

No. 12012/2/18-PG

10 May, 2023

Dated _____

To,

Nodal Officer (CPGRAMS) of all CSIR Labs./Instt.

Sub: Submission of Weekly Progress Report on pending grievances on CPGRAMS Portal – reg.

Sir/Madam,

I am directed to draw your kind attention towards OM No. S-15/21/2021-O/o DS(PG)-DARPG (7085) dated 27.07.2022 issued by Department of Administrative Reforms and Public Grievance whereby a maximum period of 30 days have been prescribed for redressal of grievance received on CPGRAMS portal. Therefore, it is requested that prescribed timelines may be followed strictly.

It is further informed that due to reduction of timelines for disposal of grievances, the format for Weekly Progress Report, as circulated, vide this office letter of even number dated 15.09.2021, has now been modified and attached herewith.

You are, requested to kindly send 'Weekly Progress Report' every Monday starting from 15.05.2023 in the revised format to the undersigned by E-mail (singhanita@csir.res.in) and copy may also be marked to Shri Ajay Kumar Rathi, Under Secretary (ajay.rathi@csir.res.in).

Yours faithfully,



(Anita Singh) 10/5/23

Deputy Secretary

Encl: Revised Weekly Progress Report Format.

Copy to:

- 1) Office of JS (A), CSIR
- 2) Directors/Heads of all CSIR Labs./Instts.
- 3) Sr.COA/COA/AO of all CSIR Labs./Instt.
- 4) Head, IT – with the request to upload this letter on the website.

Name of the CSIR Laboratory/ Institute:			
Weekly progress report reflecting disposal of grievances in CPGRAMS Portal			
For the week ending :			
	Grievances Brought forward in the beginning of the week	Grievances Disposed during the week	Grievances Pending at the end of the week
Pending for 0-15 days			
Pending for 16-30 days			
Pending for 30-45 days			
Pending for 46-90 days			
Pending for 91- 365 days			
Pending for more than a year			

Name & Signature of Nodal Officer PG Portal

Name & Signature of Sr.COA, COA, AO
Date :

NB:

1. Weekly Progress report should be prepared every week ending (Starting with Monday).
2. Weekly Progress Report should reach CSIR Hqrs. on the ensuing Monday by email to singhanita@csir.res.in with cc to ajay.rathi@csir.res.in
3. NIL pendency report is also required to be submitted.
4. In case, grievance is pending for more than 30 days, reason(s) thereof may be communicated separately by senior-most officer of Administration of the concerned Lab./Instt.