

Circular No. 392

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhavan, Rafi Marg, New Delhi-110001.

No. 5-1(42)/2008-PD

Dated: 22nd May 2008

The Directors/Heads of all National Labs/Instts.

Sub: Grievance Redressal System in CSIR – Clarification thereof.

CSIR had formulated a comprehensive two tier system of Grievance redressal, one at Lab./Instt./CSIR Hqrs. level in the form of "Local Grievance Committee" and another at central level in the form of "Central Grievance Committee" at CSIR Hqrs. The Grievance Committee(s) shall consider individual grievances of a specific nature of CSIR employees excluding grievances of general applicability or of collective nature or raised collectively by more than one employees, for which JCM has been constituted. Any grievance arising out of disciplinary action or any grievance involving decision of DPC/Selection Committee/Assessment Committee etc. are also excluded from the purview of Grievance Committee(s), unless there is any ex-facie procedural lapse, or time-barred cases or any grievance against a decision on which there are statutory methods of appeal. The Central Grievance Committee at CSIR Hqrs. acts as an Appellate Authority, if the employee is not satisfied with the decision of the Local Grievance Committee or the Director feels that the decision has wide implication.

Rule 20 of CCS (Conduct) Rules, 1964 (as made applicable to CSIR employees) lays down that "no Govt. servant (Council servant) shall bring or attempt to bring any political or other influence bearing upon any superior authority to further his/her interest in respect of service matters pertaining to his/her service in the Government (Council)".

It has come to notice that the Council employees resorted to bring non-official and other outside influence to further their service interest in spite of the fact that there already exists the Grievance Redressal System in CSIR. Any high dignitary or Member of Parliament normally sponsors the case of an individual Council employee only when he is approached or pressed to do so. Therefore, if any reference is received on behalf of Council employee from the dignitary/Member of Parliament, it would be assumed that it has been taken up only at the instance of the concerned Council employee and action will be taken against him/her for violation of Rule 20 of CCS (Conduct) Rules and instructions issued thereunder.

It is also observed that in some of the cases, Council employees in their representations to various authorities indicate directly or indirectly official documents or any part thereof to whom he/she is not authorized to communicate such document or information to further his/her interest, which is in violation of Rule 11 of CCS (Conduct) Rules, 1964.

186 ON 186 DG, CSIR desires to make it clear that any instance of violation of these rules and orders would be viewed seriously and the employees responsible for such violation would be severely dealt with. DG, CSIR hopes that the employees will take these instructions in proper perspective. DG, CSIR would like to reassure all the employees that their representations submitted to Local Grievance Committees or Central Grievance Committee in the prescribed manner would receive the fullest and most sympathetic consideration at all levels and their genuine grievances would be redressed without any loss of time.

In order to restore the faith of Council employees in the CSIR Grievance Redressal System, Directors of all the Labs./Instts. are requested to ensure formation of Consultative Mechanism and Local Grievance Committee in their Labs./Instts., if not already in existence, and also to ensure that the Local Grievance Committee looks into the grievance applications of employees in the right perspective with most sympathetic manner within the time frame prescribed under the rule. Similarly, efforts will be made at CSIR Hqrs. to strengthen the Central Grievance Committee to resolve issues referred to it by the Labs./Instts.

The CSIR employees are, therefore, requested to follow the provisions contained in Rules 11 and 20 of CCS (Conduct) Rules, 1964 and resort to CSIR Grievance Redressal System for redressal of their grievances.

The above instructions may please be brought to the notice of all employees for their guidance and compliance.

Yours faithfully,

(Nikhil Jha)
Joint Secretary (Admn.)

Copy to:

1. Sr.COAs/COAs/AOs of National Labs./Instts.
2. All Sr.DS/DSs in CSIR Hqrs.
3. Sr.DS/DSs in CSIR Complex, New Delhi
4. Heads of all Divisions/Sections in CSIR Hqrs.
5. PA to FA, CSIR
6. PA to CVO
7. PA to Legal Adviser
8. Office Copy

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- Mr. Chanchal