

**Section  
8  
CSIR RULES AND REGULATIONS & BYE-LAWS  
(COPIES OF CSIR CIRCULAR LETTERS/OMs)**

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*Copy of CSIR OM No. 6/1/99-Cte. dated 4.6. 1999*

**Sub: Implementation of revised Rules & Regulations and Bye-laws of CSIR.**

In accordance with Rule 72 of the Rules & Regulations and Bye-law 20 of By-laws of CSIR, the Govt. of India has accorded approval to the amendment of Rules & Regulations and Bye-laws of CSIR in pursuance of the recommendations of the Dr. K.V. Mariwala Committee, as approved by the CSIR Society at its Annual General Meeting held on 15<sup>th</sup> January 1999.

Accordingly, a copy of the amended Rules & Regulations and Bye-laws of CSIR, duly approved by the Secretary to the Government of India (DG, CSIR), is forwarded herewith for adoption.

Sd/- (Ajay Kumar)  
Joint Secretary(Admn)

**AMENDMENT OF RULES & REGULATIONS AND BYE-LAWS OF CSIR**  
*(As approved by Annual General Meeting of CSIR Society held on 15.1.1999)*

<u>Existing</u>	<u>Amended Version</u>
<u>Interpretation</u> <u>Rule 2(xiii)</u> Technical Advisory Board (TAB) shall mean the body constituted under Rule 60.	<u>Rule 2(xiii)</u> Performance Appraisal Board shall mean the body constituted under Rule 60.

<p><b><u>Rule 29 – Governing Body</u></b></p> <p>The affairs of the Society shall be administered, directed and controlled, subject to rules and regulations and bye laws and orders of the Society, by a Governing Body. The Governing Body of the Society for the purpose of Act XXI of 1860 shall consist of the following members :-</p> <ol style="list-style-type: none"> <li>a) The Director General, who shall be the ex officio Chairman.</li> <li>b) Member Finance, (Secretary to the Govt. of India for financial matters concerning CSIR) ex officio.</li> <li>c) Chairmen of two Technical Advisory Boards.</li> <li>d) Directors of two National Labs.</li> <li>e) Two eminent Industrialists/Technologists, one of whom shall be from Academia.</li> <li>f) Heads of two Scientific Departments/Agencies of the Govt. of India.</li> </ol> <p>Members at © and (g) shall be nominated by the President of the Society. Terms of nominated members shall be three years. The Director-General may, if required, nominate a Secretary to Governing Body Provided that the President may terminate the membership of any member or at one and the same time of all members other than the ex-officio members of the Governing Body. Upon such termination the vacancies shall be filled in accordance with the relevant provisions of the rules. The members whose membership is to terminated shall be eligible for re-appointment.</p>	<p><b><u>Rule 29 – Governing Body</u></b></p> <p>The affairs of the Society shall be administered, directed and controlled, subject to rules and regulations and bye laws and orders of the Society, by a Governing Body. The Governing Body of the Society for the purpose of Act XXI of 1860 shall comprise of the following members :-</p> <ol style="list-style-type: none"> <li>i) The Director General, who shall be the ex officio Chairman.</li> <li>ii) Member Finance, (Secretary to the Govt. of India for financial matters concerning CSIR) ex officio.</li> <li>iii) Directors of two National Laboratories.</li> <li>iv) Two eminent Industrialists one of whom shall be from the Public Sector..</li> <li>v) Three eminent Industrialists/Technologists, one of whom shall be from Academia.</li> <li>vi) Heads of two Scientific Departments/Agencies of the Govt. of India.</li> </ol> <p>Members at (iii) and (iv) shall be nominated by the President of the Society. Terms of nominated members shall be three years. The Director-General may, if required, nominate a Secretary to Governing Body Provided that the President may terminate the membership of any member or at one and the same time of all members other than the ex-officio members of the Governing Body. Upon such termination the vacancies shall be filled in accordance with the relevant provisions of the rules. The members whose membership is to terminated shall be eligible for re-appointment</p>
<p><b><u>Rule 53</u></b></p> <p>The Director-General shall in all matters under his charge, have powers delegated to him by the Governing Body. He shall exercise these powers under the direction superintendence and control of the Society, President and Vice-President and subject to these rules and bye-laws. He shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision over all Scientific &amp; Industrial Researches and other activities of the Society. He may also periodically review performance of National Laboratories in consultation with Chairman of Research Council concerned Technical Advisory Board and the Director of the Laboratory.</p>	<p><b><u>Rule 53</u></b></p> <p>The Director-General shall in all matters under his charge, have powers delegated to him by the Governing Body. He shall exercise these powers under the direction superintendence and control of the Society, President and Vice-President and subject to these rules and bye-laws. He shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision over all Scientific &amp; Industrial Researches and other activities of the Society. He may also periodically review performance of National Laboratories in consultation with Chairman of Research Council concerned Performance Appraisal Board</p>

	<p><b>Rule 53 A</b>  Director of a National Laboratory  In each National laboratory, there shall be a Director who shall supervise and exercise administrative control on the staff of the Laboratory and shall be responsible for :-</p> <ol style="list-style-type: none"> <li>i) realising the mission of the National Laboratory</li> <li>ii) creating an environment in the National Laboratory conducive to nurturing of innovation and high class R&amp;D and the other S&amp;T activities of the laboratory;</li> <li>iii) Managing the affairs of the National Laboratory as per the decisions of the Management Council.</li> </ol> <p>Director shall in all matters have powers delegated to him by the Governing Body.</p>
<p><b>Rule 57 – Advisory Board (AB)</b></p> <p>There shall be an Advisory Board comprising of the following members :-</p> <ol style="list-style-type: none"> <li>i) Eminent Scientist/Technologist as Chairman</li> <li>ii) Director-General, CSIR</li> <li>iii) Chairman of Technical Advisory Boards (5 at present).</li> <li>iv) Three Scientists/Technologists/Industrialists</li> <li>v) Eminent Social Scientist</li> </ol> <p>Four representatives of Scientific Departments /Agencies of the Govt. of India.  The Chairman and members at (iv) and (v) shall be nominated by the President. The term of nominated members shall be for a period of three years.</p>	<p><b>Rule 57 – Advisory Board (AB)</b></p> <p>There shall be an Advisory Board comprising of the following members :-</p> <ol style="list-style-type: none"> <li>i) Eminent Scientist/Technologist/Industrialist as Chairman</li> <li>ii) Director-General, CSIR</li> <li>iii) Three Directors of CSIR National Laboratories/Institutes.</li> <li>iv) Five Scientists/Technologists/Industrialists</li> <li>v) Eminent Social Scientist</li> <li>vi) Four representatives of Scientific Departments /Agencies of the Govt. of India.</li> </ol> <p>The Chairman and members at (iii), (iv), (v) and (vi) shall be nominated by the President, CSIR. The term of nominated members shall be for a period of three years.  The Secretary of Advisory Board may be nominated by the Director-General, if required.  AB shall meet at least once a year.</p>
<p><b>Rule 59</b>  <b>Technical Advisory Board(TAB)</b>  Technical Advisory Board shall be set up <i>inter alia</i> in the following areas:-</p> <ol style="list-style-type: none"> <li>i) Chemical Sciences &amp; Technology.</li> <li>ii) Biochemical Sciences &amp; Biotechnology.</li> <li>iii) Engineering Sciences &amp; Technology including Electronics &amp; Computers.</li> <li>iv) Material Sciences and Technology; and</li> <li>v) Physical Earth &amp; Marine Sciences.</li> </ol>	<p><b>Rule 59</b>  <b>Performance Appraisal Board (PAB)</b>  For each National Laboratory, its performance shall be assessed at least once in every three years by a Performance Appraisal Board constituted by the DG., CSIR for the specific purpose.  Members of PAB shall be nominated by the DG., CSIR</p>

<p><b>Rule 60</b> <b>Constitution of Technical Advisory Boards.</b> Each Technical Advisory Board shall comprise :-</p> <p>a) Directors/Project Coordinators concerned with R&amp;D programmes in the area;</p> <p>b) Eminent Scientists/Technologists in area from outside CSIR</p> <p>c) Representatives of concerned Scientific Departments/Agencies of the Govt.;</p> <p>Chairman, Members and Secretary of Technical Advisory Board shall be nominated by Director-General with intimation to the Advisory Board. Term of each TAB shall be for a period of three years.</p>	<p><b>Rule 60</b> <b>Constitution of Performance Appraisal Board(PAB).</b> Performance Appraisal Board shall comprise :-</p> <p>i) Director-General Chairman</p> <p>ii) Chairman of Research Council Member of the laboratory.</p> <p>iii) Three Directors Members of CSIR National Labs. at least two from amongst the members of Advisory Board.</p> <p>iv) Two out of other members Members of the Advisory Board.</p> <p>v) Three External Experts Members specific to a laboratory out of which one may be member of RC.</p> <p>Director of the National Laboratory as permanent Invitee. The Secretariat for the PAB shall be provided by the concerned laboratory.</p>
<p><b>Rule 61</b> <b>Functions of Technical Advisory Board</b> In the area of activity the TAB shall :-</p> <p>i) Identify, formulate and monitor progress of specific R&amp;D programmes/Thrust Area Projects/Missions.</p> <p>ii) Suggest networking of laboratories for the programmes identified.</p> <p>iii) Undertake/Commission technological forecasting and prepare perspective reports on newer R&amp;D areas.</p> <p>iv) Any other functions as assigned by the Director-General/Advisory Board.</p>	<p><b>Rule 61</b> <b>The Functions of PAB</b></p> <p>i) Review and appraise the performance of the national laboratory;</p> <p>ii) Advise the AB/GB of the outcome of the review.</p> <p>iii) Suggest the remedial measures to improve the performance of the national laboratory.</p> <p>iv) Any other functions as may be assigned by the Advisory Board/GB.</p> <p>The proceedings of PAB shall be approved by its Chairman. The approved minutes shall be placed before AB and GB.</p>
<p><b>Rule 62</b> <b>Research Council (RC)</b> For each National Laboratory, there shall be a Research Council which would consist of following :-</p> <p>a) Five external experts one of whom shall be designated as Chairman.</p> <p>b) Representatives of concerned Scientific Departments/Agencies of Govt. of India.</p> <p>c) Director of the laboratory.</p> <p>d) Senior Scientist from another National Laboratory;</p> <p>Director-General or his representative shall be permanent invitee. Members at (a) to (d) including the Chairman shall be nominated by Director-General . The Secretary of the Research Council shall be nominated by the Director. The Secretariat for Research Council shall be provided by the concerned laboratory. The term of nominated members of Research Council shall be for a period of three years. The Research Council shall meet not less than two times in a year.</p>	<p><b>Rule 62</b> <b>Research Council (RC)</b> For each National Laboratory, there shall be a Research Council which would comprising :-</p> <p>i) Five external experts one of whom shall be designated as Chairman.</p> <p>ii) Representatives of concerned Scientific Departments/Agencies of Govt. of India.</p> <p>iii) Director of the laboratory.</p> <p>iv) Director/Senior Scientist from a sister Laboratory;</p> <p>Director-General or his representative shall be permanent invitee. Members at (i), (ii) and (iv) including the Chairman shall be nominated by Director-General . The Secretary of the Research Council shall be nominated by the Director. The Secretariat for Research Council shall be provided by the concerned laboratory. The term of nominated members of Research Council shall be for a period of three years. The Research Council shall meet not less than two times in a year.</p>

<p><b>Rule 63</b>  Functions of Research Council shall be to :-</p> <ol style="list-style-type: none"> <li>i) Advise and recommend on the formulation of research programmes of the laboratory keeping the Five Year Plans and national priorities in view.</li> <li>ii) Conduct periodic review of the research activities, assess the progress of research programmes and advise on future directions.</li> <li>iii) Advise on fostering linkages between the Laboratory, industry and potential clients.</li> <li>iv) Any other function as may be assigned to it by Director General/Governing Body.</li> </ol> <p>The Director shall be guided by all decisions of Research Council.  The proceedings of the Research Council shall be approved by its Chairman. The Director-General may review/amend any of the decisions of the Research Council which would be binding on it.</p>	<p><b>Rule 63</b>  <b>Functions of Research Council</b>  The Research Council shall :-</p> <ol style="list-style-type: none"> <li>i) Advise on the formulation of R&amp;D programmes and future directions of activities of the laboratory keeping in view the Five Year Plans, national priorities and opportunities areas.</li> <li>ii) Suggest networking with other CSIR National Laboratories on programmes of mutual interest.</li> <li>iii) Review R&amp;D activities and research programmes and advise on future directions.</li> <li>iv) Advise on fostering linkages between the Laboratory, industry and potential clients.</li> <li>v) Constitute Selection Committees and Assessment Committees/Peer Groups for selection, merit and assessment promotions of Scientific staff.</li> <li>vi) Any other function as may be assigned by Director General/Governing Body.</li> </ol> <p>The Proceedings of the Research Council shall be approved by its Chairman. In the absence of Chairman of RC, one of its members who presides the meeting as Chairman shall approve the proceedings of the said meeting. The Director-General may amend any of the decisions of the Research Council which shall be binding.</p>
<p><b>Rule 64</b>  Powers of Research Council  Research Council shall have the power to :-</p> <ol style="list-style-type: none"> <li>(a) Constitute Selection Committees and Assessment Committees/Peer Groups for selection, merit and assessment promotions, from an approved panel of experts for all the S&amp;T staff.</li> <li>(b) Recommend the resource allocation for major R&amp;D activities of the laboratory.</li> <li>(c) Approve of the contract R&amp;D programmes beyond the powers of Directors.</li> <li>(d) Recommend devolution of necessary powers to the Project Leaders for the proper implementation of the research programmes.</li> </ol>	<p><b>Rule 64</b>  To be deleted.</p>

<p><b><u>Rule 65</u></b> <b>Management Council.</b> There shall be a Management Council for each National laboratory for management of affairs of the Laboratory within the framework of Rules and Regulations, directions and guidelines issued by Director General/ Governing Body and the Society. The Management council shall consist of:-</p> <ol style="list-style-type: none"> <li>i) Director of the National Laboratory - Chairman</li> <li>ii) Four Scientists of the Laboratory representing the staff of various age groups.</li> <li>iii) Two Director level scientists from the same laboratory/other laboratories.</li> <li>iv) Finance &amp; Accounts Officer of the Laboratory</li> <li>v) Controller of Administration/Administrative Officer of the Laboratory - Member Secretary</li> </ol> <p>Director General or his nominee shall be a permanent invitee.</p> <p>Members at (ii) and (iii) to be nominated by Director-General. The term of the nominated members shall be for a period of three years. The Director General have the powers to review/amend any of the decisions of the Management Council, which shall be binding on Management Council</p>	<p><b><u>Rule 65</u></b> <b>Management Council.</b> There shall be a Management Council for each National laboratory for management of affairs of the Laboratory within the framework of Rules and Regulations, directions and guidelines issued by Director General/ Governing Body and the Society. The Management council shall comprise:-</p> <ol style="list-style-type: none"> <li>i) Director of the National Laboratory -Chairman</li> <li>ii) Four Scientists of the Laboratory representing the staff of various age groups.</li> <li>iii) One representative of the technical personnel.</li> <li>iv) One Director level scientist from the same laboratory or sister laboratory.</li> <li>v) Head, Research Planning Business Development/Planning, Monitoring and Evaluation of the National Laboratory.</li> <li>vi) Sr. F&amp;AO/F&amp;AO of the Laboratory</li> <li>vii) Controller of Administration/Administrative Officer of the Laboratory as Member Secretary</li> </ol> <p>Members at (ii) to (vi) to be nominated by Director General, CSIR. The term of the nominated members shall be for a period of two years.</p> <p>All matters at the Management Council meeting shall be decided by the majority view.</p> <p>Each member including the Chairman shall have one vote.</p> <p>The Chairman of Management Council shall preside the meeting and in the event of temporary vacancy in the office of the Director or absence of Director on account of illness, leave, deputation abroad, etc. the Acting Director of the Laboratory shall be the Chairman of the Management Council. The Chairman of MC shall preside the meeting of the MC and also approve the proceedings.</p>
<p><b><u>Rule 66</u></b> <b>Functions of Management Council</b></p> <ol style="list-style-type: none"> <li>a) To administer and manage the affairs and environs of the laboratory so as to support the Research Plan of the laboratory as approved by the Research Council.</li> <li>b) To act as an appellate authority for employees grievances</li> <li>c) To write off irrecoverable losses of Stores and moneys within the limits prescribed by CSIR.</li> <li>d) Such other functions and powers which are specifically not assigned to Research Council or Director.</li> </ol> <p>Any other matters as may be referred by Director/Director-General, CSIR.</p>	<p><b><u>Rule 66</u></b> <b>Functions of Management Council</b></p> <ol style="list-style-type: none"> <li>i) To administer and manage the affairs and environs of the laboratory .</li> <li>ii) To write off irrecoverable monetary losses and Stores within the limits prescribed by CSIR.</li> <li>iii) To recommend the resource allocation for R&amp;D activities/facilities of Lab./Instit.</li> <li>iv) To monitor the progress of R&amp;D and other activities of the Lab./Instit.</li> <li>v) To recommend devolution of powers to the Project Leaders for the proper implementation of the projects/activities.</li> <li>vi) To approve contract R&amp;D, consultancy projects and licensing of IPR beyond the powers of Director.</li> <li>vii) To consider the annual report of the National Laboratory.</li> <li>viii) To constitute selection committees and Assessment Committees for all Technical Staff.</li> <li>ix) Any other matter, as may be referred by the Director-General.</li> </ol>

<p><b><u>BYE LAW 17</u></b></p> <p>In each National Laboratory, there shall be Controller of Administration who would be overall in-charge of all administrative functions including stores &amp; purchase and finance &amp; accounts and will be assisted by Administrative Officer, Sr. Finance &amp; Accounts Officer and Stores &amp; Purchase Officers. He will be directly reporting to the Director of the Laboratory and shall be responsible for providing support services to all the scientific staff and bench level scientists. The Controller of Administration, shall advise the Director of all financial and administrative matters. The Director shall have power to overrule his advice after recording reasons therefor. A report of such cases shall be sent to Director-General.</p>	<p><b><u>BYE-LAW 17</u></b></p> <p>Director of each National Laboratory /Institute shall be assisted by a Controller of Administration, Sr. Finance &amp; Accounts Officer and Stores &amp; Purchase Officer who shall advise the Director on all administrative and financial matters and be responsible for providing support services to all the Scientific Staff and bench level Scientists. Director shall have the power to overrule the advice of aforesaid functionaries after recording reasons therefor. A report of such cases shall be sent to Director-General.</p>
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*Copy of CSIR letter No.17/66/94-PPS dated 5.7.1999*

**Sub: Implementation of revised Rules & Regulations and Bye-laws of CSIR.**

I am directed to refer to CSIR O.M.No.6/1/99-Cte dated 4.6.1999 from Joint Secretary (Admin) forwarding therewith a copy of the amended Rules & Regulations and Bye-laws of CSIR and to draw your specific attention to the following amendments which are directly related to your day to day functioning:-

1. A new Rule-53-A prescribing the responsibilities of the Director has been added to the Rules & Regulations, which reads as under :  
 “ In each National Laboratory, there shall be a Director who shall supervise and exercise administrative control on the staff of the Laboratory and shall be responsible for :  
 i) realising the mission of the National Laboratory;  
 ii) Creating an environment in the National Laboratory conducive to nurturing of innovation and high class R&D and the other S&T activities of the Laboratory;  
 iii) Managing the affairs of the National Laboratory as per the decisions of the Management Council .  
 Director shall in all matters have powers delegated to him by the Governing Body.
2. Bye-Law 17 has been modified to read as under :-

“Director of each National laboratory/Institute shall be assisted by a Controller of Administration, Sr. Finance & Accounts Officer and Stores & Purchase Officer who shall advise the Director on all administrative and financial matters and be responsible for providing support services to all the Scientific Staff and bench level scientists. Director shall have the power to over-rule the advice of aforesaid functionaries after recording reasons therefor. A report of such cases shall be sent to Director-General.”

With the above modification in Bye-Law 17 the Controller of Administration : Sr. Finance & Accounts Officer; and Stores & Purchase Officer will now be reporting independently directly to the Director. Consequently, the Confidential Reports of these officers will also be written by the Director himself as Reporting Officer and reviewed by the DG, CSIR. Similarly in respect of the reports written by these officers, Director will be the Reviewing Officer.

3. As per revised functions of the Management Council, Selection Committees and Assessment Committees for all Technical Staff will now be constituted by the Management Council. Consequently, the provision relating to constitution of Assessment Committees in respect of Technical Staff in Group III(3) to Group III(6) under para 4.3 of the Revised MANAS stands modified to the above extent.  
 It is requested that the above position arising out of the amendments in the Rules & Regulations and Byelaws may kindly be brought to the notice of all concerned in your Lab./Instts. for their information, guidance and necessary action. A report of the cases in which the advice of COA, Sr. F&AO or SPO is over-ruled by the Director should also invariably be sent to the DG, CSIR, as required under the amended byelaw 17 by the Director.