

## **(22) Pay Fixation**

### **(22.1) Fixation of initial Pay under F.R. 27.**

**(22.1.1) Of late a large number Of recommendations for appointment Of candidates at higher initial pay than the minimum of the scale are being received in this office. It may be stated that for junior posts like the Senior/Junior Laboratory Assistants for which the qualification required is only B.Sc./F.Sc. degree, there should ordinarily be no question of any advance increments as this concession is extended normally only to such posts which cannot attract suitably qualified candidates on the minimum of the sanctioned scale of pay. It is, therefore, emphasized that these instructions may invariably be kept in view while offering higher initial pay to candidates selected for junior posts.**

**(CSIR letter No.5(10)/61-E.I. dated. the 23rd Oct. 1961)**

### **(22.1.2) Advance increments to departmental candidates.**

**A question has been raised whether advance increments can be given to departmental candidates**

**Also on the recommendation of Selection Committee as decided in sub-para 3 of this office letter No.6(4)/63-PC, dated 28-1-1964 in the case of outsiders. This matter was considered by the Governing Body of the Council of Scientific & Industrial Research at its meeting held on 5-11-1960 and extracts from the proceedings of the meeting are quoted below for information:-**

**"After detailed discussion, the Governing Body decided that normally fixation of initial pay should be done in accordance with rule but in exceptional cases higher initial pay may be given as recommended by the Selection Committee for departmental candidates. In all such cases, the Selection Committee should record in some detail the special reasons which in their opinion merit the grant of higher initial pay as proposed."**

**(CSIR letter No.6(4)/63-PC, dated, the 11 th June 1964)**

**(22.1.3) The Governing Body of the Council of Scientific and Industrial Research at its meeting held on 23rd, March, 1966 decided that the initial pay of departmental candidates selected for appointment to higher scientific posts on the recommendation of Selection Committees and on the basis of open advertisement should normally be fixed in accordance with rules, but in exceptional cases higher initial pay may be sanctioned as recommended by Selection Committee for departmental candidates. It was also decided that in all such cases, the Selection Committees should record in some detail the special reasons which in their opinion merit the grant of higher initial pay.**

**It has been noticed from the records of the proceedings of the various Selection Committees that the following stereotype recommendation is invariably recorded:**

**"In view of his high qualifications, experience and good performance in the interview, the Selection Committee recommends grant of advance increments to the candidate"**

**What is striking is the uniformity of this recommendation from most selection Committees. You will kindly appreciate that the Ministry of Finance are not happy to sanction higher pay on such general recommendations. I, therefore, suggest that cases where advance increments above those normally permitted under the rules are recommended, specific statement should be made on the following lines:-**

- 1. the qualifications and experience expected., and what are the superior qualifications the candidate possesses;**
- 2. in what manner the experience of the candidate is superior;**
- 3. performance of the candidate may be described in terms of display of special knowledge or keenness of intellect, etc. In case of actual tests, such as the drawing or workshop jobs, some indication may be given of the standard of performance. I have given the above only as examples. There may be other ways in which outstanding qualities of candidates meriting advance increments could be stated.**

I hope that in future justification for grant of advance increments may be recorded on the lines indicated. This will help us a great deal in obtaining sanction of the authorities concerned.

(CSIR letter No.3(10)/66-E.I. dated. the 11th May 1966)

**(22.1.4) Delegation of Powers to Heads/Directors of National Laboratories /Institutes /Organisation-Grant of Advance Increments-Departmental Candidates.**

Reference CSIR Letter No.6(4)/63-PC dated 11th June, 1964. In accordance with the provisions of Bye-law 80, the Director-General, Scientific & Industrial Research with the approval of the Vice-President, CSIR has been pleased to delegate to the Heads of Laboratories/Institutes/Organisations, his power for grant of advance increments not exceeding three increments to departmental candidates appointed against scientific posts upto the rank of SSO 11(that is, Scientist B) on the recommendation of the Selection Committee duly constituted by the Governing Body in the letter referred to above. The grant of advance increments to departmental candidates will not, however, be admissible, in respect of any post other than scientific.

The above delegation of power shall be for a period of two years from the date of issue of this letter. Advance increments should be granted to departmental candidates only in exceptional cases. A review of the above delegation of power will be undertaken at the end of two years.

(CSIR Letter No.3(1)/65-CTE, dated, the 28th June, 1968)

**(22.1.5) Grant of advance increments to departmental candidates.**

The Grant of advance increments to departmental candidates appointed against technical posts on the recommendation of the Selection Committees in deserving cases is permissible but it has to be approved by the Director General, Scientific & Industrial Research.

(CSIR letter No-. 5(25)/68-E.I. dated. the 24th Sept., 1968)

**(22.1.6) Grant of advance increments to departmental candidates.**

The proposals for grant of advance increments to candidates appointed against the posts of Scientists BI, AI, Senior Technical Assistant and Junior Technical Assistant are to be referred to the CSIR for approval of the Director-General, Scientific & Industrial Research, in terms of this office letter No. 5(25)/68-E.I. dated the 24th September, 1968.

(CSIR letter No.5(25)/68-E.I, dated, the 6th November, 1968)

Instances have come to notice that some times candidates recommended by Selection Committee for particular posts are allowed to join duties without issue of formal appointment letter to them by the competent authority and their acceptance of the terms of appointments. There are also sometimes cases, when a candidate who might have been recommended higher initial salary by the selection Committee is allowed to join and given the higher initial salary as recommended in anticipation of the approval of the competent authority. The above actions are not regular and often creates complications and embarrassment.

I am, therefore, to request that no one should be allowed to join duty in a post without issue of a formal appointment letter to him and receipt of his acceptance of the terms offered. In the case of candidates where grant of higher initial pay recommended for them require prior approval they should not be given the higher initial salary in anticipation of the sanction of the competent authority and in case such candidates are allowed to join duties it should be stipulated in writing to them that they shall abide by the decision of the competent authority in the matter of grant of higher initial pay.

(CSIR Letter No.5(1).169-E.I., dated, the 6th February, 1970)

**(22.1.8) Delegation of powers of Heads/Directors of National Laboratories /Institutes /Organisations - Grant of advances increments - departmental candidates.**

In accordance with the provisions of Bye-law 80 the Director-General, Scientific & Industrial Research, has been pleased to delegate to the Heads of

Laboratories /Institutes/Organisations his power for grant of advance increments not exceeding three increments to departmental candidates appointed against scientific posts upto the rank of SSO II (that is, Scientist 'B') on the recommendation of the Selection Committee duly constituted by the authority subject to the conditions laid down by the Governing Body vide CSIR Letter No.6(4)/63-PC dated 11.6.1964 and conditions stipulated in CSIR letter No.3(1)/65-CTE dated 28.6.1968, for a further period of two years from 21.9.1972(i.e. 20.9.1974).

A review of the above delegation of powers will be undertaken at the end of two years. (CSIR letter No.3(1)/72-Estt, dated, the 2nd Jan., 1973)

**(22.1.9) Delegation of powers to Heads/Directors of National Laboratories  
Institutes/ Organisations - Grant of advances increments - departmental  
candidates.**

Reference CSIR letter No.3(1)72-CTE. dated 2.1.1973 on the above subject. The Heads/Directors of the National Laboratories /Institutes/Organisations may continue to exercise the powers for grant of advance increments not exceeding three increments to departmental candidates appointed against Scientific posts upto the rank of Scientist 'B' on the recommendation of the Selection Committee duly constituted by the competent authority subject to the conditions laid down by the Governing Body vide CSIR letter No. 6(4)/73-PC dated 11.6.1964 and conditions stipulated in CSIR letter no.3(1)65- CTE dated 28.6.1968.

(CSIR letter No. 3(1)/72-CTE, dated, the 29th Dec., 1975)

**(22.1.10) Advance increments to departmental candidates.**

Reference CSIR Circular letter No.6/4/63-PC dated 11-6-1964, incorporating extracts from the proceedings of the meeting of the Governing Body of the CSIR held on 5.11.1960 regarding grant of advance increments which is self-explanatory. The operative part of the decision of the Governing Body's aforesaid proceeding is reproduced below :-

"After Detailed discussion, the Governing Body decided that normally fixation of initial pay should be done in accordance with rules but in exceptional cases

higher initial pay may be given as recommended by the Selection Committee for departmental candidates. In all such cases, the selection Committees should record in some detail the special reasons which in their opinion merit the grant of higher initial pay as proposed."

2. This question again came up for re-examination in the CSIR Headquarters recently and the position is explained as under: -

i) Under the normal rules grant of advance increments to the departmental candidates simultaneously with their promotion to the next higher grade is not permissible, especially as they shall be getting not only higher initial pay but also a higher pay-scale which will open out a more promising vista in their official careers.

ii) The reasons generally given by the Selection Committees in support of their recommendations for advance increments are "excellent knowledge of their subject" and/or "excellent performance at the interview". It is felt that while undoubtedly make an employee entitled to accelerated promotion to a next higher grade, that should not entitle him to an additional advantage of a higher stage in the same I grade, especially when his activities continue to be in the same laboratory and no change of place is involved.

3. While it is not intended that there should be a blanket ban on the grant of advance increments to departmental candidates on their promotion to the next higher post, such grants/recommendations should be restricted to really exceptional and rare cases and only in those situations where the pay fixed under the normal rules would either give no or only a meagre advantage to the person concerned as compared to the lower post held by him or where the candidate has such exceptionally outstanding performances and/or work to his credit as would warrant not only promotion but also grant of advance increments by way of recognition of his work, which should then be specifically referred to by the Selection Committee. Such Cases when recommended to this office may also kindly be got accompanied by the CR folders of the concerned person along with other relevant documents.

4. <![endif]> Director-General, Scientific & Industrial Research shall be glad if you could kindly apprise the Members and the Chairman of your Selection

Committee about these broad guidelines so that the matter's duly kept in view while finalising their recommendations on the concerned candidates. 'his will enable him to avoid, as in certain cases at present, the painful necessity of having to disagree with or whittle down the recommendations of the Selection Committees despite his highest personal regard for the distinguished Members forming them. The D.G. also expects that Directors of the Labs. and Members of the Committees will not misunderstand the exercise by him of power of moderation of such recommendations which is invariably done in a most objective manner and with due regard to the totality of circumstances in a given situation and the overall norms of the C.S.I.R.

(CSIRIetterNo.17(100)/77-EII, dated, the dated 14th June, 1977.)

**(22.1.11) Grant of advance increments to candidates selected for appointment in the National Labs./Instts.**

In respect of a case for grant of advance increments to a candidate selected for appointment in a laboratory, as recommended by the Selection Committee, the DGSIR has made the following observations:-

"The guidelines for advance increments require that these be given in exceptional and rare cases". In such cases the exceptionally outstanding performance/work should be referred to specifically in the minutes of the Selection Committee. The statement "in view of his overall achievements, excellent performance at the interview" is not specific nor in the class "exceptionally outstanding."

Selection Committees may be requested henceforth to be specific in giving details of achievements/performance which they can accept as "exceptional/outstanding."

It is requested that the above instructions of Director-General may kindly be kept in view and brought to

the notice of the Selection Committees, considering the grant of advance increments/higher starting salary.

(CSIR letter No. 17(100)/77-EII, dated, the 21 st Nov., 1978)

**(22.1.12) Grant of advance increments.**

Reference CSIR letters No. 17(100)/77-E.II dated the 14th June, 1977 and 21.11.78. The question regarding the grant of advance increments to, the candidates on the recommendations of the Selection Committees has been considered by the Vice-President, CSIR. It has been observed that in several cases justification recorded in the Proceedings of the Selection Committees for grant of advance increments are general and vague. It does not give clearly argued factual accounts of the merit of an individual which can unambiguously convince any one of the high quality of the individual for whom the advance increments have been recommended.

The Vice-President, CSIR has, therefore, directed that the Selection Committees should, in future, be given explicit written instructions to spell out in some detail, while making their recommendations, the merits of the candidate justifying preferential treatment for grant of advance increments, so that it can unambiguously establish and convince any one of the high quality of an individual for whom the advance increments have been recommended. The above instructions are brought to your notice for guidance and strict adherence.

(CSIR letter No.3(27)/78-E.II, dated, the 12th Nov., 1980)

**(22.1.13) Subject. Delegation of powers.**

In accordance with the provisions made in the Hand Book on Powers of Heads of Departments circulated by CSIR, the Heads of National Labs./Instts. are authorised to grant advance increments not exceeding three to departmental/outside candidates on their appointment against scientific posts upto the rank of Scientist-B, B-1 and other posts of corresponding ranks, on the recommendations of the Selection Committee duly constituted by the Competent authority. This decision was taken at the time when the Directors of the National Labs./Instts. were empowered to make appointments to scientific and technical posts upto the level of Scientist-'B'.



The above delegation to the Heads of Labs./Instts. has been reviewed in consideration of the fact that the Directors/Heads of the National Labs./Instts. are now empowered to make appointments upto the rank of Sci-'EI'/ 'E.II'. DGSIR has accordingly been pleased to authorise the Heads of the National Labs./Instts, to exercise the power to grant increments not exceeding three to the departmental and/or outside candidates in respect of all posts (Scientific & Technical) upto the level of Scientist EI/EII, subject to the conditions laid down by CSIR from time to time on the subject.

(CSIR letter No. 14(25)/82-E.II, dated, 6th Jan., 1983)

#### **22.1.14) Grant of advance increments.**

It has been noted from time to time that advance increments are sanctioned without reflecting the outstanding merit of the candidates in the proceedings as stipulated in various communications issued by CSIR from time to time. A few communications issued on this behalf are indicated below:-

(a) CSIR Letter No. 6/4/63-PC dated 11.6.1964.

(b) CSIR Letter No. 17/100/77-E.II dated 14.6.1977.

(c) CSIR Letter No. 17/100/77-E.II dated 2.11.1978.

(d) CSIR Letter No. 3/27/78-E.II dated 12.11.1980.

The matter regarding grant of advance increments to outside candidates recommended by the Selection Committee against the advertised post has again been reviewed in CSIR. It has been decided that whenever an outside candidate is selected/appointed, advance increments if recommended by the Selection Committee on the merit of the candidate may normally be limited to three only if the case of the candidate merits for grant of increments and regulated under the powers delegated to Directors/Heads of the Laboratories/Institutes. CSIR may be approached for further increments only if a contingency of protecting the emoluments drawn by the candidate in his previous position arises.

The Laboratories/Institutes are requested once again to strictly follow the instructions issued from time to time on the above subject.

(CSIR letter No.5(45)/81 -E.II, dated, the 13th Feb., 1984)

**(22.1.15) Higher Initial pay to candidates possessing First class B.Tech. (Engineering) Degree and M. Tech. (Engg) Degree.**

(2.1) The Vice-President, Council of Scientific and Industrial Research, has been pleased to decide in consultation with FA to C.S.I.R., that the concession of grant of four advance increments over the initial of the scale of pay as being granted to First class M.Sc.'s when appointed as Junior Scientific/Technical Assistant in the scale of Rs.210-10-290-15-EB-15-425 vide this office O.M. No. 15(30)/60 E I, Pt.II. dated 22-2-1961 may also be given to the candidates possessing the following qualifications when appointed as Junior Scientific /Technical Assistant:

(i) First class B. Tech.(Engg.).

(ii) M.Tech.(Engg.)

They will thus start on Rs.250-00 p.m, in the above mentioned scale.

(CSIR letter No. 15(30)/65-E.I, dated, the 2nd August, 1968)

**(22.1.16) Reference CSIR Memorandum number CSIR/PIC/73/5 dated 12.3.1974 on the above subject. The Governing Body of the CSIR at its meeting held on 26th February, 1974, has approved of the following --**

- i) First Class M.Sc./B.Tech.(Engg.) and B.E./B.Sc.(Engg.) of the same duration of education as that of M.Sc. B.Tech.(Engg.) and B.E.1M.Phann.(Degree Course of atleast 5 years duration after Higher Secondary) and M.Tech.(Engg.), when appointed as Jr. Scientific Assistant/Jr. Technical Assistant/Jr.Mechanical Assistant in the revised scale of

Rs.425-15-500-EB-15- 560-20-700 would start at Rs. 485/- per month.

ii) A science Graduate/Diploma Holder in any branch of engineering when appointed to the post of Junior, Laboratory Assistant would start at Rs.340/- p.m. in the revised Scale of Rs. 260-8-300-EB-8-340- 10380-EB-10- 430.

iii) Wherever rules exist for grant of advance increments to particular categories on acquiring higher proficiency etc., Jr. Stenographers on showing higher speed in Shorthand, they will continue.

The orders at (i) & (ii) are effective with effect from 1. 1. 1973. Persons who were appointed on or after; 11.1973 as (a) Jr. Scientific Assistant/Jr.Technical Assistant/Jr. Mechanical Assistant and given the higher start of Rs.250/- in the scale of Rs.210-425 and (b) Junior Laboratory Assistant on a higher start of Rs. 150/- in the scale of Rs. 110-200 will be entitled to the higher start of Rs.485/- in the scale of Rs.425-700 (revised) and Rs. 540/- in the scale of Rs. 260-430 (revised) respectively from the date of their appointment.

(CSIR letter No. 17/65/74-E.II, dated, the 3rd June, 1974)

**(22.1.17) Higher Initial start to First class MSc./B.Tech. (Engg.) and B.E./B.Sc. (Engg.) etc. candidates on their appointment as Senior Laboratory Assistant.**

The question of grant of higher initial start to first class M.Sc./B.Tech.(Engg.) and B.E./B.Sc.(Engg.) of the same duration of education as that of M.Sc., B.Tech.(Engg.) and B.E./M.Pharm. (Degree course of at least 5 years after higher secondary and M.Tech.(Engg.) on their appointment to the post of Sr. Laboratory Assistant has been under consideration of the CSIR for some time past.

**The Governing Body of the CSIR at its meeting held on 21.9.77 has approved that a first class M.Sc./B.Tech(Engg.) and B.E./B.Sc.(Engg.) or equivalent when appointed as Senior Laboratory Assistant may be given four advance increments (i.e. Rs.428/-) in the scale of Rs.380-12-440-EB- 1 5-560-EB-20-640.**

**The Governing Body further approved that the above grant of higher initial start should also be made admissible to all First Class M.A. in Natural and Social Sciences.**

**These orders will be applicable from the date of issue.**

**(CSIR letter No. 17(65)/76-E.II, dated, the 17th November, 1977)**