

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफीमार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



F.No. 5-1(335)/2016-PD

Dated 27.1.2017

To

All Directors/Sr. CoAs/CoAs/AOs of CSIR Labs./Instts.

Sub: Timely submission of monthly report for implementation of SoPs and time-lines.

Sir,

I am directed to refer to CSIR circular letter of even no. dated 29.7.2016, wherein all the Labs/Instts. were requested to submit their monthly report of their compiled data duly filled in the prescribed Proforma-II for Labs/Instts. and Proforma-I for CSIR Hqrs.

Accordingly, all the Labs/Instts. have been forwarding their compiled data since the month of August, 2016. On the basis of the data received from the Labs/Instts. in Proforma-II under various activities, the collated information is being submitted by the monitoring cell from time to time to the Competent Authority.

Recently, it has been observed that the data received for various months in respect of Legal Cases is not matching with the data being maintained by the Legal Division of the CSIR Hqrs. and as such there is a mismatch in the data being reflected by the various Labs/Instts.

Contd....

[Signature]
27/01/2017.

In other words, the data shown by various laboratories in respect of the pending legal cases and the current status as being maintained by the CSIR Hqrs. is at variance.

It is therefore, requested that all the Labs/Instts., while forwarding the information w.r.t legal cases of the Labs/Instts. should clearly mention as to the no. of cases carried forward from the previous months (pending earlier) separately. No. of cases received in the current month out of which no. of cases processed and thereafter the balance pending at the end of the month including current and carried forward cases. ***While sending the monthly report for the month of January, 2017, the exact and total information may be provided to CSIR Hqrs., so as to avoid any mismatch of the data compiled at Hqrs.***

It is also to be mentioned that most of the Labs/Instts. are not forwarding their information on time. In some cases the information being received from the Labs/Instts. is received by 15th of the month. The same has not been appreciated by the Competent Authority. Therefore, ***It is reiterated that COAs/AOs must ensure to forward the monthly report of the preceding month latest by 7th (or next working day by 1.00 p.m) of the following month (to the Monitoring Cell mail ID (monitoring@csir.res.in), so that the data is collated and timely submitted to DG, CSIR.***


27/01/2017

(Anjum Sharma)

DS, Monitoring Cell

Copy to:

1. Directors/CoAs/DS/AOs/US of Labs/Instts./CSIR, Hqrs/Units/Complex/HRDC
2. Joint Secretary (Admn.) – for information
- ✓ 3. Head IT Division – with a request to upload this communication on the CSIR web-site.