

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
RAFI MARG, NEW DELHI-110001

No.8-12(4-3)/2017-Gen

Date : 01st March 2017

CIRCULAR

Sub: For deployment of Contractual Manpower (Highly skilled, Skilled, Semi Skilled and Unskilled)

The Competent Authority has constituted a committee to review of manpower (Highly skilled, Skilled, Semi Skilled and Unskilled) deployed at various divisions/ sections of CSIR Hqrs. The committee reviewed the matter and observed that

- (i) contract workers are being used for other than assigned work which is highly undesirable.
- (ii) contract workers are not maintaining punctuality and discipline.

Further, the committee felt that there is a need to review the contractual manpower presently deployed in all sections/divisions in the first instance.

Therefore, all HoDs are hereby requested to provide

- (i) justification in prescribed proforma for all contractual staff deployed at their respective section/division and they will provide the list of permanent staff at their divisions by 10th March 2017.
- (ii) quantum of work done by each contractual manpower during last six months.

All may please note that deployed contractual manpower will be withdrawn fortnight in case of non submission of aforesaid information within stipulated date.

This issues with the approval of Competent Authority.

[Signature]
(Nita Singh)
Section Officer

Copy to:

- 1.All Hods: where contractual manpower is deployed
- 2.All notice board
- 3.Head IT: With request to upload on CSIR Website alongwith prescribed proforma
- 4.Office Copy

NAME OF DIVISION/SECTION: _____

PROFORMA FOR JUSTIFICATION OF REQUIREMENT OF CONTRACTUAL MANPOWER

Details of Work/services done by Section		Details of staff						Justification for continuation beyond 31 st March 2017	Indicate the name/designation of staff retired during 2014, 2015 & 2016
		Regular		Contractual					
		Name of staff	Designation	Name	Category	Date of deployment at division/section	Details of work done during last six months		
Sl n o.									
1									
2									
3									

Note: (i) filled up proforma should be legible.
(ii) If required, separate sheet may be used.

Signature of HOD