



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

4-38/2002-E.II(PD)

01.01.2014

No. _____

Dated _____

From

FOR IMMEDIATE ATTENTION

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all CSIR Labs/Instts.

Sub: Proposals for extension in service in respect of Chief Scientists/Outstanding Scientists/Directors beyond superannuation upto the age of 62 years- forwardal thereof.

Sir/Madam,


I am directed to inform you that a meeting of the Standing Peer Review Committee (SPRC), is likely to be held in the month of February, 2014. It is, therefore, requested that proposals for extension in service beyond superannuation upto the age of 62 years in deserving cases of Chief Scientists/Outstanding Scientists/Directors superannuating between April, 2014 to September, 2014 may kindly be forwarded to CSIR Headquarters latest by **14th January, 2014** positively, failing which it would become difficult to place the same before the SPRC.

Accordingly, the proposals for extension in service alongwith the following documents may kindly be forwarded to CSIR Headquarters:

1. 10 sets of bio-data, details of work done, work proposed to be done during the extension period.
2. One-page brief write-up, as per the **format enclosed** (alongwith its soft copy in word DOC file which may be sent by email to: pankaj@csir.res.in).
3. Justification for extension in service with specific recommendations of the Director.
4. Vigilance clearance certificate (in the enclosed proforma).
5. Attested copies of upto date APARs/ARPs/PMS of the Scientist for the last five years duly completed in all respects and a separate year wise list of APARs/ARPs/PMS grading(as per the format {Annexure-A} enclosed).
6. A statement in respect of all the officials proposed for extension beyond superannuation in service by the Lab/Instt in the enclosed Annexure-B & C may also be sent.

Yours faithfully,

Encl: as above


(D. Vijayalakshmi)
Deputy Secretary

Copy to:

1. US to DG, CSIR
2. US to JS(A)
3. CoA(CO), CSIR Hqrs.
4. Head, IT Division with a request to kindly place it on CSIR website.

Brief Note

Name: Designation: Date of Joining CSIR service: Qualification: (Mention name of University; year of passing; field of specialization) Name of the Labs./Instts.:	Date of superannuation on attaining the age of 60 years: Date of birth:
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Para (1) : This para will contain the brief career progression chronologically.

Para(2): Details of Award/Publication/Patent etc.

Brief on the number of books, Research papers published in National and International journals and the number of lectures/key note addresses and presentation of papers in National /International seminar/symposium. The para may also include the number of students guided by the scientist for award of Ph-D degree and the details of awards/fellowship granted including foreign assignments and also membership to various professional associations.

Para(3): Brief R&D contribution.

Para(4): Proposed R&D activity during the extended period.

Para(5): Brief recommendations of the Director, justifying extension in service based on performance and public interest.

Prepared by:

(Name & Designation)

Checked by:

(Signature of COA/AO)

Official Stamp:

Dated:

Particulars of the officer to be considered for issue of vigilance clearance.

- (i) Name of the Officer/Official:
- (ii) Designation:
- (iii) Posting details of Last 5 years:-

	From	To
Place of posting		
Designation		
Grade		

- (iv) Vigilance history during the relevant period :
- (v) Whether appears in Doubtful Integrity list?
- (vi) Whether any disciplinary/vigilance proceeding is pending or contemplated (wherever applicable)?
- (vii) If yes:
 - (a) Case No./details in brief :
 - (b) Status of the case :
- (viii) Whether any penalty has been imposed in the past (last 5 year):
 - (a) If yes, whether major or minor,
 - (b) brief details of the penalty,
- (ix) Indicate if any penalty is in operation as on date :
- (x) Whether Annual Property Return for the previous year ending 31st Dec. has been filed, if yes, then date of submission?
- (xi) Other remarks if any :

(Signature)

Annexure-A

Statement of APARs / ARPs/PMS grading for the last five years in respect of Scientists

Sl. No.	Name, Designation & Lab./Instt.	Date of appointment to the present post	Ye a r s					Average %
			2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	
A	B	C	D	E	F	G	H	I
1.								

Annexure-B

Statement of chronological career progression of Director/Scientists

Sl. No.	Name & designation	Name of Lab./Instt.	Junior Scientist/Trainee Scientist (erstwhile Sci-B) (Date of Joining)	Scientist (erstwhile Sci-C) (Date of Joining)	Senior Scientist (erstwhile Sci-E.I) (Date of Joining)	Principal Scientist (erstwhile Sci-E.II) (Date of Joining)	Senior Principal Scientist (erstwhile Sci-F) (Date of Joining)	Chief Scientist(erstwhile Sci-G) (Date of Joining)	Director/ Outstanding Scientist (H) (Date of Joining)

Annexure-C

Details of Scientists proposed for extension beyond superannuation in service upto 62 years .

Sl. No.	Name & designation	Name of Lab./Instt.	Date of Birth	Date of Superannuation	Date of appointment to the present post	Age as on appt. to the present post	No of years put in the previous post before appointment to the present post .	No. of years of service rendered in CSIR (Sci-B onwards)

Signature of CoA/AO with Official Stamp

Full Name:

Date: