

वैज्ञानिक और औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, Delhi-110001

सा./No. : 5-1(335)/2016-PD

दिनांक/Dated: 19.04.2016

कार्यालय ज्ञापन / Office Memorandum

In order to enhance the administrative efficiency and productivity at CSIR Hqrs., the Competent Authority has been pleased to approve the following timelines to dispose off various receipts / references at CSIR Hqrs. All administrative sections/divisions/units of CSIR Hqrs. are requested to submit the Report of their respective sections/divisions/units in the enclosed Proforma on monthly basis to Joint Secretary (Admin.), CSIR/Director General, CSIR.

It may be ensured that the report for the preceding month is sent by the 10th day of each month.



(विनोद कुमार / Vinod Kumar)

अवर सचिव (नीति प्रभाग) / US (Policy Division)

संलग्न/Encl. : यथोपरि / As above

प्रतिलिपि/Copy to:

1. US/SO of CSIR Hqrs./Units/Complex/HRDC- for compliance
2. US,O/o DG,CSIR
3. US,O/o JS(Admn.)
4. PS to Sr.DS (HR/PD)
5. PS to DS(CO)
6. PS to Legal Adviser,CSIR
- ✓ 7. Head, IT Division with the request to host this OM on the CSIR website & Policy Repository.
8. Office Copy

Activities to be monitored at CSIR Hqrs.Level

❖ Report for the Month :, 2016 for submission to Joint Secretary (Admin.) ,CSIR / DG,CSIR

Sl. No	Subject	No.of Receipts		No. Processed	Scheduled turnaround time / Final disposal	Balance Pending	Current Status / Remarks
1.	Dak Monitoring				2 weeks		
2.	Grievances/ Complaints				Process / timeline break-up: a) Issue to Lab. for comment : 5 days b) Receipt of Lab comments : 7 days c) Process/examination of case : 7 days d) Disposal / Approval of CA : 7 days e) Despatch of final response : 4 days Total time :30 days		
3.	Statutory Receipts	RTI			2 weeks		
		PMO / Cabinet Secretariat			2 weeks		
		VIP Reference			2 weeks		
		Parliament Questions			3 days		
		CPGRAMS			1 week		
4.	Lab. references	Service matters involving ref. to Finance / Legal /Policy			45 days		
		Routine service matters			Process / timeline break-up: a) Issue to Lab. for comment : 5 days b) Receipt of Lab comments : 7 days c) Process/examination of case : 7 days d) Disposal / Approval of CA : 7 days e) Despatch of final response : 4 days Total time :30 days		
		With reference to DoPT / MoF etc.			Process / timeline break-up: a) Within CSIR :1 month b) For DoPT,MoF etc advice : 1 month Total time : 2 Months*		
5.	Other time bound Receipts	Vigilance Clearance			10 days		
		Forwarding of application			10 days		

❖ Indicative timeframe- Matters referred to other Departments may take longer time than indicated.

Signature of SO/US :

Section / Division :