

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



No. 4-10(39)/2023-एच आर-II

17.05.2023

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Director/Head of all National Laboratory/Institutes

Sub: Recording of GSLI/RGIS contributions in detail in LPC/Service Book –reg.

Madam/ Sir,

Kind attention is invited to SR-199 wherein it is mentioned, "Every step in a Government's servant's official life must be recorded in his Service Book and each entry must be attested by the Head of his office.....". In a bid to abide by the principles enshrined in the SR and to avoid any difficulty being faced while settling the claims for GSLI/RGIS at the time of termination of service of an employee, it has been decided that Form attached with this letter may invariably be included in the Service Books of all members of the Scheme and past information / data may also be updated.

Further, the Head of Office shall record the following certificate in the remarks column over his dated signature every year, in the month of January and more particularly at the time of transfer of the members:

"Subscription at the rate of Rs appropriated to Group of the Scheme recovered from Pay and Allowances for the period from January to December....."

All other events such as promotions, transfer on deputation/foreign service, absorption in Public Sector Undertakings / Autonomous Bodies, retirement, etc. , occurring during the service career of the members shall also be recorded in Column 7 of the attached form.

It may also be ensured that at the time of transfer of an employee from one Lab to another, the laboratory/Institute from which the employee is being transferred issue a letter to the LIC/Insurer specifying the RGIS/GLSI contribution details of the employee and the GLSI/RGIS schemes numbers of both the laboratory/institutes i.e. the parent lab/Institute and the one where the employee is being transferred with a copy of the letter to the employee and Laboratory/Institute to which the employee is being transferred.

Yours faithfully,

(Purnima Arora)

Under Secretary(HR-II)

Enclosures: As above

Annexure with Circular Letter No. 4-10(39)/2023-एच आर-II dated 17.05.2023

FORM

GSLI/RGIS No. _____

Name and Designation (1)	Date of Joining CSIR. Service (2)	Date of admission to the GSLI/RGIS Scheme (3)	Group to which admitted (4)	Rate of monthly contribution (5)	Period		Events with exact date affecting Cols. (3) and (4) (7)	Remarks (8)
					From (6)	To		