



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली. 110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No. 3/31/2012-E-I

Dated 07.08.2012

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Head of All CSIR Labs /Instts

Sub: Furnishing of the requisite information under Cadre Review.

Sir,

I am directed to request you that requisite information in Proforma 1-A,1-B , 2,3 and 4 may kindly be sent to this office on ' PRIORITY' under the signature of CoA/ AO/ CoFA/FAO/CoSP /SPO as the case may be by 20th August,2012 for consideration of the Task Force constituted by DG,CSIR for the Cadre review of Administrative Staff of CSIR.

Yours faithfully

A.K. Mukherjee
(Deputy Secretary)
Email akm@csir.res.in
Fax No 01123710076

PROFORMA - 1 -A

NAME OF LAB. INSTITUTION : _____

REGULAR MANPOWER/ PENSION'S POSITION AS ON 01.01.2012

PARTICULARS	SANCTION ED STRENGTH	NUMBER IN POSITION AS ON 01.01.2012	EXPECTED NUMBER AS ON 31.12.2012
1	2	3	4

A. SCIENTIFIC/ TECHNICAL

OS/ STIO			
DS			
QHS			
Group. IV			
Group. III			
Group. II			
Group. I			
Temporary status casual worker*			
Other (if any)			
TOTAL A	0	0	0

B. ADMINISTRATION

Group A			
Group B			
Group C			
Group D (Now Gr. 'C')			
Temporary status casual worker *			
Isolated cadre posts			
Others (if any)			
TOTAL B	0	0	0
TOTAL (A+B)	0	0	0

C. PENSIONERS

No. of Pensioners/family Pensioners				
Total A+B+C				

Outstanding Scientist (OS), Distinguished Scientist (DS), Quick Hire
Scientist (QHS)

* Paid from regular Budget

Signature of CoA/AO

Proforma -1-B

NAME OF LAB. /INSTITUTION :	
TEMPORARY MANPOWER/ POSITION AS ON 01.01.2012	
PARTICULARS	NUMBER IN POSITION AS ON 01.01.2012
1	2
A. SCIENTIFIC / TECHNICAL	
JRF/ SRF/ RA/ SRA/ Research Intern Project Assitants / Project fellow M. Tech / Phd. Students Casual / Contractual Workers (if any) Consultants Others (if any)	
TOTAL A	0
B. ADMINISTRATION	
Casual / Contractual Workers (if any) Consultants Others (if any)	
TOTAL B	0
C. Manpower engaged through contractor (for Security / Cleaning / Data entry etc.)	
TOTAL C	0
TOTAL A+B+C	0

Signature of CoA/AO

Proforma- 2

No. of ongoing Projects with financial outlay for the year 2011-12		
(Rs. In Lakh)		
Particulars	Total No. of Projects	Total financial outlay
A. Inhouse /CSIR grant Projects		
(i) Special Proj. SIP/NWP/FAC/IAP/RSP/HCP etc.		
(ii) Inhouse Projects (ILP,MLP,OLP,STS etc.)		
(iii) NMITLI projects		
(iv) ITR Innovation complexes		
B. Externaly Funded Projects		
C. World Bank /Other loans Projects		
Total (A+B+C)		

Signature of CoFA/FAO

Name Of The Lab/ Instt.

As on 01.01.2012

General Administration

Post Grade	SS	Filled Up	Residency period for next promotion	The number of years completed in the grade							Retirement in		
				>10	10	09	08	07	06	05	2012	2013	2014
Asstt Grade III													
Asstt Grade II													
Asstt Grade I													

Finance & Accounts

Post Grade	SS	Filled Up	Residency period for next promotion	The number of years completed in the grade							Retirement in		
				>10	10	09	08	07	06	05	2012	2013	2014
Asstt Grade III													
Asstt Grade II													
Asstt Grade I													

Store & Purchase

Post Grade	SS	Filled Up	Residency period for next promotion	The number of years completed in the grade							Retirement in		
				>10	10	09	08	07	06	05	2012	2013	2014
Asstt Grade III													
Asstt Grade II													
Asstt Grade I													

Stenographic Cadre

Post Grade	SS	Filled Up	Residency period for next promotion	The number of years completed in the grade							Retirement in		
				>10	10	09	08	07	06	05	2012	2013	2014
Jr Steno													
Sr. Steno													

Group D (Now Group C)

Post Grade	SS	Filled Up	Residency period for next promotion	The number of years completed in the grade							Retirement in		
				>10	10	09	08	07	06	05	2012	2013	2014

Signature of CoA/AO

Proforma-4

Item		CSIR Grant 2009-10	Externally Funded Projects 2009-10	CSIR Grant 2010-11	Externally Funded Projects 2010-11	CSIR Grant 2011- 12	Externally Funded Projects 2011-12
QUANTITATIVE PARAMETERS							
A	Total Budget of the Labs for the financial year						
(i)	Chemicals						
(ii)	Equipments						
(iii)	Consumables						
(iv)	Other Items						
B.	No of Items to be Purchased						
(i)	Chemicals						
(ii)	Equipments						
(iii)	Consumables						
(iv)	Other Items						

C	New services including consultancy taken up by the Labs.Instts						
(i)	Technical Services						
ii	Consultancy & other R&D service FMS,ETC.						
(iii)	Outsourcing INCLUDING AMC						
D	No of indent expected in the current financial year						
E	No of orders to be placed Imported indigenous						
F	No of indents up to Rs. 25 lakhs						
G	No of Indents above Rs. 25 lakhs						
H	Cash Purchases						
I	<u>STORES</u> Material Receipts & Issue						
i.	DRR (No of entries per year (daily receipt register)						
ii.	SIV(No.of issue vouchers annual)Issue voucher						

iii.	DISPOSALS No of lots , salvage value realized,frequency, LOT SIZE		
J	Services for other Institutions(NIPER) ETC.		
K	L.C's opened Number -- Value----INR-----		
L	FILES PROCESSED BUT order not placed		
M	Manpower at all levels 1.S&P CADRE ----- 2.OTHER CADRE(Gr1, Gr 11 etc.)	Sanctioned STRENGTH Men in place as on Aug 1 2012	
N	Increase in Beneficiaries <u>JRF/SRF/ QHF/PROJ ASSTS/QHS</u>		
QUALITATIVE PARAMETERS	Parameters on legal, regulatory,compliance,Transpar ency requirements,External environment		
2.	AUDIT,VIGILANCE,RTI Scrutiny, transparency and control mechanisms		
3.	VAT,TDS, ENTRY TAX/OCTROI.STATE LAWS(additional responsibility)		

[illegible]

[illegible]

Signature of CoSP/SPO