



सा./No.: No. 5-1(211)/2014-PD

दिनांक/Dated: 22.06.2020

प्रेषक / From: (संयुक्त सचिव) प्रशासन
Joint Secretary (Admn.)

सेवा में / To : The Directors / Heads of all National Labs./Instts.
of CSIR Hqrs./Complex/Centres/Units

विषय / Sub : Restructuring and Review of Administrative cadres in CSIR-
notification of revised Sanctioned Strength – reg.

महोदय/Sir/ महोदया/Madam,

The Review of Administrative Cadres in CSIR was under process for quite some time. The recommendations of the Committee on Restructuring and Review of Administrative Cadres in CSIR along with the recommendations of DoPT were passed by the Governing Body of CSIR in its 190th meeting held on 20.12.2018. Further, the implementation plan on the HR measures recommended by DoPT on Restructuring and Review of the Administrative cadres of CSIR was also passed by the Governing Body in its meeting held on 26.04.2019. Thereafter, on the advice of the Ministry of Finance, Department of Expenditure, the Hon'ble Minister of Science & Technology approved the consolidated recommendations on Restructuring and Review of Administrative Cadres as passed by the Governing Body of CSIR.

The revised post-wise sanctioned strength of the four administrative cadres viz. (General, Finance & Accounts, Stores & Purchase and Stenographic) are as follows:

(I) General Cadre		
Sl. No.	Name of the Post	Revised Sanctioned Strength
1.	Sr.Deputy Secretary/ Sr.Controller of Administration	15
2.	Deputy Secretary/ Controller of Administration	49
3.	Under Secretary/Administrative Officer	77
4.	Section Officer (Gen)	254
5.	Assistant Section Officer (Gen)	825
6.	Senior Secretariat Assistant (Gen)	355
7.	Junior Secretariat Assistant (Gen)	305
TOTAL		1880

(II) Finance & Accounts Cadre		
Sl. No.	Name of the Post	Revised Sanctioned Strength
1.	Sr.Deputy Financial Adviser / Sr.Controller of Finance & Accounts	07
2.	Deputy Financial Adviser/Controller of Finance & Accounts	27
3.	Finance & Accounts Officer	62
4.	Section Officer (F&A)	121
5.	Assistant Section Officer (F&A)	271
6.	Senior Secretariat Assistant (F&A)	145
7.	Junior Secretariat Assistant (F&A)	129
TOTAL		762

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(III) Stores & Purchase Cadre		
Sl. No.	Name of the post	Revised Sanctioned Strength
1.	Senior Controller of Stores & Purchase	04
2.	Controller of Stores & Purchase	14
3.	Stores & Purchase Officer	47
4.	Section Officer (S&P)	107
5.	Assistant Section Officer(S&P)	178
6.	Senior Secretariat Assistant (S&P)	145
7.	Junior Secretariat Assistant (S&P)	114
TOTAL		609

(IV) Stenographic Cadre		
Sl. No.	Name of the post	Revised Sanctioned Strength
1.	Principal Staff Officer	02
2.	Senior Principal Private Secretary	07
3.	Principal Private Secretary	37
4.	Private Secretary	157
5.	Senior Stenographer	205
6.	Junior Stenographer	185
TOTAL		593

2. Further, the Stenographic Cadre has been separated from the General Cadre and their promotional avenues has been made as per the recommendations of the Committee for the Restructuring and Review of the Administrative Cadres of CSIR and by DoPT, which was duly approved by the Governing Body, CSIR in its 191st meeting held on 26.04.2019.
3. The recruitment and promotion in these cadres will be operated as per the provisions of Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 which will be notified separately.
4. Lab./Instt. wise allocation/apportionment of revised sanctioned strength of all the administrative cadres will be issued separately to the respective Labs./Instts.
5. Hindi version will follow.

भवदीय /Yours faithfully,



(बी.के.सिंह / B.K.Singh)

उप सचिव / Deputy Secretary

नीति प्रभाग /Policy Division

प्रतिलिपि/Copy to:

1. PS to DG, CSIR
2. PS to JS(Admin),CSIR
3. PS to FA, CSIR
4. Sr.COA/COA/AO of all CSIR Labs/Instts.
5. Sr.DFA (Sr.COFA)/DFA (COFA)/F&AO of all CSIR Labs/Instts.
6. Sr.COSP/COSP/SPO of all CSIR Labs/Instts.
7. Head, IT Division with the request to upload this letter on the CSIR website & Policy Repository
8. कार्यालय प्रति/Office copy.