3	Trainee students from Universities (M.tech/PhD)	
4	AcSIR PGRPE / QHF/Trainee Scientists	
5	Consultants	
6	Any other category not mentioned above. Please specify.	

VI. Regular Staff other than Canteen staff.

Sr No	Name of the Post/ Designation	Sanctioned Strength	No. of Staff in position
1	G.IV		
2	Gr.III		
3	Gr.II		
4	Gr.I		
5	Administration		
6	Isolated Post		

VII. No. of Casual workers (Identified/Temporary Status), if any.....

Signature
Name of the COA/AO

Annexure - II**Information on Group C erstwhile Group D (Non Tech staff) other than Canteen staff as on 01-04-2012 in labs/Instt.****I.**

Sr. No	Name of the post /Designation	Sanctioned Strength	No. of Staff in position
1	Rs 2550-3200 (Pre-revised) PB-1 Rs 1800 (Revised)		
2	Rs 2650-4000 (Pre-revised) PB-1 Rs 1800 (Revised)		
3	Rs 3050-4590 (Pre-revised) PB-1 Rs 1900 (Revised)		

No. of staff in PB1 in -1S/

II. Type of designation in Non-Tech Group C

Sr. No	*Designation	Pay Band/Grade Pay	No. of Staff in position
1	Peon		
2	Farash		
3	Safaiwala		
4	Daftry		
5			
6			

* The above list of designations is not exhaustive. Mention any other designation(s) in Non-Tech Group C category (erstwhile Gr. D) prevalent in your Lab/Instt.

Signature
Name of the COA/AO