



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 7(24)/2014-PD(DRC)

9th October, 2017

To

The Directors of all CSIR National Labs./Instts
and Heads of all CSIR Directorates/Centres/Units.

**Sub: Observance of proper protocol while communicating with Hon'ble President/VP,
CSIR- reg.**

Sir/Madam,

I am directed to state that instances have come to notice where some of the Directors/ Heads of Laboratory/Institute / Unit / Center have approached Hon'ble VP, CSIR on day to day issues being faced by them in their respective Labs./Instts. rather than bringing these matters to the notice of DG, CSIR. This creates an undesirable situation in which DG, CSIR is not kept informed/apprised of the issues being communicated to VP, CSIR, directly by the Heads of Labs./Instts./Units./Centre. It has also been noted that some of the Directors even send SMS directly to VP, CSIR without following the proper protocol while communicating with higher dignitaries such as President or VP, CSIR. Minister (S&T and ES)/VP, CSIR has taken this issue very seriously, considering this as a violation of proper procedure.

In this regard, attention is also invited to Rule 52 of CSIR Rules & Regulations and By-laws wherein it is stipulated that the Director General, CSIR as the Principal Executive Officer of the Society is responsible for the proper administration of the affairs of the Society under the direction and guidance of the Society, President and Vice President. Rule 53 further states that DG, CSIR shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary. Hence, Being Principal Executive Officer of CSIR, the DG, CSIR is responsible for all the affairs of the Society under the guidance of VP, CSIR and President, CSIR. Therefore, it is imperative that communications to VP, CSIR are routed by Directors/Heads/other officers of the Labs./Instts/Unit/Centre only through proper channel, i.e., through DG, CSIR.

These instructions may be noted for strict compliance.

Yours faithfully,

K. R. Vaidheeswaran

(K.R. Vaidheeswaran)
Joint Secretary (A)

Copy to:

- ✓ 1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Sr. CoA/CoA/AO of all CSIR Labs./Instts./Centres./Units.
3. US, O/o DG, CSIR.
4. PS to JS(A)