

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-110001



परिपत्र सं. 43/

No. 5-1(36)/2008-PD

Dated: 7th October, 2008

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

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

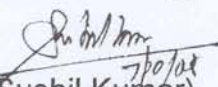
Sub: **Representations received from Scientists under the CSIR Scientists
Recruitment and Assessment Rules, 2001.**

Sir,

I am directed to invite a reference to CSIR Circular No. 7-1(2)/2005 R&A dated 17.8.2007 wherein it was notified that representations/appeal from Scientists relating the assessment under CSRAP Rules, 2001 will be examined and submitted by RAB. It has been brought to the notice of RAB that in spite of clear instructions contained in CSIR letter No. 17(226)/97-EII dated 24.11.1997, No.7-1(2)/2005-R&A dated 28.10.2005 and No.17/66/94-PPS dated 23.05.2006, a large number of Scientists are still sending their representations addressed to DG, CSIR, Chairman-RAB with copies endorsed to the Hon'ble VP, CSIR/President, CSIR directly through e-mail or by post without following the prescribed procedure. This is contrary to instructions issued on the subject.

It is, therefore, requested that the contents of aforementioned CSIR instructions issued on the subject may be once again brought to the notice of all employees of your Lab./Instt. for information, guidance and strict observance. Any representation received directly from the employees of the Lab/Instt. will therefore not be entertained.

Yours faithfully,


(Sushil Kumar)

Sr. Deputy Secretary

Contd..2/-p

Copy to:

1. Sr. COA/COA/AO of all Labs/Instts.
2. Sr. Dy. FA/Dy. FA/Sr. F&AO/F&AO of all Labs./Instts.
3. PS to DG, CSIR
4. US & PPS to JS (Admin.)
5. PS to FA, CSIR
6. P.A. to CVO, CSIR
7. Legal Adviser, CSIR
8. Deputy Secretary (CO)/Deputy Secretary (Complex)
9. Head, URDIP/IPMD/HRDC/RDPD/TNBD/ISTAD
10. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
11. Heads of RAB, CSIR Complex, Pusa, New Delhi
12. Dr. R.B. Misra, Secretary, Staff Side, JCM, Industrial Toxicology Research Centre (now IITR), Post Box No.80, Mahatma Gandhi Marg, Lucknow-226001
13. Head, IT Division with the request to make this circular available in the website.

17(226)/97-E.II

Dated 24.11.1997

From

संपुष्ठा सचिव (प्रशासन)
Int Secretary (Admn.)

To

Heads of all the
National Labs./Inetts.

Sub: Representations from Council employees on service matters.

Sir,

I am directed to invite your kind attention to the provisions under Rule-20 of the CCS(Conduct) Rules 1964 as made applicable to the Council employees, according to which no employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

Instructions have also subsequently been issued by the GCI/CSIR from time to time that whenever, in any matter connected with his service rights or conditions, an employee wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. No appeal or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (e.g. those addressed to President or Vice-President must not be made unless all means of securing attention or redress from lower authority have been exhausted, and even in such cases the representations must be submitted through the proper channel.

It has been observed that inspite of reiteration of the above instructions time and again, representations continue to be addressed by the employees to the DG, CSIR and other higher authorities. This is not only undesirable but also contrary to official propriety and subversive of discipline constituting breach of Rule 20 of the CCS(Conduct) Rules referred to above.

Contd....P.2/-...



It is requested that the above instructions may again be brought to the notice of all the employees of your Labs./Instts. for their information/guidance and strict observance. Any breach of these rules/instructions shall be viewed very seriously and the employee concerned shall render themselves liable for disciplinary action under the relevant per rules.

Yours faithfully,

B.S. Gaira

(B.S. Gaira)

Deputy Secretary

Copy to:

1. All Heads of Divisions/Sections in CSIR Hqrs./CSIR Complex.



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
RAFI MARG, NEW DELHI - 110001

No.7-1(2)/2005-R&A

To

The Directors/Heads of all the CSIR Labs./Instts.



Sub : Representation received from Scientists under the CSIR Scientists Recruitment and Assessment Promotion Rules, 2001.

Sir,

I am directed to state that in spite of CSIR circulars of even no. dated 21st May, 2004 and 8th July, 2005, relating to procedure/instructions to be followed by the Labs. in dealing with the representations/appeals made by the scientists their assessment promotion under CSRAP Rules, 2001, large number of representations are received at H'qrs. directly from the Scientists without any comments from Lab./Instt. It has been, accordingly, decided that the following procedure may be adopted at the laboratory level to deal with such representations :

1. Scientist, in whose case Director is the appointing authority, the representation should be addressed to Director of the Laboratory. The Director, after obtaining the comments of RAB, if required, will examine the representation and give a suitable reply to the individual. In case, the aggrieved scientist is not satisfied with the reply, he may prefer an appeal to DG, CSIR through proper channel. While forwarding such an appeal to DG, CSIR for consideration the concerned Lab. will forward para-wise comments and the comments received from the RAB, for examination at CSIR H'qrs. Only those appeals, which are received through proper channel along with para-wise comments of the Lab. and the RAB, will be entertained by the CSIR H'qrs. and no cognizance will be given to representation/appeal received from the individual directly.
2. Any representation of Scientists Group-IV(5), relating to assessment to the next higher grade i.e. IV(6) may be addressed to DG, CSIR through proper channel. The concerned Lab. before forwarding such representation to CSIR H'qrs, will provide para-wise comments on the representation along with comments of the RAB, in case the individual has raised any point relating to constitution of the Assessment Committee, non-inclusion of expert of the related area in the Assessment Committee

[Handwritten signature]

.....2/-

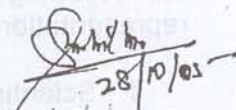
or inclusion of an expert, who is not from the approved panel of experts in the related fields. CSIR H'qrs will examine such representations, and submit it to the DG, CSIR for appropriate order. Any appeal against decision of DG, CSIR, in such cases will lie with the VP, CSIR. Any appeal against the decision should be preferred within 45 days from the date on which copy of the order against which appeal is made is delivered to the applicant. Lab./Instt. should also ensure that for timely disposal of representation/appeal made by the Scientists, all the relevant records with their para-wise comments and the comments of RAB are sent to the appropriate authority at the earliest so that a final decision could be taken by the appropriate authority within the prescribed time limit. However, the Appellate Authority may entertain appeal after the expiry of the said period if he is satisfied that the applicant has sufficient case for not preferring the appeal in time.

It has been observed that Scientists, while making such representations/appeals to DG, CSIR also endorse a copy of their representation to VP, CSIR and President, CSIR, which is not in conformity with the Govt. of India instructions on the subject. Making any representation or appeal to higher authority, without exhausting all the available channels may attract provisions of CCS (Conduct) Rules, as made applicable to Council employees.

The above instructions may please be brought to the notice of all concerned for compliance.

Hindi version follows.

Yours faithfully,


28/10/05

(SUSHIL KUMAR)
Deputy Secretary(R&A)

o/c

Copy to:

1. Sr. COAs/COAs/AOs of all Labs/Instts.
2. DS(CO)/DS(LA/PPS)/DS(Cte.)/DS(Complex)
3. Head, RAB
4. Sr. PPS to DG, CSIR
5. PPS to JS (A)
6. PA to FA, CSIR
7. Office copy

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-110001



17(66)/94-PPS

23.05.2006

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

✓ The Directors/ Heads of all National Labs /Instts.



Sub: Representations from Council employees on service matters.

Sir,

I am directed to invite your kind attention to this office Circular letter No.17(226)/97-EII dated 24.11.1997 (copy enclosed) on the above subject and to state that it has been observed that in spite of these instructions, representations (including advance copies) are being sent by the employees addressed to the Hon'ble President/VP, CSIR, DG, CSIR and other higher authorities directly. The competent authority has therefore, desired that the contents of CSIR Circular dated 24.11.1997 may be brought to the notice of all employees which inter-alia reads as under:

"No appeal or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representation to still higher authorities must not be made unless all means of securing attention or redress from lower authority have been exhausted and even in such cases the representation must be submitted through proper channel".

The above instructions may kindly be brought to the notice of all the employees of your Lab./Instt. for information, guidance and strict observance. Any representation received directly from the employees of the Lab./Instt. will therefore not be entertained.

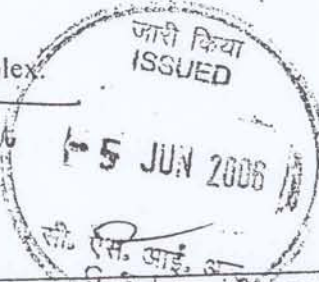


Yours faithfully,

Sushil Kumar
(Sushil Kumar)
Deputy Secretary

Copy to:

1. COAs /AOs of Labs/Instts.
2. Chief Vigilance Officer, CSIR
3. LA, CSIR
4. Staff Officer to DG, CSIR
5. PS to FA, CSIR
6. All Dy. Secretaries/Under Secretaries at CSIR Hqrs./CSIR Complex.





संशोधन परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन-2, पॉस्ट मॉड, नई दिल्ली-110 001
Anusandhan Bhawan-2, Post Mod, New Delhi-110001

EX-100/94-192

13/05/94

13/05/94

No.

Page

एजेंट ऑफिस (अनुसंधान)
Joint Secretary (Anusandhan)



The Director, Heads of all National Labs (Anusandhan)

Public Representations from Council employees on service matters.

I am directed to invite your kind attention to the office Circular letter No. 1/12/94/94-11 dated 24.11.1993 copy enclosed on the above subject and to state that it has been observed that in spite of the instructions representations (including advance copies) are being sent for the employees addressed to the Joint Secretary, CSIR, DG, CSIR and other higher authorities. The competent authority has therefore, decided that the contents of CSIR Circular dated 24.11.1993 may be brought to the notice of all employees which may be under

the appeal or representation to a higher authority must be made under the appropriate authority has already rejected the claim or refused to accept or under delay the receipt of the case. Representations to all higher authorities must not be made unless and only after the necessary attention or action from lower authority have been exhausted and even in such cases the representation must be submitted through proper channel.

The above instructions may kindly be brought to the notice of all the employees of the Department in information guides and such other ways. Any representation received through the Department will be dealt with as per the instructions.



Yours faithfully,
Joint Secretary



CSIR (Anusandhan)
Joint Secretary
CSIR, DG, CSIR
CSIR, DG, CSIR
CSIR, DG, CSIR