

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



36-2/80-Law /120

26th April, 2023

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

Sr. COA/COA/AO of National Labs/Instt. of CSIR

Subject: - Format(s) for referring court cases etc. to CSIR Hqrs. -Reg.

Madam/Sir,

It may be recalled that during the General Administration Annual meet held in NIO Goa on 20th & 21st February 2023, the matter pertaining to draft formats for seeking legal advice and referring legal(court) cases to CSIR Hqrs. Legal Section was discussed and the draft formats were also circulated for comments.

The Joint Secretary (Admin), CSIR has now been pleased to approve the draft formats. Accordingly, all Labs. /Instts. of CSIR are hereby requested to forward the court cases or request for legal advice/opinion in the enclosed format as given below:

1. Court cases (fresh case): Format as enclosed at Annexure-I
2. Court judgement in a case: Format as enclosed at Annexure-II
3. Legal advice/opinion: Format as enclosed at Annexure-III

All Sr.COA/COA/AOs are requested to ensure compliance in this regard.

Yours faithfully,

(J.L Khongsai)

Deputy Secretary (Legal)

CC .

1. Sr.DS (CO)
2. Sr.PPS to DG CSIR
3. PS to JS(A)
4. PS to FA,CSIR
5. PS to CVO
6. PS to LA
7. **Office Copy**

Format for referring Legal (Court)cases to CSIR Hqrs.

1. Name of the Lab./Instt.:
2. Sub. matter of dispute (Viz. OA, WP (Petition/application):
3. Case No:
4. Name of the petitioner(s):
5. Name of the Respondent(s):
6. Name of the court/CAT Bench:
7. Category of the case:

Sub Category (Optional):

8. Subject matter / Brief Summary of the Case (Preferably in one para):

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9. Comments of the concerned Division of the Instt.:
10. Examination / Analysis by the Administration of the Lab./Instt./Division(CSIR Hqrs):
11. If Proposal for contesting, then please mention cogent grounds for contesting:
12. Name and contact details of the proposed Advocate:
13. Recommendations /approval of the Director:
14. List of Annexures:

Signature of Sr. COA/COA/AO

Format for referring Legal cases to CSIR Hqrs. after Court Judgement

1. Name of the Lab/Instt.:
2. Sub (Viz. OA, WP (Petition/application):
3. Case No:
4. Name of the petitioner(s):
5. Name of the Respondent(s):
6. Name of the court/CAT Bench:
7. Category of the case:
Sub Category (Optional):
8. Subject matter / Brief Summary of the Case:

9. Judgment (Broad point together with operative part):

10. Comments of the concerned Division of the Instt.:
11. Examination / Analysis by the Administration of the concerned Lab/Instt./Division of
CSIR Hqrs.:
12. Whether to accept or challenge the order. if proposal is for challenging the
judgement/order, please mention cogent grounds for challenge:
13. Date of receipt the certified copy of the Judgement:
(required for counting of limitation period to challenge the order
to be complied with, to avoid contempt proceeding in the matter)
14. Name of the Advocate:
15. Recommendations /approval of the Director:
16. List of Annexures

17. Signature of Sr. COA/COA/AO

Format for referring Matters/Issues to CSIR Hqrs. for Legal Advice/Opinion

1. Legal Issue(s)/Legal Notice:
2. Subject matter / Brief Summary of the Case: -

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3. Comments/proposal of the concerned Lab./Division of CSIR Hqrs.:
4. Examination / Analysis by the Administration of the Lab./Instt./Division (CSIR Hqrs).:
5. Specific Point on which legal Opinion is required:
6. Recommendations /approval of the Director:
7. List of Annexures:

Signature of Sr. COA/COA/AO