

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. 4-38/2002-E-II (PD)

Date: 07.03.2013

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To,

The Director/Heads of all  
National Labs./Instts of CSIR

**Sub: Guidelines for effective leadership in CSIR-reg.**

Sir,

In supersession of CSIR circular letters No. 4-37(1)/2001-E-II dated 12.12.2001 and No. 4-10(14)/2003-E-II dated 24.12.2003, DG, CSIR has approved the following guidelines for adoption in CSIR Labs/Instts./Centres:

1. In the absence of Director on account of tour/leave/LTC, the senior most Scientist (H or G) irrespective of whether such a Scientist has been granted extension in service beyond the normal age of superannuation, will look after the duties of Director and will exercise all the administrative and financial powers except disciplinary powers without any additional remuneration subject to vigilance clearance.
2. In case a regular Director demits his office in the Lab/Instt. and the appointment of regular Director is in process, the senior most Scientist (H or G) irrespective of whether such a Scientist has been granted extension in service beyond the normal age of superannuation can be appointed as the Acting Director. Accordingly, whenever it becomes necessary to make any officiating arrangements in the absence of regular Director, the name of the senior most Scientist of the Lab/Instt. should be forwarded to CSIR Hqrs. irrespective of whether such a Scientist may or may not have been granted extension in service beyond the normal age of superannuation.
3. The position of Head of Division/Head of Group should be rotated amongst Chief Scientist, Sr. Principal Scientist and Principal Scientist in PB-4 atleast once in two/three years. If such Scientists are not available in any particular Division or Group, then the position of Head of Division/Head of Group should be given to a Sr. Scientist of that Division or Group.
4. Apart from those scientists holding the position of Director/Acting Director, the scientists who are granted extension in service beyond the normal date of superannuation generally should not be involved in the routine administrative work like Store/Purchase Committee etc., so as not to hamper the R&D work. However they can assist the Director in all matters including in the Committees having/demanding scientific inputs or involving scientific work/mission/mandate of the Lab/Instt. like Management Council/Research Council etc. The Director of the lab/Instt. may include such Scientists in the Committees.

It is requested that the above guidelines may kindly be brought to the notice of all concerned in your Lab/Instt. for information, compliance and necessary action.

Yours faithfully

*D. Vijayalakshmi*  
(D. Vijayalakshmi)  
Deputy Secretary

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Phone : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303  
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : csirhg@sirnetd.ernet.in