

CSIR SERIAL CIRCULARS 2001

(Up to 31st December, 2001)

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Dy. Secretary**



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COPIES OF CSIR CIRCULAR LETTERS/OMs ISSUED FROM 1ST JANUARY, 2001

Serial Circular No.49-A

Copy of CSIR Circular letter No.3(89)/EA-Law/6285 dated 3.1.2001 from legal Adviser, CSIR addressed to COAs/AOs of all the national/Labs/institts.

Sub:-Imposition of cost towards delay in filing reply in CAT

This is to bring to your notice that in one of the recent cases, the Hon'ble Supreme Court has come down heavily on one of the Government departments for delay in filing the reply. The relevant portion of the order is reproduced below:-

“Counter Affidavit by the Govt. agencies-non-filing of-Govt. Counsel seeking time to file the counter- Request- declined for the reason that it has become the regular practice with all the Govt. agencies taking it for granted that the time would be granted to suit their convenience.”

For the reasons stated above, various benches of CAT have directed that Departments should file their statement of objections within sixty days from the date of receipt of notice from the Registry of CAT failing which a minimum cost of RS.1000/- (Rupees one thousand only) will be imposed on the Head of Department or on the case worker and should be recovered from the salary of Head of the Department or the case worker as the case may be.

As per Rule 12 of the CAT (procedure) Rules, the reply should be filed within four weeks from the date of receipt of the notice.

In view of the above, as and when any case is filed, you are requested to send your comments alongwith a copy of petition immediately on receipt of Notice from the Court. Further, if reply needs to be vetted, the same may be got drafted from the Advocate and send to CSIR well in time to avoid any imposition of cost by the Tribunal.

Serial Circular No 50

Copy of CSIR circular letter No.14(6)/2000-E.II dated 4.1.2001

Sub: Procedure for conducting of examinations for recruitment purposes – Clarification reg.

I am directed to state that as per circulars issued by CSIR in the past, appointment of examiner for conducting the examinations/tests for recruitment purposes should be made from the relevant State/Central Government recognised

Institutions only and that in no case the departmental officers should be entrusted the work relating to such examinations.

Instances have come to the notice of CSIR where these instructions are not being strictly followed by some of the Labs./Instts. inasmuch they are assigning the task of paper setting and evaluation etc. to the departmental CSIR officers resulting in complaints/allegations of unfairness and favoritism.

The matter has been considered and it has been decided with the approval of the competent authority that henceforth for conducting any examination wherever the same has been prescribed under the rules for recruitment to direct as well as departmental quota posts in CSIR system, the job of paper setting and evaluation of answer sheets should invariably be assigned to the outside experts in the relevant disciplines from the State/Central Govt. recognised educational/professional institutions only.

It is requested that the above decision may kindly be brought to the notice of the all concerned in your Lab./Instts. for their information, guidance and strict compliance.

Serial Circular No 50 A

Copy of CSIR circular letter No.10(1)/CIR/2001-Cte dated 8th January 2001

**Sub: Constitution of different committees for various purposes –
Submission of reports within the specified period – regarding.**

Very often CSIR and its National Labs./Instts. constitute committees for taking decisions on policy and other matters with the aim of bringing up more efficiency and speed for smooth running of the organisation.

However, it has been observed that many a times committees constituted for different objectives either do not meet or they do not submit their report within the stipulated period of time which defeats the purpose of the formation of committees.

It is, therefore, stressed upon that while constituting committees a time frame for submission of report must be specified in the OM . The Committee must submit their reports at the earliest or in the specified period of time, which can normally be three months. Necessary extension can be given by the competent authority in extreme circumstances, otherwise on expiry of the stipulated period the committee will stand dissolved.

All are requested to note it for compliance and further necessary action.

This issues with the approval of DG, CSIR.

Serial Circular No 51

Copy of CSIR circular letter No.17(68)/97--E.II dated 11.1.2001

Sub: Grant Non-PLB (ad-hoc bonus) to Central Government Employees for the year 1999-2000.

I am directed to refer to OM No. 14(4)/E.Coord/I/99 dated 29.9.2000 on the above subject, and to state that references were being received from various Labs./Instts. about the admissibility of the PLB (adhoc bonus) for the year 1999-2000 to those employees who had been placed in the scale of RS. 6500-10500 under the ACP Scheme. The matter was referred to the Ministry of Finance, Department of Expenditure, for advice.

In reply, the Ministry of Finance have clarified that the employees, who have been given the pay scale of RS. 6500-10500 under the ACP Scheme, are eligible for grant of the said adhoc bonus as they are not granted gazetted status.

The above clarification may kindly be brought to the notice of all concerned in your Laboratory for their information, guidance and necessary action.

Serial Circular No 52

Copy of CSIR circular letter No.17(66)/94—PPS dated 11.1.2001

Sub: Assessment Committee for assessment of Scientists from Grade-IV(4) to Grade-IV(5) under para 4.5 of the Revised MANAS.

In continuation of this office circular of even number dated 23.11.2000 on the above subject, I am directed to state that the modification in the provision in para 4.5 of the revised MANAS notified vide the said CSIR Circular of 23.11.2000 has been approved by the Governing Body subject to the condition that the meetings of the Assessment Committee shall be fixed by the Chairman on the dates convenient to him for Chairing the same by himself. The provision for election of a member to function as Chairman of the Assessment Committee shall be acted upon only if the Chairman is not able to attend on the fixed date due to some unavoidable reasons caused subsequent to fixing the said date by him. Accordingly, the said provision does not provide for nominating the alternate Chairman in advance.

You are requested kindly to note the above decision of the Governing Body and also bring the same to the notice of all concerned in your Lab./Instt. for their information. Guidance and strict compliance.

Serial Circular No 53

Copy of CSIR circular letter No.3(89)EA-Law /63/3 dated 3/15.1.2001

As you are aware, employees of CSIR and its Labs./Instts. file cases before different forums like High Courts, Labour Courts and Administrative Tribunals for redressal of their grievances. On receipt of notice from the Court, steps are taken for contesting the cases.

In this context, I would like to inform that whenever any case is filed in the High Court under Article 226 by way of writ then before filing any reply on merits, a short counter affidavit raising a preliminary objection on the maintainability of writ petition be filed through an advocate. It may be mentioned in the counter affidavit that writ is not maintainable against CSIR as it is neither a State nor an Authority under Article 12 of the Constitution as held by the Hon'ble Supreme Court in the case of *Sabhajit Tewary Vs Union of India* reported as AIR 1975 SC 1329. This judgement is a judgement of five judges and still holds good and has not been overruled so far though referred in the later cases by the Hon'ble Supreme Court.

Further, it is informed that in case of *Shri P.K. Biswas & others*, the Hon'ble Supreme Court has referred the matter to the Constitution Bench but so far it has not come up for hearing.

I am enclosing the compilation of the judgement on this subject for reference in pending or future cases.

Serial Circular No 54

Copy of CSIR circular letter No. 17/66/94-PPS dated 15.1.2001

Sub: Regulation of cases of Group II employees in the pre-revised scales of RS. 1350-2200 and RS. 1400-2300, on merger of these scales to the revised scale of RS. 4500-7000 on implementation of CCS (Revised Pay) Rules, 1997, to the next higher revised grade of RS. 5500-9000.

I am directed to invite your kind attention to this office circular of even number dated 8.12.2000 on the above subject and to state that references are being received from the Labs./Instts. seeking clarification regarding regulation of the cases of employees in whose cases assessments had already been conducted and results declared.

The matter has been considered and it is accordingly clarified that in cases, where the results of the assessments conducted in respect of the concerned employees had already been declared prior to the date of issue of above CSIR circular, they may be allowed to continue in the promoted grade subject to review as per decision that may be taken by the CSIR in the matter after the CAT judgement in the case under reference.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Serial Circular No 55

Copy of CSIR circular letter No. 14(6)/86-E.II dated 17.1.2001

Sub:-Payment of 5% Service Tax-Reg.

In continuation of this office circular letter No.14(6)/86 dated 8.9.1999 on the above subject, I am directed to state that in consultation with Legal Adviser, the Competent Authority has approved inclusion of a clause with regard to payment of Service Tax, as per rules, in the Agreement, to be executed between CSIR Labs/Instts and Contractors, in future.

You are requested kindly to take further necessary action in this regard accordingly.

Serial Circular No 56

Copy of CSIR circular letter No. 26/62/84_Engg. dated 17.1.2001

Sub:-Hiring of houses-fixation of parameters.

With reference to the DG's Letter No.CBT/57/1/2000 dated 29.11.2000 from the Director, CBT on the subject cited it is notified that in order to mitigate the hardship faced by the laboratories regarding renewal of the lease agreements wherever due in partial modification of CSIR letter No.26/27/83-Engg. Dated 6.12.1991(2nd Paar), DG., CSIR has been pleased to delegate the powers to renew the lease agreement within the overall ceiling of the number of houses at the existing rates to the Directors of respective Labs./Instts.

It is, therefor, requested that in future all proposals for renewal of lease agreements may be decided at the level of Directors of the Labs./Instts.

Serial Circular No. 57

Copy of CSIR letter No.10(1)/2001-Cte Dated 24th January, 2001

Sub: Agenda and proceedings of MC-Review under the provisions of CSIR Rules, Regulation and Bye-laws.

I am directed to state that CSIR has been receiving up to 10 copies of Agenda and Proceedings of Management Council for review under the provisions of 'CSIR

Rules, Regulation and Bye-laws.’ In the recent past the Govt. of India has introduced several austerity measures. Therefore, with a view to exercise utmost economy in use of paper and postage, the Competent Authority has been pleased to decide that CSIR Labs/Instts will henceforth be required to send only three copies of Agenda/Proceedings of MC and extra copies of the relevant item(s), if any, required for the purpose of obtaining the views of various Divisions/Sections, shall be prepared at CSIR Hdqrs. Office.

It will also be ensured by all the Labs./Instts that Agenda of Management Council is sent well in advance say not later than one month preceding the date of the meeting of MC, and CSIR observations on MC Agenda shall be conveyed to the concerned Lab/Instt. within a period of three weeks from the date of receipt of receipt of Agenda/Proceedings in CSIR Hqrs. Office for which suitable instructions have already been issued to all concerned separately. Similarly, the Proceedings of MC shall also be sent to CSIR Hqrs. within one month after the meeting of MC.

It is requested that above decision may kindly be brought to the knowledge of concerned officers/officials in your Lab./Instt. for compliance.

Serial Circular No. 58

Copy of CSIR letter No. CSIR/SPO/2000 Dated 30th January, 2001 addressed to Sr. Controller, NAL Bangalore and copy endorsed to all the National Labs/Instts

Sub: Delegation of Powers to the Heads of Departments in CSIR

Kindly refer to your letter No. PUC/Buy-back/2001 dated 11.1.2001.

The policy of buy-back of certain equipments is being finalised by the Committee constituted to look into the review of the Rationalised Purchase Procedure (RPP). As and when a decision is taken, the same shall be communicated to you.

As regards the delegation of powers of MC and Director, the following powers are inter-alia vested with the Heads of the Departments as per the Delegation of Financial Powers Rules of the Govt. of India.

Item	Monetary limit	Remarks
Irrecoverable losses of stores or public money (including loss of stamps)	(i) RS. 20,000/-	(i) for losses of stores not due to theft, fraud or negligence. (ii) For other item
	(ii) RS. 10,000/-	
Demurrage/wharfage charges	Full powers	Each case exceeding RS. 10,00/- should be reported to the Dept. concerned i.e. CSIR in our case.

Since the Directors of all Labs. are declared as Heads of the departments, the above powers are already delegated to them. Proposals beyond the above limit shall have to be sent to MC and CSIR.

Serial Circular No. 59

Copy of CSIR O.M.No.SVG-1(1)/-2K dated 8.2.2001

Sub:- 100% Physical Verification of Stores of National Labs./Instts of CSIR including their Centres/Field Centres.

The Director General, CSIR has been pleased to approve modalities for implementation of 100% Physical Verification of Stores in all the Labs/Instts of CSIR including their Centres/Field Stations, for the period ending 31.3.2001 as under:

1. All the Labs/Instts shall, with immediate effect, start completion/up-dating of Stores Record, issue and receipt postings in the Stock ledgers (including Central, Project, Civil, Electrical, Engineering and all other Stores) , completion of personal/Divisional Inventory Registers etc. ; and must ensure that up-to-date stock registers & necessary records, duly reflecting stock balances/ ground balances, as the case may be, are kept ready latest by 31st March 2001. For this purpose internal groups, if needed, may be formed by the Director/Head of the concerned Lab/Instt.
2. A committee under the leadership of COA/Sr. F&AO/Sr. SPO and staff consisting from administration, finance, scientific/technical side from any other Laboratory/Instts. nominated by CSIR Hqrs. will visit each Lab/Instt. on 1st April 2001 and shall start 100% stores verification work, finishing it in the minimum time possible.
3. The Committee will verify all such items with reference to the concerned Stock Ledger/Record Register and prepare Ledger-wise/Record-wise lists in respect of those items where discrepancies are found. A copy of 100% physical verification report together with the discrepancy list(s) and observation of Committee will be given to the Director/Head of the concerned Lab/Instt. and a copy of the same will be sent to CSIR Hqrs. to ensure follow-up action. One copy will be retained by the Team Leader for clarifications, if any, for a period of twelve months after which he/she may get it destroyed.
4. If considered necessary, the inspection team formed as above, may comment on the quality of the items purchased in the Lab./Instt. for the test check.

The strict compliance of the above instructions may be ensured by Directors/heads of all the Labs./Instts. and the same may be brought to the notice of all concerned, including Incharge, Centres/Field Stations, as the case may be for ensuring necessary action.

The receipt of this communication may kindly be acknowledged.

Serial Circular No. 60

Copy of CSIR letter no. 4(212)/94-E.II dated 14.2.2001

Sub:- Weightage of night duty – revision of the effective date of Implementation of the Govt. of India orders with retrospective effect.

I am directed to invite your kind attention to this office letter of even number dated 8.7.1996 adopting the DoPT, Govt. of India OM No. 12012/4/86-Estt. (Allowance) dated 4.10.1989 regarding weightage of night duty allowance, for implementation in CSIR w.e.f. 8.10.1991.

As the weightage of night duty under the above cited Govt. of India orders was payable to the eligible employees from retrospective effect of 1.1.1986, in a case filed before the Hon'ble Central Administrative Tribunal, it directed CSIR to consider to adopt the Govt. of India OM under reference w.e.f. 1.1.1986. The matter was accordingly placed before the Governing Body at its 149th meeting held on 27.12.2000. The Governing Body considered the matter and approved the revision of the effective date of implementation of the orders in CSIR regarding weightage of night duty allowance in terms of GOI, DoPT OM dated 4.10.89 cited above, with retrospective effect from 1.1.1986 instead of 8.10.1991 subject to the condition that no interest will be payable on any arrears becoming payable on this account.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Serial Circular No. 61

Copy of CSIR letter no. 4(21)/Scheme/2000-E.II dated 14.2.2001

Sub:- Scheme for absorption of casual/contractual workers engaged by Indian Institute of Petroleum, Dehradun.

I am directed to enclose herewith the scheme prepared in pursuance of the Hon'ble CAT, Principal Bench, New Delhi orders on the above subject and as

approved by GB, CSIR at its 149th meeting held on 27.12.2000, for further necessary action at your end.

Enclosure

IIP Casual/Contractual Workers Absorption Scheme.

1. **Name of Scheme :** This scheme shall be called IIP Casual/Contractual Workers Absorption Scheme, 2000.
2. **Administration of Scheme :** IIP will administer the Scheme.
3. **Scheme and scope of the Scheme :** The Scheme being a one-time measure will be applicable to workers who were engaged on casual/contractual basis, on consolidated payments of wages who had completed 240 days (206 days in case of 5 day week) in a year upto 17.11.1999, provided they were and/or are not in employment in any Govt./Semi Govt./Public Sector Undertaking/Local Self-Govt./Public Sector Enterprises/Autonomous Body etc. after their discontinuance with IIP and they had not left IIP job on their own.
4. **Terms & Conditions of regularisation :**
 - a) Casual/Contractual Workers should be educationally qualified for the posts for which they may be considered for absorption. Their absorption will be only against the vacancies available and/or those arising in future in Group-D or C category of posts in IIP, by following the procedure prescribed for the post in the relevant recruitment rules.
 - b) Wherever age limit is prescribed, it will be determined after allowing age relaxation to the extent of the period of service already put in by them on casual basis in IIP.
 - c) Orders on reservation issued by GOI from time to time and made applicable to CSIR shall be applied for implementation of the Scheme.
 - d) Casual/Contractual workers who do not appear in test and/or interview in spite of age relaxation or who are not successful in two chances in a period of six months, will be removed from casual/contractual engagement with one month's notice or payment in lieu thereof.
5. **General Conditions :**

- a) Regularisation will be considered at the entry level/grade of post of Group C or Group D posts (technical or non-technical as the case may be.
- b) No direct recruitment in Group C or Group D posts (technical or non-technical) from outside candidates shall be made by IIP until the eligible casual/contract workers identified under this scheme are absorbed.
- c) Casual/Contractual Workers on regularisation will not be entitled to any benefits for the past period of casual/contractual service rendered by them as casual/contractual workers.

Serial Circular No. 62

Copy of CSIR O.M.No. SVG-3(1)/2k dated 15.2.2001

Sub-Technical Evaluation of bids-Instructions of the Chief Technical Examiner (CVC)

CSIR Laboratories including Head Quarters generally purchase/procure equipment/pilot plants/related technical services etc. through open/limited tenders. The bids so received are then technically and financially evaluated to decide upon the successful bidder for placement of order. Recently the Chief Technical Examiner (Central Vigilance Commission) while examining one such case has desired that transparency should be observed in technical evaluation of the bids and technical parameters including their weightages, if any; for carrying out the technical evaluation; need to be on a rational basis specified in unambiguous and unequivocal terms in the tender documents so that all the bidders understand/assess the implication of these parameter (s) to submit their bids.

In view of the above, it is advised to follow above instructions of the Chief Technical Examiner (Central Vigilance Commission) while seeking tender bids.

Copy of CSIR circular No. DG/CIMAP/2001-RPBD dated 26.2.01

Sub: Transfer of Field Station at Bonera alongwith the associated farms at Yarika be transferred to RRL Jammu from CIMAP w.e.f. 1.4.01.

On the transfer back of Drug Research Laboratory and farms to the Govt. of J&K, CIMAP had retained at Bonera (district Pulwama) 150 acres and at Yarika (district Tangmarg) 25 acres of land on a 40 year lease w.e.f. 30.5.1985 for growing locale specific crops of medicinal and aromatic plants (MAPs). The farms together were designated as CIMAP Field Station, Bonera. The Field Station developed into a tenable location for field trials of new varieties of MAPs and conservation of germplasm. However in recent times due to local problems in Kashmir CIMAP was unable to provide the requisite scientific support and realize the synergy from the activities of the Field Station. Accordingly, CIMAP sought the transfer of the Field Station at RRL, Jammu, as it had a Branch Laboratory at Srinagar and was thus in a better position to provide support to and derive benefits of the Field Station at Bonera especially as RRL Jammu was also engaged in R&D pertaining to MAPs.

2. RRL Jammu after a detailed consultation mechanism and on the recommendation of a committee set up to examine the issue agreed to transfer of the Field Station from CIMAP to RRL Jammu. As it could also give an effective management and support to revive the Field Station due to its proximity and also derive the benefit from the Field activities.
3. Accordingly with the understanding reached between the two laboratories the proposal for the transfer was placed for consideration and decision of the Governing Body in its 149th meeting held on 27.12.2000. The GB has directed that the Field Station at Bonera alongwith the associated farms at Yarika be transferred to RRL Jammu from CIMAP w.e.f. 1.4.2001 including all the assets and liabilities thereto on as is where is basis, namely :
 - (i) All the moveable property comprising R&D equipment, pilot plants, farm equipment, office equipment, furniture, vehicles, produce & products, animals stores and spares, stationery, chemicals & consumables etc.
 - (ii) The immoveable property comprising lands, grounds, farms, laboratory premises, buildings, sheds residential quarters and other immoveable properties; and
 - (iii) The staff, employees and workers on the Field Station and farms.
4. Directors of CIMAP and RRL Jammu may kindly take the requisite action to implement the said transfer including the effecting of necessary modifications in the number of posts, assets, stores and liabilities of the laboratory. The progress of implementation be informed for reporting to GB.
- 5.

62-B

Copy of CSIR O.M.No.12/82/2001-RPBD Dated 8th March 2001

Sub:- CSIR Technology Awards-Enhancement of Prize money.

The CSIR Technology Awards are recognised today for their high standards of technical innovation, visible and sustained impact and team work. The 'Prize money' for the Awards had remained static for the last seven years at Rs. 1 Lakh for the Technology Prizes. Considering this, the Technology Awards Selection Committee (TASC) for the year 2000 recommended enhancement of prize money of CSIR Technology Prizes from Rs. 1 lakh to Rs. 2 lakh for Technology Prizes in the four technological areas of the Biological Sciences & Technology, Chemical, Engineering and Material technology. The prize money for Business Development & Technology Marketing, being retained at Rs. 1 Lakh. The recommendations of the TASC were considered and approved by the CSIR Governing Body(GB) at its 149th meeting held on 27th December, 2000

2. Accordingly, the Prize money for the four Technology Prizes for Biological Sciences, Chemical, Engineering & Material Technology is raised to Rs. 2 Lakh each effective from the year 2001. The other terms and conditions for the technology Prizes remain unaltered.

Serial Circular No. 62-C

Copy of CSIR circular No.DG/NML/2001-RPBD dated 12.3.01

Sub: Closure of NML Field Station at Batala.

1. The NML Field Station at Batala was established in 1964 with the objective to serve the burgeoning small scale foundry industry then emerging in and around Batala and generally in Punjab. The situation has changed. The Govt., of Punjab has since set up an Institute on Machine Tools and Technology in Batala with UNDP assistance which services the needs of the local small scale industry including foundry industry.
2. The performance of NML Field Station was reviewed several times and at diverse levels. Finally, in January 2000, the Research Council (RC) of NML recommended the closure of the Field Station at Batala. The NML proposal for closure of Field Station at Batala was placed for the consideration and decision of the Governing Body in its 149th meeting held on 27th December 2000. The Governing Body considered the proposal and approved of :
 - i) Closure of NML Field Station at Batala.
 - ii) Handing over the rent free premises back to Government of Punjab.

- iii) Disposing of the moveable /immoveable assets of the Field Station through transfer, donation, gifts or sale or as appropriate, to be decided by the MC of NML;
 - iv) Absorbing the residual employees of the Station at NML or other CSIR establishments;
 - v) Authorising MC/RC/Director NML as appropriate to settle all residual matters of the closure of the Field Station.
3. Director, NML may kindly take the requisite action to effect the said closure including making the necessary modifications in the assets & liabilities, stores of the laboratory. The progress of implementation be informed for reporting to the Governing Body.

Serial Circular No. 63

Copy of CSIR O.M.No. 36(01)/2001/ST-Cell dated 15.3.2001

Sub-Appointment of persons holding the posts of Sweeper, Farash, etc. as peon – Reg.

The National Commission of Safari Karamcharis has been examining the implementation of DoP&AR instructions issued vide OM No. 42015/1/76 –Estt. © dated 2.2.77 providing for reserving 25% of the vacancies occurring in the cadre of peons for being gilled by transfer from sweepers, farashes, chowkidars, etc. who have put in a minimum of five years service and who may not be possessing the qualifications prescribed for direct recruitment to the post but who may possess elementary literacy and give proof of ability to read either English or Hindi or Regional language etc. etc.

However, from the information collected on the subject matter recently from CSIR Labs. Instts. it has been observed that Govt. of India instructions which are duly adopted for implementation in CSIR are not being followed strictly by them. One of the reasons for not taking cognizance of special scheme of Govt. of India about filling 25% of vacancies in the peon cadre by transfer from sweepers, farashes, etc. could be that Labs./Instts. had been following the Governing Body's decision, taken in pursuance of Hon'ble Supreme Courts direction to fill up all Group C and D vacancies by absorbing the identified casual workers.

The matter having been reviewed and re-examined it has been decided with the approval of the Joint Secretary (Admn) that the Govt. of India instructions on the above subject have to be followed in toto and vacancies in the cadre of peons are to be filled up by two modes viz. 25% by transfer from eligible safaiwalas and farashes as mentioned mentioned in the GOI OM dated

2.2.77 and the remaining 75% by absorption of identified casual workers henceforth.

You are requested to bring this to the notice of all concerned and ensure proper and strict implementation of the GOI orders on the subject.

Serial Circular No. 64

Copy of CSIR letter No. 6/1/86-Cte dated 29th March,2001

Sub : Delegation of Powers to sign and countersign legal documents /agreements /contracts on behalf of CSIR

I am directed to refer to the CSIR instructions circulated vide CSIR letter No. 6/1/86-Cte dated 24.5.89 according to which all legal documents/agreements/contracts in CSIR Labs./Instts. are to be signed and countersigned by COA / AO and Sr.F&AO / F&AO respectively.

In case of one of the Instts. where the Sr.F&AO (SG) and Sr. F&AO both being in position it was mentioned that such documents can be countersigned by Sr. F&AO even though Sr. F&AO (SG) was in position.

The matter has, therefore, been examined in consultation with the Legal Adviser & Financial Adviser, CSIR and after careful consideration, the Director-General, CSIR has been pleased to approve the following procedure to be adopted in signing of the Agreements and legal documents on behalf of CSIR and countersigning the documents:

- i) All legal documents/agreements/contracts on behalf of CSIR be signed by Sr. COA / COA of the Lab./Instt. and in his absence only such documents will be signed by AO.
- ii) All legal documents/agreements/contracts will be countersigned by the seniormost officer from Finance side and in absence of the seniormost officer only these documents be countersigned by the next seniormost officer but not below the rank of F&AO irrespective of it being signed by Sr.COA / COA/ AO.

Serial Circular No. 65.

Copy of letter No. 2(Rectt.Rules)/2001/R&A dated 3.4.01 .

Sub: Amendment of Recruitment Rules 1994 for appointment to the post of Chief Engineer in CSIR Hqrs. in the pay scale of RS. 16400-450-20000.

Hitherto there was no prescribed Recruitment Rule for recruitment to the post of Chief Engineer in CSIR, and the post was being filled up as a tenure post on contractual basis for a term of six years. A need was, therefore, felt to make a rule for the same. The matter was accordingly placed before the Governing Body for its consideration at its 150th meeting held on 15.2.01.

The Governing Body considered the matter and approved the incorporation of Rule in the CSIR Service Rules 1994 for recruitment of Scientific, Technical and Support Staff for recruitment to the post of Chief Engineer at CSIR Hqrs. as under :-

The post of Chief Engineer shall be filled up in Group III at Gr. III(8) level in CSIR Hqr. Only in the scale of RS. 16400-450-20000.

Qualifications & Experience and Age.

B.E./B. Tech. Or equivalent in Civil Engineering/Architecture with 20 years experience.

OR

M.E./M.Tech. or equivalent with 17 years experience.
Age Limit : 50 years.

Selection Committee.

1. DG, CSIR or one of the Directors of the CSIR Labs./Instt. as his nominee :
Chairman
2. Two Experts, one each from the Arch. Engineer and Civil Engineering fields: Members
3. DG, CPWD or his nominee of the level of at least one grade higher than the
Grade of the post of Chief Engineer
Member

4. Joint Secretary (Admn), CSIR
Member

Screening Committee

DG, CSIR will be the competent authority to constitute the Selection Committee as above as well as the Screening Committee from amongst the members of the Selection Committee.

Sd/-US (R&A)

Serial Circular No.66

Copy of circular No. 101(1)/98-R&I dated 4.4.2001 to all Heads of CSIR Labs./Instts.

Sub: Delegation of Powers to the Heads of Departments i.e. Directors/Heads of National Labs./Instts. of CSIR.

I am directed to state that in pursuance of the deliberations in the Directors' Conference, the Director-General, CSIR had constituted a Committee to consider the Simplification of Rules including Delegation of Powers to the Directors/Heads of the National Labs./Instts. of CSIR. The part recommendation made by the Committee with regard to Delegation of Powers were placed before the Governing Body of CSIR for its consideration at its 150th meeting held on 15.2.01. The Governing Body considered the matter and approved Delegation of Powers to the Directors/Heads of national Laboratories as given in Annexure 1.

The Directors/Heads of the National Labs. may now exercise these powers.

It is requested that the Delegation of Powers, as approved by the Governing Body, may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

It may also kindly be noted that the delegation of powers cannot be delegated further down the line.

Annexure-1

Delegation of Powers to the Directors/Heads of National Labs./Instts.
Approved by the Governing Body of CSIR at its 150th meeting held on 15.2.2001

S.No.	Item	Existing powers	Extent of power proposed for	Terms and conditions, if any.
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			delegation	
1	(a) Replacement of duly condemned motor vehicles; and	No power	Full power	(a) Subject to the prescribed conditions and that the condemned vehicle will be disposed off within a period of three months after following the prescribed procedure.
	(b) Writing off a condemned motor vehicle satisfying the life requirement in terms of distance run and length of use.	No power	Full power	(b) Subject to the condemnation of vehicle by one of the prescribed authority and vehicle having been disposed off in accordance with the prescribed procedure.
2	(a) Writing off irrecoverable losses of stores or of public money <u>not due to theft or negligence.</u>	Up to Rs.10,000/-	Up to Rs.20,000/-	Subject to usual terms & conditions on the recommendation of a committee which will investigate and certify that loss was not caused due to theft or negligence.
	(b) Writing off irrecoverable losses of stores or of public money in cases other than at (a) above.	Up to Rs.2,500/-	Up to Rs.10,000/-	After following the prescribed procedure and CSIR/GOI instructions issued from time to time.
3	Writing of losses of revenue or irrecoverable loans and advances.	Up to Rs.2,000/-	Up to Rs.5,000/-	After following the prescribed procedure and CSIR/GOI instructions issued from time to time.
4	Writing off obsolete, surplus and unserviceable stores	Up to Rs.10,000/- in each case	Up to Rs.50,000/-	After following the prescribed procedure and CSIR/GOI instructions issued from time to time.
			Up to Rs. 10 Lakh with the approval of MC	After following the prescribed procedure and CSIR/GOI instructions issued from time to time.
5	Grant of Study leave (within India) as per CCS (Leave) Rules, 1972	No power	Full power	Subject to fulfillment of terms and conditions laid down in CCS (leave) Rules, 1972 as amended from time to time and CSIR instructions on the subject with the concurrence of Sr./F&AO of the Lab/Instt.

6	New Works & Maintenance including Special Repairs	Up to Rs. 5 lakh	Up to Rs.10 Lakh	Subject to terms and conditions specified in CSIR O.M.No. 2(1)/-94-Finance Dated30.9.1994 subject to the condition: <ul style="list-style-type: none"> a) Preliminary estimates are certified as correct by the concerned Division/Engg. Unit of the Lab. b) Proposal is concurred in by Sr.F&AO/F&AO of the Lab. c) Budget allocation is provided and communicated by CSIR Hqrs.
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Serial Circular No.67

Copy of circular No. 17/66/94-PPS dated 4.4.2001 to all Heads of CSIR Labs./Instts.

Sub: Regulation of the cases of Group II employees in the pre-revised scale of RS. 1350-2200 and RS. 1400-2300 to the next higher grade of RS. 5500-9000 on merger of these scales to the revised scale of Rs. 4500-7000 on Implementation of CCS (Revised Pay) Rules, 1997.

I am directed to invite your kind attention to this office letter of even number dated 8.12.2000 on the above subject and to state that the case filed by the employees has since been dismissed by the Hon'ble Tribunal. Consequently, the stay granted on the implementation of decision contained in the above referred to CSIR circular for regulating the assessments of the concerned Group II employees stands vacated, and their cases could now be processed as per the said decision.

You are therefore requested to kindly take further necessary action to process the assessment cases of the concerned employees to the next higher revised grade of RS. 5500-9000 accordingly. The above decision may also kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Serial Circular No. 68

Copy of CSIR OM No. 33(113)/2001-E.I Dated: 10th April, 2001 addressed to all Heads of national Labs./Instts.

Subject: Amendment to CSIR Administrative Services (Recruitment & Promotion) (ASRP) Rules, 1982

In pursuance of the amendment to the Bye-law 17 of the CSIR Rules, Regulations & Bye-laws duly notified vide Office Memorandum No. 6/1/99-Cte dated 4.6.1999, the Governing Body (GB) at its 150th meeting held on 15th February, 2001 considered the proposal for amendment to the ASRP Rules, 1982.

The GB considered and approved the amendment to the ASRP Rules, 1982 in regard to the posts at the level of Senior Deputy Secretary (Sr.DS)/Senior Controller of Administration (Sr.COA) and Deputy Secretary (DS)/Controller of Administration (COA) in the three cadres viz. General, Finance & Accounts and Stores & Purchase, as under:

- A. For the posts at the level of Sr.DS/Sr.COA in the grade of Rs.14,300-18,300:

Existing Rules	Amended Rule
<p>Recruitment to this grade shall be made by promotion on the basis of merit from amongst permanent officers holding designations of Deputy Secretary/Controller of Administration/Deputy Financial Adviser/Senior Finance & Accounts Officer (SG) in the grade of Rs.12,000-16,500 who have rendered not less than five years of approved service in the grade and on recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.</p> <p>If in a particular year, sufficient number of eligible officers are not available, DG, CSIR may at his discretion, relax the qualifying service to four years.</p>	<p>Recruitment to this grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers of the respective cadres in the grade of Rs.12,000-16,500 who have rendered not less than five years of approved service in that grade i.e.</p> <p>i) General Cadre - from amongst the Deputy Secretaries/ Controllers of Administration for the post of Senior Deputy Secretary/Senior Controller of Administration.</p> <p>ii) Finance & Accounts</p>

	<p>cadre - from amongst Deputy Financial Advisers/Senior Finance & Accounts Officers (SG) for the post of Senior Deputy Financial Advisor.</p> <p>iii) Stores & Purchase cadre - from amongst the Senior Stores & Purchase Officers for the post of Senior Stores & Purchase Officer (SG).</p> <p>If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.</p>
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B. For the posts at the level of DS/COA in the grade of Rs.12,000-16,500:

Existing Rule	Amended Rule
<p>Recruitment to this grade shall be made by promotion from amongst permanent officers holding designations of Grade I General Cadre, Finance & Accounts Cadre and Stores & Purchase Cadre, who have rendered not less than five years of approved service in the grade and on recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.</p> <p>If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may at his discretion, relax the qualifying service to four years.</p>	<p>Recruitment to this grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officers of the respective cadres in the grade of Rs.10,000-15,200 who have rendered not less than five years of approved service in that grade i.e.</p> <p>i) General Cadre - from amongst the Under Secretaries/ Administrative Officers for the post of Deputy Secretary/ Controller of Administration.</p> <p>ii) Finance & Accounts Cadre - from amongst Sr.Finance &</p>

	<p>Accounts Officers for the post of Deputy Financial Adviser/ Sr.Finance & Accounts Officer (SG).</p> <p>iii) Stores & Purchase Cadre - from amongst the Stores & Purchase Officers for the post of Sr.Stores & Purchase Officer.</p> <p>If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.</p>
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While approving the amendment to CSIR ASRP Rules, 1982, the GB, CSIR has also approved the following:

1. The existing posts at the levels of Sr.DS/Sr.COA and DS/COA in CSIR and its National Laboratories/Institutes among the three cadres viz. General Cadre, Finance & Accounts Cadre and Stores & Purchase Cadre will be apportioned as under:

Level of Post	Total Number of Existing Posts	Cadre-wise apportionment of Existing posts		
		General	F&A	S&P
Sr.Deputy Secretary	7+1*	4	2	1
Deputy Secretary	59	33	15	11

(* One post is being operated for appointment of CVO, CSIR)

The above apportionment of the existing posts at the levels of Sr.DS/Sr.COA and DS/COA will undergo a review in the light of the on going process of restructuring of CSIR and also the need to assess the functional requirement under these changing conditions.

2. The officers from Finance & Accounts and Stores & Purchase cadres, presently holding the posts of Sr.DS/Sr.COA and DS/COA will henceforth work in the cadres from which they were promoted to the post of DS/COA and will be

adjusted/shown against the posts now allocated at these levels to the respective cadres.

Serial Circular No. 69

*Copy of CSIR OM No. 27/389/2000-ISTAD Dated: 30th April, 2001
addressed to all Heads of national Labs./Instts.*

Sub: Grant of Sabbatical Leave.

I am directed to refer to para 9 of the Guidelines on Foreign Deputation, 1996 which provide for Sabbatical Leave. The Governing Body of CSIR in its 149th meeting held on 27.12.2000 has revised the provisions related to Sabbatical Leave. The revised provisions, which will supersede the existing ones on sabbatical leave are given below:

9.1

Sabbatical leave may be granted for one or more of the following purposes namely:

- a). To pursue research and development work or advanced scientific/academic studies or work at any established institution in India or abroad in areas of interest to the concerned national laboratory.
- b). To undertake activities closely related to the charter of the laboratory, towards forging and strengthening CSIR partnership with industry, engineering and technological firms, technology transfer and human resources development institutions, consultancy organisations, financial and management institutions etc.
- c). To visit/work in industrial concerns, technical departments of Government, Universities, research laboratories in India or abroad, so as to gain practical experience in the area of interests to the applicants and to the CSIR Laboratory.
- d). Any other purpose for the scientific, technical or academic development of the staff member as recommended by the Director of the Laboratory, and approved by the Director General of CSIR

9.2

The Sabbatical leave shall be admissible to Scientist 'B' and above who have rendered not less than six years service in CSIR at the level of Scientist 'B' & above.

9.3

Sabbatical Leave shall be granted once in six years which may be taken in one or two spells, provided the applicant concerned has not gone for one year or longer period on study leave, extraordinary leave or any other type of long leave on ones volition and both the spells of Sabbatical leave should be at one institution and may be availed within next two years. Cases in which an applicant opts for availing himself of the Sabbatical Leave in more than one spell in a span of six years, the applicant would be required to give an undertaking to serve CSIR for a period of three years after the conclusion of the last spell of such leave. However, official deputation or assignment will not bar the applicant to avail Sabbatical leave even if such deputation period exceeds a year.

9.4

The applicant shall not undertake during the period of Sabbatical Leave any permanent position with any organisation in India or abroad. The applicant shall however, be free to receive stipend, scholarship, fellowship, bursary, honorarium, any ad-hoc payment etc.

9.5.

The period of Sabbatical Leave shall not exceed one year at a time but the CSIR may grant in addition, any other leave of the kind due/EOL upto a maximum of six months. This can be done only after the Director of the Lab/Instts. has duly certified that the extension must be granted to complete the research work/assignment and it is in the interest of the CSIR. The acceptance from the host institution shall be essential.

9.6

The Scientist must have at least three years service after completion of Sabbatical leave.

9.7

During the period of Sabbatical leave, the Scientist concerned will be paid full salary and allowance as would have been otherwise admissible to him.

9.8

The Scientist will furnish a letter of offer from the host institution where he/she will be working during the Sabbatical leave. This is subject to the following conditions

- i) Any correspondence in this connection should be officially carried out with the approval of the Director.
- ii) The offer letter from the host should certify that the offer is not for a permanent position.

9.9

The Scientist concerned will give an undertaking in the form of bond before proceeding on Sabbatical Leave that he will utilise it for the bonafide purpose for which it is sanctioned and will not accept any commercial employment during the period of leave, and if after rejoining duty, he resigns within three years he shall refund the salary paid to him during the period of his Sabbatical Leave.

9.10

During the period of Sabbatical Leave, the scientist will continue to retain accommodation on the same terms and conditions as are applicable to other Council employees.

9.11

For all purposes the period of Sabbatical Leave will be treated as a period spent on duty without entitlement to TA and DA.

In case the Scientist proceeds abroad, the Laboratory where he is employed or CSIR will have no financial obligations towards medical expenses, if any.

The concerned scientist would be required to have adequate medical insurance cover, in case, his host organisation is not providing him adequate medical facilities. The dependants of the Scientist availing Sabbatical Leave, however, will continue to receive medical facilities of CSIR provided they stay back in India.

9.12

Laboratories shall forward all applications to CSIR in case Sabbatical Leave is out of the country.

9.13

On completion of the Sabbatical Leave, the Scientist will submit detailed report on work done and objectives accomplished.

9.14

Sabbatical Leave shall not be allowed more than three times (inclusive of study leave) during the entire service in any case.

9.15

Period of Sabbatical Leave availed by CSIR scientist should be recorded in the service book of concerned scientist.

9.16

Sabbatical Leave Rules referred to above were first approved by the Governing Body of CSIR at its 124th Meeting held on 24th September, 1991 with subsequent modification made in its 131st Meeting held on 29th July, 1993 and 141st Meeting held on 26th April 1996.

9.17

The Governing Body of CSIR in its 141st Meeting held on 26th April, 1996 approved exempting remuneration received by the CSIR scientist on Sabbatical Leave from the provision of SR.- 12.

This may be brought to the notice of all concerned in your lab/Instt.

Serial Circular No. 70

*Copy of CSIR OM No. 27/RRF/2000-ISTAD Dated: 30th March, 2001
addressed to all Heads of national Labs./Instts.*

Sub: Enhancement of Raman Research Fellowship amount-reg.

I am directed to state that Governing Body of CSIR in its 149th Meetings held on 27.12.2000 has approved the enhancement of the Fellowship amount of Raman Research Fellowship Scheme (instituted and granted by CSIR) from US\$ 1200 P.M. to US \$ 1800 P.M. The enhanced fellowship will be effective from Raman Research Fellowship Scheme-2001.

This may be brought to the notice of all in your lab./instt.

Serial Circular No. 71

Copy of CSIR O.M.No.14(35)/2000-E.II dated 3/4th May.2001

Sub: Winding up of SERC, Ghaziabad.

It is notified for information of all concerned that in pursuance of the decision of the Governing Body and Society of CSIR, at the respective meetings held on 2.6.2000 and 20.9.2000, the Structural Engineering Research Center, Ghaziabad stands closed for all purpose from 31.3.2001

Serial Circular No. 71(A)

*Copy of letter no. CSIR/GH/91-Gen. Dated 9th May 2001 to all Heads
of National labs./instts.*

Sub: *Providing of Guest House Facility to former Joint Secretaries (Admn), Financial Advisors & CVOs of CSIR at par with Serving Council employees & Pensioners.

(Ref. OM of even number dated 10th Nov. 1998 and 1st October 1999)

In continuation of OM's referred to above, DGSIR in consultation with FA, CSIR has been pleased to approve the use of CSIR and its national labs./instts. guesthouses by the officers who served CSIR in the capacity of JS(Admn) FA and CVO at par with CSIR working employees and pensioners on payment of normal charges. However, other terms & conditions laid down in the above referred OM's will remain unchanged.

** Subject given by the editors.*

Serial Circular No. 72

Copy of CSIR OM No.1(82)/2001-O&M dated 22.5.01 addressed to all Heads of national Labs./Instts.

Sub: Constitution of Fact Finding Committee (FFCs) – Instructions reg.

An analysis of cases which are given to the Fact Finding Committees for investigation reveals that there has been considerable delay in both investigations and submission of reports. This has resulted in many administrative problems and delays in initiation of disciplinary cases wherever required. It has, therefore, been decided that in future the procedure to be followed in the appointment of FFCs will be as under :-

- a) Any investigation/vigilance inquiry will be made either by the vigilance officer or by a single officer appointed for this purpose either by the DG, CSIR or by the Director concerned.
- b) The officer so appointed shall give his/her investigation/inquiry report within a period of three months positively.
- c) In cases where the Vigilance Officer himself/herself is not conducting investigation/inquiry, he /she will keep a close watch on the progress of such investigation/inquiry and ensure that the report is rendered within the prescribed time.
- d) The officer who is conducting investigation/inquiry must be given all legitimate assistance by the concerned Director.
- e) Whenever a report is delayed, the officer submitting the report must give cogent reasons for such delay in the report itself.
- f) When reports are delayed due to reasons other than legitimate, disciplinary action will be initiated against the officer who has delayed the report.

This issues with the approval of the DG, CSIR.

Serial Circular No. 73

Copy of CSIR circular letter No. 5(8)/90-E.II dated 30.5.2001

Sub: Guidelines regarding (1) Transfer grant of funds to non-Governmental Organisations (NGO) by CSIR Labs./Instts; and (ii) Joining of NGOs by CSIR employees.

I am directed to state that a case has come to the notice of CSIR in which the funds received by one of the CSIR Labs./Instts for an externally funded project, were transferred to Non-Governmental Organisation (NGO), without any information to or knowledge of CSIR.

As per the criteria fixed by the Ministry of Social Justice and Empowerment, GOI only the organization/institution satisfying the following conditions shall be eligible to receive the grant.

1. It is a Society registered under the Societies Registration Act 1860; or
2. It could be a public trust registered under the law for the time being in force; or
3. A company established under Section-25 of the Companies Act 12958; or
4. An organisation/Institute fully funded or managed by Govt. or local Body.

In addition, the organization/institution mentioned above should have the following characteristics :

- (a) It should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in writing.
- (b) It should have resources and facilities and experience for undertaking the programme.
- (c) It is not run for profit to any individual or a body of individuals.
- (d) It should ordinarily have existed for a period of three years.
- (e) Its financial position should be sound.

Further, as per Rule 15(2) of the CCS (Conduct) Rules, 1964, as made applicable to the Council employees can take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organization, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860) or any other law for the time being in force. This is, however, subject to the condition that 9I) he/she shall discontinue taking part in such activities if so directed by the Govt; (ii) his/her official duties shall not suffer thereby; and (iii) he/she shall within a period of one month of taking part in such activity, report to the Govt. giving details of the nature of his/her participation. However, prior permission of the Govt. has to be obtained for taking part in any activity involving holding of an effective office of such a Society/Body.

In the light of the above rule position in the matter, it has been decided by the competent authority that henceforth any transfer/grant of funds to an NGO for any purpose by any CSIR Lab/Instt. or CSIR Hqrs. should be done only with prior approval of the DG, CSIR. Similarly, if any CSIR employee wants to join an NGO which is receiving grant from any CSIR Lab. or CSIR Hqrs., he should take prior permission from CSIR and if any employee is already a member of an NGO and the NGO applies for grant to any Lab./CSIR Hqrs., then the employee concerned should immediately report the fact to CSIR.

It is requested that the above decision may kindly be brought to the notice of all employees of your Labs/Instt. for their information, guidance and strict observance.

Serial Circular No. 74

Copy of CSIR letter No. 6/1/2001 dated 14th June 2001 to all the Directors/Heads of CSIR Labs./Instts.

Sub : Delegation of Powers to sign and countersign legal documents/ agreements/contracts on behalf of CSIR

I am directed to refer to the CSIR instructions on the subject cited above circulated vide CSIR letter No. 6/1/86-Cte dated 29/3/2001 according to which all legal documents/agreements/contracts on behalf of CSIR are to be countersigned by seniormost officer from finance side and in his absence these are to be countersigned by the next seniormost officer who should not be below the rank of F&AO.

However, references have been received from some CSIR Labs./Instts. bringing out their difficulty in getting these documents countersigned in case of emergency by Sr. F&AO (SG) or Sr. F&AO or F&AO when only one officer from

the aforesaid authorized finance officers is in position in Lab./Instt. and he is not available due to leave or otherwise.

The matter had been considered and with a view to ensure that the functioning of the Labs./Instts. concerned is not hampered, the DG, CSIR has been pleased to approve that in case of Labs./Instts. all legal documents, agreements, contracts on behalf of CSIR can be countersigned by SO(F&A) who is looking after the work of Sr.F&AO (SG)/Sr. F&AO/F&AO during his regular leave only subject to the condition that such countersigning should be vetted by Sr.F&AO (SG)/Sr. F&AO/F&AO if so desired by the Director of the concerned Lab./Instt.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance & necessary action.

Serial Circular No. 75

Copy of CSIR O.M. No. 27-1(1)/2001-RM Dated 15th June 2001 to all the Heads of National Labs./Instts.

Sub:- Weeding out of old Agreements relating to Works – Procedure reg.

I am directed to invite a reference to Govt. of India, D.G. Works (CPWD) O.M. No. DG(W)/MAN./58 dated 9-1-2001(Order No.86 *Swamys News April 2001*) and to state that keeping in view the position of stock piling of old Agreements in the CSIR Labs./Instts., the Joint Secretary (Admn.), CSIR has been pleased to approve that the following procedure shall be adopted in the matter of weeding out of old agreements:-

2. In each Lab./Instt., a Committee comprising the following shall be constituted:-

- | | | | |
|----|--|---|-----------|
| 1. | Sr. COA/COA/ AO (as the case may be) | - | Chairman |
| 2. | Sr. F&A/F&AO(as the case may be) | - | Member |
| 3. | Executive Engineer/ Assistant Engineer concerned | - | Member |
| 4. | Section Officer (General)/ Record Officer | - | Member |
| | | | -Convener |

Electrical Engineer or Technical Officer responsible for execution of Electrical Works shall also be co-opted as a member where the Agreements include relating to Electrical Works.

The Committee will review all agreements for which final bill has been paid at least 10 years earlier and will decide which of those are to be weeded out

considering the points given in (a), (b) and (c) below. The Committee will record the following certificate before weeding out/destruction of such records.

- (a) The agreements are not required to be preserved for legal references, such as Arbitration/Court cases or any other claims of Contractor/Department.
- (b) The agreements are not required to be preserved for any pending Statutory Audit/Internal Audit paras/settlement of any accounts affecting the exchequer.
- (c) The Committee is satisfied that these records are no more required for any other referred cases, etc., and no claims in respect of such records are likely to arise in future.
- (d) The Committee will also ensure that there is no OB relating to the particular work to which the Agreement pertains and the approved drawings shall also be retained.

The Committee will also prepare a list of such records as per enclosed proforma (Appendix-I) for all agreements weeded out.

3. The Committee will keep in view the instructions as contained in the aforesaid OM and decide at their discretion to retain any of the Agreements which, in their opinion, may be required for reference in future, even if such Agreement may be more than ten years old.
4. Insofar as the question of weeding out of old agreements at CSIR Hqrs. is concerned, the Committee already constituted by the Chief Engineer will do this job. The Chief Engineer shall, however, ensure that the above instructions read with O.M. dated 9-01-2001 cited above are kept in view and the records shall be maintained in the prescribed format (Appendix I).

It is requested that these instructions may kindly be brought to the notice of all concerned officials and Agreements which are more than 10 years old may be weeded out after following the prescribed procedure as mentioned above.

APPENDIX-1

Name of the
Laboratory/Instt. _____

Particulars of Agreements weeded out during the period
(from) _____ to _____

S. No.	Name of work	Date of Agreement	Agency	Date of commencement	Date of completion (stipulated)	Date of completion (Actual)	Estimated cost put to tender
1	2	3	4	5	6	7	8

Tendered amount	Percentage above/below	Vr. No. & date of final bill	Amount of final bill.	Audit para, If any	OB item, if any.	Arbitration case if any	Remarks
9	10	11	12	13	14	15	16

Certified that:

- (e) The agreements are not required to be preserved for legal references, such as Arbitration/Court cases or any other claims of Contractor/Department.
- (f) The agreements are not required to be preserved for any pending Statutory Audit/Internal Audit paras/settlement of any accounts affecting the exchequer.

- (g) The Committee is satisfied that these records are no more required for any other referred cases, etc., and no claims in respect of such records are likely to arise in future.

It is also certified no OB item relating to the particular work to which the Agreement pertains.

Signatures of the members of the committee (with date)

1. _____
2. _____
3. _____
4. _____

Chairman _____

Date _____

Serial Circular No. 76

Copy of CSIR letter No.27-1(1)/2001-RMU dated 19th June 2001

Sub: Record Management- Action on the minutes of the meeting of Joint Secretaries held on 16/17th May, 2001 in the DoAR, New Delhi.

I am directed to state that in the meeting of the Joint Secretaries held on 16/17th May, 2001 in the DoAR, New Delhi to discuss the issues relating to Record Management under the Chairmanship of Additional Secretary, Department of Administrative Reforms several action points were identified for implementation. Some of these points which are relevant to the CSIR Labs/Instts are given as under:

1. All the Labs/Instts. will nominate one of the Section Officers(General) to function as Departmental Record Room Officer (DRO) and observe the provisions of Public Records Act, 1993. In case a Departmental Record Room has not been set up it may be done forthwith.
2. Avenues of giving incentive, both cash (Honorarium, OTA etc.), as well as other, to officials actively involved in Record Management, need to be explored. Awards and other non- official incentives such as public recognition, certificates etc could be used to good effect.
3. Recognising the officials as well as their contribution through internal publicity should be adopted as policy.
4. By providing modern office equipment like compactors, Computers etc. in the Record Room, the record management job could be made more attractive.

5. Work Related to Record management should be reflected in Annual Report in a separate chapter or section. The coordination for collection of information should be done by DROs.
6. All reports should be regularly sent to CSIR in the prescribed proforma expeditiously, as and when asked for, to enable us to forward the consolidated information to National Archives of India.
7. The activity regarding preparing an Organizational History should be completed expeditiously.
8. Identification of 'A' category of records may be completed and the list of such files/records may be sent to this office.

Accordingly, you are requested kindly to set up and organise the activities of the Departmental Record Room on priority basis and nominate one of your Section Officers (G) as DRO and take such other suitable measures as may be considered appropriate keeping in view the volume of records in your Lab./Instt.

Serial Circular No. 77

Copy of letter No. 3(99)EA-Law/6878 dated 20.6.2001 from Legal Adviser, CSIR to Directors/Heads of all the National Labs./Instts.

Sub:-Rates of fee payable to the advocates for cases of Labour Courts/Industrial Tribunals

I am to state that a detailed circular letter No.3(89)/EA-Law dated November 10, 1999 notifying the rates of fee for CAT/High Court cases for Sr. Central Standing Counsel/ Central Standing Counsel and private Advocates except Sr. Central Standing Council in Delhi and Madras High Courts/CAT has already been issued.

As regards rates of fee payable to the advocates for cases of labour Courts/Industrial tribunals, this is to inform you fee as Rs.5000/- (Rupees five thousand only) plus actual expenses uniformly. Further, it has been approved that in all such cases, the fee payable to the advocates will be released as per the following schedule:

- i. half of the fee will be released on filing of reply and balance on receipt of award/judgement/order.
- ii. in case of tagged matters, full fee in the leading case and one-third of the fee in connected cases will be paid.

The above instructions may be strictly adhered to while engaging advocates and releasing payment to them.

Serial Circular No. 78

Copy of letter no. 13/45/2001-RPBD dated 2.7.01 to all the Heads of national Labs./Instts.

Sub: Review Committee for CSIR Field/Regional/Extension Centres & PTCs

1. Over the years, HQ and several of the CSIR laboratories have set up Extension Units/Centres to undertake locale specific and/or extension activities. By and large, these Units/Centres had fulfilled the objectives/purposes for which they were set-up.
2. The CSIR Review Committee - 1986 had recommended that CSIR divest itself of all such Centres by the end of the Seventh Five Year Plan. The Working Group, constituted by the Planning Commission to formulate the Tenth Five Year Plan for the DSIR/CSIR, had inter-alia suggested CSIR to consolidate, refurbish and modernize its infrastructural set-up in order to derive the full benefits from its investments. Considering the changing economic, industrial and R & D scenario nationally and internationally, it was felt necessary to review the performance, relevance and utility of these centers/units. The Vice-President, CSIR, has accordingly approved the constitution of a Committee with the composition and terms of reference as given under:

2.1 Composition:

- (i) Dr BB Dhar
Chairman
(Formerly Director, CMRI)
Director, R & D, AIU, New Delhi
- (ii) Dr Sushil Kumar
Member
(Ex-Director, CIMAP)
Emeritus Scientist, JNU, New Delhi
- (iii) Dr KV Raghavan
Member
Director, IICT, Hyderabad
- (iv) Dr RP Bajpai
Member
Director, CSIO, Chandigarh
- (v) Dr Kalyan Sen
Member
Director, CFRI, Dhanbad

- (vi) JS(A), CSIR
Member
- (vii) FA, CSIR
Member
- (viii) Head, RPBD, CSIR
Member
- (ix) Dr AK Bhatia Scientist, STMD, CSIR **Convenor**

2.2. Terms of Reference:

- (i) To critically examine the performance of each outreach Centre in the CSIR system in accordance with its mandate and resource endowments and reconstruct its relevance and utility in the present and emerging contexts;
- (ii) To suggest ways and means for the optimal utilization of the resource endowments including the strengthening and merger of each Centre;
- (iii) To recommend specifically on the continuation/closure of each Centre and for the Centres recommended for continuation suggest revised mandate, activities and performance targets;
- (iv) The Committee shall coordinate with the Performance Appraisal Boards that may be constituted to assess the performance of the concerned laboratories including their outreach arms;
- (v) Any other function that may be assigned by DG, CSIR.

3. The Committee may submit its report to DG, CSIR by 31st October 2001.

4. The CSIR will bear the expenditure on travel, lodging, boarding, per diem and honorarium payable to Chairman and non-CSIR Members of the Review Committee as permissible for Members of High Level Committees of CSIR.

Serial Circular No. 79

Copy of letter no. 6(83)/98-O&M (Vol.II) dated 6.7.01 to all the Heads of national Labs./Instts.

Sub: Guidelines to be followed in handling of intimations of acquisition reported by public servants.

I am to forward herewith a copy of CVC instruction No. 99/VGL/69 dated 26th February 2001 for your information, guidance and necessary action.

Enclosure

Copy of Central Vigilance Commission letter no. 99/VGL/69 dt. 26.2.2001

Sub: Guidelines to be followed in handling of intimations of acquisition reported by public servants.

The Commission has observed that many cases of possession of assets disproportionate of known sources of income come to naught owing to lack of a standard transparent method in assessing the wealth found in possession of public servants. A study group was set up by the Commission to look into this aspect. The report of the study group accepted by the Commission has also looked into certain allied matters such as the manner in which intimations are to be dealt with.

3. The relevant Conduct Rules/Regulations etc. require public servants to report acquisition of moveable property above a fixed value and all immovable property. It has been observed that there has been a marked tendency in various organisations to raise queries repeatedly on these intimations without ever accepting them. It needs to be noted that this discourages public servants from complying with reporting requirements. It also needs noting that such intimations, are made when there is no intention to hide the transaction, i.e. the transaction is a bona fide one. Therefore, impediments such as repeated queries demotivate the public servant who is being honest about his transactions. Repeated querying also does not result in uncovering any wrongdoing on the part of the public servant. Acceptance of such intimations does not confer immunity from investigations at a later stage should the need arise, nor is it a reflection on the efficiency or otherwise of the authorities concerned. Mere intimation and its acceptance does not imply that the value declared is to be accepted in the event of an investigation. Separate

instructions guide the process of assessing the wealth of public servants in investigation. There is, thus, no worthwhile benefit that accrues from such detailed inquiries at the time of intimation.

4. It has also been observed that there is a tendency to view with harshness the failure to intimate transactions. Failure to intimate transactions could arise out of a desire to suppress transactions generated out of illicit earnings or out of mistake/ignorance etc. Cases of the former type are not likely to be many since such acquisitions would not, normally, be in the name of the public servant and they would be brought to light during an investigation. The latter possibility implies that the acquisition has been financed out of an acceptable source of income rendering it a case of non-compliance with the specific provision of the Conduct Rules etc. without reflecting on the integrity of the public servant. Those cases wherein assets disproportionate to known sources of income have been uncovered would cease to be a mere technical lapse since the issue becomes one of lack of integrity. Visiting public servant's integrity is not in question and failure to intimate cannot be equated with possession of disproportionate assets.
5. Taking note of the aforesaid arguments and in order to reduce compliance costs of a large strata of honest officers, the Commission has observed that its punishment policy with regard to intimations would be as follows :-
 - i) Unnecessary queries may not be raised when officers make intimations. As a general rule, such intimations may simply be noted;
 - ii) If not related to assets, disproportionate known sources of income, failure to intimate should be treated as a technical lapse. Such lapses should ordinarily attract only a censure/administrative warning;
 - iii) Since monetary limits for intimation have not kept pace with inflation, the failure to send intimations of transactions in movable properties should be taken cognizance of only if the value of the movable property dealt in exceeds two months basic pay of the official concerned.

The above policy may be noted for compliance.

Serial Circular No. 79

Copy of letter no. 14-5 (1)/2001-S&P dated 10.7.01 to all the Heads of national Labs./Instts

Sub: Procurement of items of stores from Kendriya Bhandar etc.

In supersession of CSIR letter No. Pur/Proc/2000 dated 19th October 2000 and CSIR/SPO/2001 dated 3rd April 2001 on the above subject, I am directed to intimate you that it has been decided to procure items from Kendriya Bhandar/Super Bazaar/NCCF as follows :-

1. Every purchase costing upto RS. 5000/- may be procured from Kendriya Bhandar/Super Bazar/NCCF directly.
2. For purchases costing more than RS. 5000/-, Directors of the labs. are authorised to decide as to whether they want to procure from these agencies or from open market at competitive rates.

Serial Circular No. 81

Copy of CSIR letter no. 20(11)1/2001/SC/ST-Cell dated 31.7.01 to the Heads of National Labs./Instts.

Sub : Relaxation of age limit, in recruitment, to SC/ST/OBC candidates - clarification regarding.

I am directed to state that recently one of the Laboratories had raised a point of doubt whether the age relaxations provided for SCs/STs & OBCs in direct recruitment as per rules / instructions issued by the GOI from time to time is available to applicants belonging to reserved communities irrespective of post being reserved or not.

The matter was referred to the GOI, DOPT who have clarified that action be taken as per instructions contained in GOI, DOPT OM No. 36011/1/98-Estt (Res) dated 1.7.98 (order No. 47 of Swamy's Compilation on Reservations & Concessions for SCs/STs) wherein it is stated that when a relaxed standard is applied in selecting SC/ST and OBC candidates, for example in the age limit, experience, qualification, permitted number of chances in written examination, zone of consideration larger than what is provided for general category candidates, etc. the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies. In other words, relaxation in age limit etc. is available to SC/ST/OBC candidates only in those cases where the posts are reserved for the respective communities i.e. SC/ST & OBC and that the same should be clearly mentioned at the time of release of advertisement.

It is requested that these instructions may kindly be brought to the notice of all concerned for information / guidance & necessary action.

Serial Circular No.82

Copy of CSIR letter No.1(50)/84-O & M dated 6.8.2001

Sub: Implementation of CCS (Recognition of Service Associations) Rules, 1993

I am directed to refer to CSIR O.M.No.1(50)-O & M dated 13.1.1999 notifying the adoption of CCS (RSA) Rules, 1993 in CSIR and to state that as per Rule-4 recognition of the Service Associations accorded by CSIR prior to adoption of these rules could continue only up to a period of one year from the date of CSIR notification dated 13.1.1999 referred to above or till the date on which the recognition is withdrawn, whichever is earlier. In the meantime, such Associations were required to apply for fresh recognition under these new rules. Consequently, the CSIR Employees Associations including CSIR-SWA (SWA) and Federation of CSIR Employees Union and Associations (Federation), which had been recognised by CSIR earlier, cannot function as such after 12.1.2000.

It may kindly be noted that after the adoption of the CCS (RSA) Rules, 1993 by CSIR, in the Labs/Instts have to deal with only those service Associations which have been recognised under the said rules. Accordingly, the facilities such as office space, notice board telephone etc. if any, provided to any such unrecognized Associations/Unions should be withdrawn immediately, if not already done earlier. In the meantime, CSIR has extended the date for submission of applications for recognition up to 30.9.2001. This decision may be again brought to the notice of all sections of the employees of your lab./Instt. making it clear to them that if they want to form any Association, the required application should be submitted by them as per prescribed procedure by 30.9.2001, positively. CSIR will not entertain any application received after the stipulated date.

Factual report in the matter may kindly be sent to us by 31.8.2001

Serial Circular No. 83

Copy of CSIR circular No. 17(68)/97-PPS (E.II) dated 17/20.8.2001.

Sub: Assured Career Progression Scheme for the Central Govt. Civilian Employees – Clarification reg.

I am directed to forward herewith a copy of Department of Personnel and Training OM No. 35034/1/97-Estt. (D)/(Vol.IV) dated 18.7.2001 on the above mentioned subject for your information, guidance and compliance. It is mentioned that any clarification issued by CSIR vide its circular dated 10.2.01, which may not be in conformity with the clarification on that point, will get superceded by Govt. of India clarification.

Serial Circular No. 84

Copy of CSIR circular No. 14-5(1)/2001-SV dt. 23.8.2001.

Sub: Insurance coverage of items/equipments that are carried by a team for Project work outside the Labs./Instts.

I am directed to state that in some cases stores item/equipments that are being carried out by a Project team for execution of some project activity outside the Labs./Instt. are lost in transit by way of theft or otherwise.

In order to ensure safety of costly stores equipments in transit it has been decided that adequate insurance coverage for equipments, that are planned to be taken outside for activities connected with execution of a sponsored project or otherwise, may be made. Besides transit, the insurance should also cover other risks such as theft or pilferage at the project sit, storage, breakdown or accidental damage to the equipments and other risks as per the specific need of the Labs./Instt. While finalizing the insurance policy, care should be taken to ensure that necessary paper work required by the insurance company at the time of lodging a claim be defined, clearly spelt out and may be brought to the notice of all concerned officials so that insurance claims can be lodged promptly to minimize the loss.

The expenditure on account of Insurance charges shall be debited to the Project for which the equipment is sent outside the Lab./Instt. premises.

Serial Circular No. 84-A

Copy of CSIR circular No. 2(RR-IV)/2001-R&A dated 3.9.01 to all the Labs.

Sub: Application fee for selection to various posts in CSIR.

I am directed to state that the revision of the amount of the application fee for selection to various scientific/technical/administrative posts in CSIR had been under consideration for quite sometime. It has now been decided to revise the amount of application fee to RS. 100/- for general category and RS. 50/- for reserved categories, with immediate effect.

Serial Circular No. 85

Copy of CSIR circular No. 6(83)/98-O&M (Vol.II) dated 14.9.01 to all the Labs.

Sub:- Instruction of CVC (1) on Improving Vigilance Administration-Tender Document; and (2) Reference to the Commission seeking second stage advice.

I am directed to forward herewith copies of the following letters of Central Vigilance Commission for your information, guidance and necessary action :-

1. 000/98/ORD/1 dated 3.8.2001 on the subject of Improving Vigilance Administration – Tenders”
2. 000/VGL/187 dated. 3.8.01 on the subject of “Reference to the Commission seeking second stage advice”.

Enclosures

Copy of letter no. 98/ORD/1 dt. 3.8.01 from CVC.

Sub: Improving Vigilance Administration – Tenders.

Please refer to the instructions issued by the Commission vide its communication No. 8(1) (h)/98(1) dated. 18.11 banning post-tender negotiations except with L-1.

2. It is clarified that the CVC’s instructions dated 18.11.98 banning post-tender negotiations except with L-1 (i.e. the lowest tenderer) pertains to the award of work supply orders, etc. where the Govt. or the Government company has to make payment. If the tender is for sale of material by the Govt. or the Govt. company, the post-tender negotiations are not to be held except with H-1 (i.e. the highest tenderer), if required.

Enclosure-2

Copy of letter no.000/VGL/187 dated. 3rd August 20001 from CVC.

Sub: References to the Commission seeking second stage advice.

The Central Vigilance Commission is empowered to exercise superintendence over the vigilance administration of the various Ministries of the Central Govt. or Corporations established under any Central Act, Govt. Companies, Societies and local authorities owned or controlled by the Govt. in terms of para 3V) of the Ministry of Personnel, Public Grievances & Pensions, Resolution No. 371/20/99-AVD.III dated 4th April 1999.

2. Though there is no categorization of public servants for determining the Commissions jurisdiction, in view of the magnitude of the total employee strength the Commission had delineated certain levels for making references to the Commission

for advice both first and second stage. It was also directed that this delineation would not operate in composite cases cutting across levels.

3. The Commission observes that, after seeking the Commission's first stage advice in composite cases, the concerned departments/organisations fails to seek second stage advice in the cases of all covered by the first stage advice ostensibly on the ground that certain employees do not come within the purview of the Commission.

4. In view of the comprehensive jurisdiction of the Commission and instructions regarding handling of composite cases, it is hereby clarified that, irrespective of level of the public servant, Commission's second stage advice should be sought in the case of all employees where first stage has been rendered by the commission.

This issues with the approval of the Commission.

Serial Circular No. 86

Copy of CSIR circular No. 17/66/25/94-PPS dated 19.9.2001 to all the Heads of CSIR Labs./Instts.

Sub: Induction of non-technical employees into technical side in Group I & II under revised MANAS.

I am directed to invite your kind attention to paras 1.2.1 and 1.2.2 of revised MANAS, regarding induction of non-technical employees into technical side in Group I and II and to state that in pursuance of GB decision as notified to all the Labs./Instts. vide letter No. 17/66/Rec/94-PPS dated 4.5.1999, DG, CSIR had constituted a Committee to review the classification of some of the posts classified as technical vide CSIR letter No. 17(65)/1/78-E.II-Cte)-Vol. IV dated 7.12.82. The recommendations of the Committee are to be placed before the GB for its consideration.

In view of the above position, DG, CSIR has approved that pending approval of GB to the recommendations of the Committee, the provisions under para 1.2.1 and 1.2.2 and Annexure V of revised MANAS for induction of non-technical employees including that of Drivers into technical side in Group I & II may be kept in abeyance till further orders.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Serial Circular No. 87

Copy of CSIR circular No. 35-05(1)/2001-PW&PG dated 20.9.01 to all the Heads of CSIR Labs./Instts.

Sub: Extension of medical facilities to CSIR Pensioners.

It has been observed that some of the CSIR Pensioners are facing difficulties in getting themselves registered to avail medical facilities from Labs./Instt. particularly at places where more than one Lab./Instt. are located like Delhi, Calcutta, Chennai, Hyderabad & Lucknow.

With a view to mitigate the hardships of the pensioners the Director General, CSIR with the concurrence of FA, has been pleased to approve as follows :

1. Each CSIR Lab./Instt. will deal with all cases relating to medical facilities in case of its pensioners who have settled at the same station from where he/she has retired.
2. In case the pensioner decides to settle at a different station, after his/her superannuation, he/she will approach the nearest laboratory/institute for availing medical facilities.
 3. In case the Lab./Instt. when approached by the pensioner from other station for the purpose of his/her registration for availing medical facilities the Lab./Instt. should extend full cooperation. In case of any difficulty the pensioner may bring the matter to the notice of DGCSIR whose decision shall be final and binding on both i.e. the Lab./Instt. and pensioner.
 4. In case the pensioner settling at a place where no CSIR Lab./Instt. is located he/she may get himself/herself registered either with the Lab./Instt. from which he/she has retired or any other laboratory which is nearest to his/her place of settlement. Such pensioners shall get themselves registered after making payment of prescribed registration charges annually or on one time basis, as the case may be, for availing medical facilities.
 5. All such pensioners mentioned in para (4) above registered for availing medical facilities shall be entitled to receive a fixed medical allowance of RS. 100/- p.m. for OPD treatment. In addition they shall also be entitled to reimbursement for indoor treatment in a Govt./recognised hospital as per CSIR circular letter No. 17(68)/97-PPS dated 10/24.07.2000.

6. Pensioners who are already registered will continue to avail medical facilities from the same Lab./Instt. from which they had been availing it as at present. However, the pensioners prior to the date of issue of these guidelines who have never got themselves registered earlier will also be governed by these guidelines. These orders shall come into force with immediate effect.

It is requested that these instructions may kindly be brought to the notice of all concerned for information, guidance and necessary action.

Serial Circular No. 88

Copy of CSIR OM No. 6-1(2)/2001-E.III dated 1st October 2001 to all the Heads of CSIR Labs./Instts.

Sub: Formation of Information Technology Division (ITD) at CSIR Hqrs.*

DG, CSIR has been pleased to accord approval to the merging of Computer Division (Computer Networking Group and Computer Systems Maintenance Unit) along with the activities of the IMPACT Unit of Finance to form an Information Technology Division (ITD) at CSIR Hqrs. The Division will be headed by Director, NISCOM, New Delhi as an additional charge as communicated vide OM No. 6-1(2)/2001-E.III dated 12.09.01 who is also assigned the responsibilities to bring IT culture in the organisation and to arrange for its harmonization.

- Subject provided by Editor.

Serial Circular No. 89

Copy of CSIR OM No. 27-1(1)/2001-RMU dated 15th October 2001 to all the Heads of CSIR Labs./Instts.

Sub: Record Retention Schedule for Records Common to all the Departments.

I am directed to invite a reference to this office letter No. 27/101/5/98/R&I dated 23.5.01 forwarding therewith the Record Retention Schedule for Records common to all the Departments. A question has, however, been raised that what should be the period of retention for the Works Reports submitted by the scientists for their assessment under MANAS or erstwhile Byelaw 71(b) as the same is not indicated in the Record Retention Schedule because of the reason that the assessment procedure is not in vogue in most of the government departments.

This matter has been examined at our end and the competent authority has been pleased to decide that the 'Work Reports' may be retained for a period of 3 years and thereafter these may be weeded out provided no representation or court case relating to the assessment of the scientist is pending in any of the courts.

The above instructions may kindly be brought to the notice of all concerned and action may be taken to weed out the old work reports accordingly.

Serial Circular No. 90

Copy of CSIR OM No. 17/66/Rec/94-PPS dated 17th October 2001 to all the Heads of CSIR Labs./Instts.

Sub: Classification of posts – Review reg.

In continuation of this office circular letter of even number dated 4.5.1999, I am directed to state that as mentioned therein the DG, CSIR had constituted a Committee to review the classification of some of the posts as per decision of the Governing Body. The recommendations submitted by the Committee were placed before the Governing Body for its consideration at its last meeting. The decision of

the Governing Body will be notified in due course after the approval of the competent authority.

In view of the foregoing, the competent authority has decided that no posts in Group I, II and III, if any cleared by CSIR for your Lab./Instt. should be filled up in any manner till further orders.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Serial Circular No. 91

Copy of CSIR letter No. 35-5(1)/2001-PW&PG dated 22.10.01 to all Directors/Heads of all National Labs./Instts. of CSIR

Sub:- Disbursement of pension/family pension to CSIR pensioners/family pensioners-streamlining of procedure.

It has been observed that as at present CSIR Pensioner/family pensioners are receiving their pension/family pension through cash/cheque or through bank but due to increased number of pensioners/family pensioners the CSIR Labs./Instts are finding it difficult to manage with the increased load of work. Some of the Labs/Instts have also come up with the demand for providing additional staff which is not feasible in the present scenario.

In view of the above the Director General CSIR with the concurrence of Financial Advisor has been pleased to decide as follows:

1. All council employees retiring hereafter shall be paid their pension only through bank viz. State bank of India on the specific branch as may be indicated by the pensioner concerned.
2. The existing pensioners, including family pensioners who are receiving their pension/family pension through cash/cheque may also submit a written request in the enclosed format to the concerned Sr./Finance & Accounts Officer who had issued PPO in their favour to enable them to receive their pension/family pension through bank. The remaining pensioner/family pensioners who do not come forward to opt for receiving their pension through bank shall however continue to receive their pension/family pension in cash or by cheque as hitherto.

The procedure of disbursement of pension through bank does not require nearness or physical presence of the pensioner/family pensioner to the laboratory/Institute from which a pensioner will be retiring, therefore in future all the Labs/Instts. will deal with the pension cases of their employees irrespective of the place of settlement of the pensioners concerned. In case of any difficulty, the pensioner can approach the Director/Head of the concerned Lab/Instt. who will deal with it promptly so that the pensioners/family pensioners are not put to any difficulty.

It is requested that these instructions may kindly be brought to the notice of all concerned including the existing pensioners/family pensioners so that maximum number of pensioners start receiving their pension through bank.

Serial Circular No. 92

Copy of CSIR Circular letter No. 27-1(1)/2001-RMU Dated : 23rd Oct. 2001

Sub: Recording, reviewing and weeding out of old files/records- Format for maintaining of Record Review Register.

I am directed to state that from the feed back received from some of the Lab/Instts about the progress of the work relating to recording, reviewing and weeding out it has been observed that in most of the cases files/records are listed out without showing the classification of Files and the year of future review if kept In absence of classification of the Files/Records it may be just possible that an important file/record may get weeded out inadvertently. With a view to ensure that the files/records are weeded out after proper evaluation only, a Register may be maintained in the following format:

Record Review Register *Date/Year* _____

S. No.	File No.	Subject	Classi- -fication	Whether to be kept or weeded out	Year of future Review, if Kept
1	2	3	4	5	6

The above format requires classification of all records/files into three categories viz. A, B and C-1 to C-10 (Numeral is indicative of the years up to which a file or record should be kept and at the time of future review, the File/Record is either to be upgraded and recommended for further retention or weeded out)

As a matter of fact the Section which creates the record must indicate the classification of Files and the year up to which the records/files are to be preserved after which these shall be reviewed. The list of files/records to be sent to the Departmental Record Room should be prepared in triplicate in the format given overleaf.

Proforma for sending the files to the Departmental Record Room

S.NO.	File No.	Year of opening	Subject	Classification	Year Review
1	2	3	4	5	6

It may also kindly be ensured that before the files are sent to the Departmental Record Room, these should be properly closed and action on the matter dealt with in the files should not be pending. All files should be page numbered on correspondence side as well as noting portion and the total number of pages should be mentioned on the file cover. Duplicate papers/envelops (except in cases of vigilance/disciplinary cases and purchase files) /drafts should not be page numbered, shall be removed. The subject matter dealt with in the file should be written neatly and in case the file cover is torn, it should be changed. It is also seen that a lot of rough and unwanted papers are kept in KWC (Keep without cover) portion of the files, which shall be removed. The idea is that the files sent to the Departmental Record Room should be neat and clean and complete in all respects.

It is requested that these instructions may kindly brought to the notice of Departmental Record Officer and all the Sections/Division in your Lab/Instt. for their information and guidance.

Serial Circular No. 93

Copy of letter no. 33(81)/4/2001-E-I dated 15.10.2001 to all the Directors/Heads of National Labs./Instt.

Sub: Scheme and Syllabus for Departmental Competitive Examination for the posts of Section Officer (F&A)/Section Officer (G)/Private Secretary/Dy. SPO- Revision regarding.

I am directed to forward the revised syllabus as approved by the Competent authority for the Departmental Competitive Examination for the post of Section Officer (F&A) /SO(F&A) in supersession of all earlier orders on the subject. The revised syllabus for the Departmental Competitive Examination for the post of SO(F&A) is as follows :-

S.No	Paper	Subject	Max. Marks	Time
1.	Paper I	Noting Drafting and Precis Writing (Conventional Type)	100	3 hours.
2.	Paper II	General Knowledge and Constitution of India (Objective type)	100	2 hrs.

3	Paper III	<p>Part A (Accounts including Works Accounts)</p> <p>Short or medium type questions (Theory and/or practical) on the following topics :- Questions of 10 marks each)</p> <p>1. Book keeping and Accountancy 3. Works Accounts</p> <p><u>Part –B (FR-SR & GFR’s)</u></p> <p>Questions (Theory and/or Practical) on the following topics :- (5 questions of 8 marks each)</p> <p>Pay fixation 2. Pension Rules 3. GFR including FR/SR/ TA, LTC, Leave Rules</p> <p>Part C (CSIR Rules, Regulations & Byelaws) (Short Notes/Questions on the following topics : (5 questions of 6 marks each or short questions numbering 10 of 3 marks each)</p> <p><u>PART-C CSIR Rules, Regulations & Byelaws</u> Rationalised Purchase Procedure Budget Project costing CSIR Instructions Auditing Delegation of Financial Powers Rules IMPACT – Accounting package in CSIR</p>	30 marks	
			40 marks	

It has further been decided by the competent authority to reorganise the scheme of examination for the posts of SO(G), SO (F& A), Dy. SPO and PS for the purpose of Departmental competitive Examination such that the papers I and II shall be common for all the posts mentioned above and will be held in single sitting for all the candidates irrespective of the post(s) applied for. Paper III will be the specialised paper to be held in separate sittings at different times to enable the candidates to appear for different posts. The marks obtained in Paper I and II will, however, remain common in assessing the candidates for various posts by adding the marks obtained in Paper III to the tally of I & II for arriving at the overall aggregate for the purpose of working out merit.

The syllabus for the paper III for the purpose of Departmental Competitive Examination for the posts of SO(G), PS and Dy. SPO will be as follows :

Section Officer (G) and Private Secretary

S.No	Paper	Subject	Max.Marks	Time
1.	Paper III	Office Procedure, Rules & Regulations and CSIR Rules, Regulations and Byelaws (Conventional type)	100	3 hrs.

Paper I (Conventional Type) - Marks 40

This part will consist of Office Procedure and some guidance in the subject can be obtained from :-

- a) Latest edition of Manual of Office Procedure
- b) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.
- c) Handbook of Personnel Officer
- ii) Part II (Conventional Type) – Marks 60

This part will consist of Rules & Regulations, including knowledge of FRs, SRs, GFRs, CCS(Leave) Rules, CCS (Pension) Rules, CCS(CCA) Rules, etc. and CSIR Rules, Regulations and Byelaws and some guidance on the subjects can be obtained from :-

- a) Fundamental and Supplementary Rules (AGP & Ts Compilation)
- b) The CCS (Pension) Rules, 1972
- c) The CCS (Conduct) Rules, 1964
- d) The CCS(CCA) Rules, 1965
- e) Compilation of General Financial Rules (Revised and Enlarged) 1963
- f) Delegation of Financial Power Rules, 1978
- g) CCS (Leave) Rules, 1972
- h) CSIR Rules, Regulations and Bye-laws.

For the post of Private Secretary, in addition to the above examination, candidates will have to appear in a qualifying test in English/Hindi shorthand at the speed of 100 w.p.m.

Dy. Stores & Purchase Officer

S.No	Paper	Subject	Max. Marks	Time
1.	Paper III	Materials Management & CSIR Rules, Regulations & Bye-laws (conventional Type)	100	3 hrs.

- a) CSIR Rules, Regulations & Bye-laws
- b) Organisational structure of stores and purchase department
- c) Objectives roles and scope of functioning of stores & purchase department
- d) Procedure for issue and despatch of materials
- e) Physical verification
- f) Procedure for identification of obsolete and surplus stores and their disposal and procedure for write off.
- g) Rationalised Stores and Purchase Procedure followed in CSIR
- h) Procedure for purchase of capital and non-capital items
- i) Clearance of consignment including customs clearance
- j) Price Preference

- k) Selective Approaches; ABC, FNS, VED & XYZ Analysis;
- l) Costs associated with Inventory Management
- m) Economic Order Quantity (EOQ) and its role and significance for Inventory Management;
- n) Lead time analysis
- o) Safety stock
- p) Value Analysis
- q) Determination of various levels of stocks
- r) Inventory turnover ratio.

This paper will be set up in such a standard to test the overall knowledge of the candidates who is expected to head Stores/Purchase Section as Dy. Stores & Purchase Officer. The communication may kindly be given wide publicity in your Lab./Instt.

Serial Circular No. 94

Copy of letter no. 27-1(1)/2001-RMU dated 12.11.01 to The Directors/Heads of all the National Labs./Instts.

Sub: Follow up action on the recommendation of the Joint Secretaries (Admin) meeting held on 16th & 17th May 2001 – Para 8.2(5) of the Minutes regarding clarification of the Public Records Act, 1993.

In continuation of this office letter of even number dated 19th June 2001 (Serial Circular No. 76) I am directed to forward herewith a copy of letter No. 16-11/2001-RM dated 18th October 2001 from the Govt. of India, National Archives of India, Janpath, New Delhi, clarifying that the Public Records Act, 1993 is *inter-alia* applicable to Autonomous Bodies wholly or substantially controlled or financed by the Govt. of India.

Accordingly, the provisions of the Public Records, 1993 may be followed in the CSIR and its national Labs/Instts with immediate effect. A copy of the Public Records Act 1993 published in the Gazette of India, No120 dated 22nd December 1993 is also enclosed for your kind information, guidance and necessary action. (*enclosure not printed*)

Serial Circular No. 94-A

Cop of CSIR letter No.13-2(1)/2001-Pur dated 28th November 2001

**Sub: -1) Compulsory registration of Indian Agents of Foreign Suppliers with DGS&D.
2) Payment of Commission to Indian Agents of foreign suppliers.**

I am directed to invite a reference to CSIR O.M. Nos 1(97)/93-Finance dated 7th November 1994 and 27th June 1995 on the subject mentioned above. The decisions contained in these OMs that appear in para 27.3.8 & 27.3.9 of CSIR compendium on rules, regulations and procedures are reproduced below

1. The CSIR has assured Ministry of Finance that all particulars relating to Agency Commission paid to Indian agents of Foreign Suppliers shall be reported to the enforcement Directorate. You are therefore, requested kindly to ensure that all payments made to Indian Agents of foreign suppliers are reported to the Enforcement Directorate under intimation to this office.
2. The DGS&D has now replied that they have been nominated as the nodal agency for registration of Indian Agents of foreign suppliers. The CSIR is to insist on the Indian Agents to produce DGS&D registration under the compulsory scheme of Ministry of Finance. In case of any mis-representation, fraud, poor performance etc. by the Indian Agents, a complaint may be sent to DGS&D with documentary proof for an administrative action against Agent concerned. The above instructions may kindly be followed while making any purchases from the foreign suppliers through Indian Agents in future.

It has however been noticed that some of the labs are not following these instructions strictly which is not in order. It is therefore reiterated that:

- a) All particulars relating to Agency commission paid to Indian Agent of foreign suppliers shall be reported to the Enforcement Directorate.
- b) As DGS&D has been nominated as the nodal agency for registration of the Indian Agents of foreign suppliers. CSIR should insist on the Indian Agents to produce DGS&D registration under the compulsory scheme of Ministry of Finance.

It is requested that these orders may please be brought to the notice of all concerned officials including Sr. SPO/SPO/Dy. SPO of your lab/ Instt. who will ensure strict compliance of the same.

Serial Circular No. 95

Copy of CSIR circular letter No. 14(6)/1/86-E. II dated 27.11.2001

Sub: Managing the Security and cleaning jobs in the CSIR Labs/Instts.

I am directed to invite your kind attention to this office letter of even number dated 4.12.2000 and 27.12.2000 on the subject and to state that with the recent Judgement of Supreme Court in the case of Steel Authority of India Ltd., and others (quashing the GOI Notification dated 9.12.1976 relating to the prohibition of engagement of Contract Labor for watching, dusting, cleaning, sweeping and gardening and reserving its judgement in case of Air India), the matter has been reviewed in consultation with the Legal Adviser, CSIR

The competent authority has approved that the CSIR Labs./Instts may now be allowed to contract out the security and cleaning jobs on the following conditions:

1. The contract should be awarded only to the Registered Contractors holding valid licence under Contract Labor (Regulation & Abolition) Act, and the Labs/Instts should be registered under the provision of the said Act.
2. The number of persons engaged through the contractors for these jobs should be restricted to the number fixed by CSIR Hdqrs. For each Lab/Instt.
3. For the security work, only ex-servicemen or the persons properly trained in this field should be engaged.

Serial Circular No. 96
Copy of CSIR circular letter No. 14(21)/93-E. II dated 6.12.2001
Sub: Strict observance of the laid down rules/instructions/guidelines.

I am directed to state that it has been observed that in spite of the rule position being very clear to decide a case, some of the Labs./Instts. form adhoc committees to consider a case and then on the recommendations of the Committees are allowing the benefit to the concerned employee(s) which may otherwise not be admissible under the extant rules. This is highly irregular .

To cite an example of this kind, one of the Labs. referred a case for grant of Extra Ordinary Pension to CSIR Hqrs. On examination at CSIR Hqrs. in consultation with the Finance, the one was found not to be covered under the rules for grant of Extra Ordinary Pension and was accordingly rejected. In spite of rejection of the case by CSIR, the Lab. referred the case to a Committee. The Committee members in disregard of the rules and CSIR decision recommended the payment of compensation and the Lab. forwarded the recommendations to CSIR justifying the payment of compensation recommended by the Committee. Since the proposal was not covered under the extant rules, it was again rejected by the CSIR. The employee concerned filed a case in CAT. The CAT relying mainly upon the recommendations of the Committee and justifying for acceptance of the same done by the Lab. allowed the benefit to the employee concerned, which was otherwise not admissible to him under the rules.

The competent authority has taken a serious view of such irregular actions on the part of the concerned Labs./Instts. and has desired that all the cases which are required to be decided as per laid down rules/guidelines/instructions issued by the GOI/CSIR from time to time should be decided strictly as per these extant rules and in no case the matter should be referred to any Committee.

The above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and strict observance. It may also be noted by all concerned that any violation shall be viewed very seriously and all the officers including the Committee members involved in the erroneous decision making by violation of the laid down rules/instructions shall also be held responsible for the same.

Serial Circular No.97
Copy of CSIR circular no.RR-IV)2001-R&A dated 7.12.2001 to Directors/Heads of all the National Labs./Instts.

Sub: Revised pay structure and career progression scheme for CSIR Group-IV (Scientific) Personnel.

Sir,

I am directed to state that the proposal for providing incentives to the Group-IV scientists in order to attract, retain, inspire and motivate scientists to give their best contributions on the pattern of the same being given to the Scientists in DRDO, as per concurrence given by the Ministry of Finance was placed before the Governing Body at its 150th meeting held on 15.2.2001.

The Governing Body considered the matter and approved to grant the following incentives to the Group-IV Scientists in CSIR system w.e.f. 1.1.2001:

- i) Special pay of Rs.2,000/- p.m. (without D.A.) to scientists Group IV in the pay scale of Rs.18,400-22,400, in lieu of a separate higher pay scale after peer review.

- ii) Two additional increments (without DA) to Scientists Group IV (Recruitees/Promotees) in the pay-scales of Rs.10,000-15,200; 12,000-16,500; 14,300-18,300 and 16,400-20,000 after their normal pay fixation.
- iii) Professional up-date allowance of Rs.5,000/- per annum to all Scientists Group IV.

As regards the additional budgetary allocation and accounting procedure for payment of the arrears etc. on the above account, a separate communication is being issued by Finance to the Labs./Instts.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Hindi Version follows.

Serial Circular No.98

Copy of letter no. 2(RR-IV)/2001-R&A dated 07.12.2001 to all the Directors/Heads of national Labs.

Sub: Revised Recruitment and Assessment Promotion Rules for Group-IV Scientists in CSIR.

Sir,

I am directed to state that while agreeing to grant incentives to Gr. IV scientist of CSIR, as notified vide CSIR circular letter No.2(RR-IV)/2001-R&A dt.7.12.2001, the Ministry of Finance had desired that CSIR should modify their Recruitment & Assessment Promotion Rules for Gr. IV scientists on the pattern of DRDO.

The proposal to grant the incentives and modify the Recruitment and Assessment Promotion Rules as per concurrence of Ministry of Finance was placed before the GB at the 150th meeting held on 15.2.2001. The GB approved the proposal and desired that the revised rules be drafted through a Committee. The rules drafted as such by the Committee were placed before the Governing Body at its 151st meeting held on 10th Oct., 2001.

The Governing Body considered and approved the revised rules. A copy of the revised rules as approved by the Governing Body is sent herewith for your information, guidance and implementation. These rules are effective from 1.1.2001 for assessment promotions and from 1.4.2002 for recruitments to ensure no new advertisement is issued and existing cases are completed well before 31.3.2002.

The specimen of the Annual confidential Reports to be made applicable w.e.f. 1.1.2001 is being circulated separately.

It is requested that the above revision in the Recruitment and Assessment Promotion Rules may be brought to the notice of all concerned in your Lab./Instt. for further information, guidance and necessary action.

Hindi version follows.

RULES FOR RECRUITMENT AND ASSESSMENT PROMOTION OF SCIENTISTS GR. IV IN CSIR

1. In exercise of powers conferred under Bye law – 11 of the Rules & Regulations and Bye laws of the CSIR, the Governing body of CSIR formulates the following Recruitment and Assessment Promotion Rules for Scientists Gr. IV in CSIR.

2. **SHORT TITLE & ENACTMENT:**

These Rules shall be called “CSIR Scientist Recruitment and Assessment Promotion Rules, 2001” and shall come into force with effect from 1.1.2001 for assessment promotions and w.e.f.1.4.2002 for recruitments.

3. **APPLICABILITY:**

These rules shall govern recruitment and assessment promotion of Group-IV Scientists.

The existing rules shall continue to apply for recruitment of the Director of a Laboratory/Institute in CSIR.

4. **DEFINITIONS:**

In these rules, unless the context otherwise requires :

I. **“Appointing Authority”** means the authority as specified in Rule 6.9

II. **“Assessment Committee”** means the Committee constituted under Rule 7.6.2 and 7.6.3

- III. **“Board”** means Recruitment and Assessment Board established by CSIR as defined under Rule 5.0.
- IV. **“Discipline”** means the specialisation in which the scientists are assessed for promotion.

- V. **“Internal Screening Committee”** means the Committees as specified under Rule 7.5.2 and 7.5.3.
- VI. **“Scientist”** means R&D scientific staff who are expected to generate, develop, advance, disseminate, diffuse, manage and protect new knowledge/methods/techniques by research/design/ development/extension.
- VII. **“Screening Committee”** means the committee as specified under the Rule 6.5.2.
- VIII. **“Selection Committee”** means the Committees as specified under Rule 6.4

All other words and abbreviations, which are not defined under these rules, shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Bye-laws of CSIR, or any other rules applicable to the employees of CSIR.

5.0 **RECRUITMENT AND ASSESSMENT BOARD.**

- 5.1. CSIR shall establish a Recruitment and Assessment Board headed by a Chairperson who shall be appointed by the President, CSIR. The terms and conditions of the appointment of Chairperson shall be such as may be prescribed by the President, CSIR.
- 5.2. The chairperson shall prepare a panel of co-chairpersons which shall be approved by the Vice-President. The validity of the panel shall be 5 years. However, any name be deleted or added during the currency of the panel with the approval of CSIR.
- 5.3. Except for the provisions specified under these rules, the Board shall be free to devise its own procedures in respect of recruitment and assessments to be conducted by it.
- 5.4. The Board shall be provided adequate and appropriate office space, staff and fund by the CSIR to carry out its functions effectively and efficiently.

6. **RECRUITMENT**

- 6.1.1 The grades/scales of pay of scientists covered under these rules shall be such as may be determined by CSIR from time to time. However, grades/scales applicable are as under:

<u>S.No.</u>	<u>Group/Grade and Designation of the Post</u>	<u>Scale of pay</u>
1.	Scientist Group-IV(1)	Rs.8000-275-13500
2.	Scientist Group-IV(2)	Rs.10000-325-15200

3. Scientist Group-IV(3) Rs.12000-375-16500
4. Scientist Group-IV(4) Rs.14300-400-18300
5. Scientist Group-IV(5) Rs.16400-450-20000
6. Scientist Group-IV(6) Rs.18400-525-22400
7. Scientist Group-IV(7) Rs.22400-550-24500

Note: Procedure for promotion and/or appointment to Scientist Group IV(7) in the scale of Rs.22400-24500 shall be decided subsequently.

6.1.2. Recruitment shall normally be made at the initial level of Scientists Group-IV(1). Wherever need exists or arises, recruitments at higher levels can be made on specific request of the Director with the recommendation of RC and the prior approval of DG, CSIR. In case of CSIR Hqrs. this shall be done on the recommendations of the Head of the Division and with the prior approval of the DG, CSIR.

6.2 QUALIFICATION, EXPERIENCE & AGE LIMITS FOR DIRECT RECRUITMENT

The minimum qualifications, experience and maximum age limits for direct recruitment of Group IV Scientists at various levels shall be as follows:

<u>Sl. No.</u>	<u>Group, Grade and Designation and Scale of pay of the post.</u>	<u>Qualifications</u>	<u>Experience in required areas.</u>	<u>Age limit not exceeding</u>
1.	Sci. Group-IV(1) Rs.8000-13500	Ist class M.Sc./ B.E/B.Tech./MBA*/M.Lib.Sci/ MCA/MBBS or equivalent qualifications. OR M.Tech./ME/ /MVet.Sc/ M.D. or recognised equivalent qualifications OR Ph.D	Nil	35 years l

2.	<u>Sci. Group-IV(2)</u> Rs.10000-15200	Ist class M.Sc./ B.E/B.Tech./MBA*/M.Lib.Sci./ CA/MBBS or equivalent qualifications. OR M.Tech./ME/MVet.Sc/ M.D. or recognised equivalent qualification OR Ph.D OR Ph.D(Engg.)	3 years 2 years 1 year Nil	35 years
3.	<u>Sci. Group-IV(3)</u> Rs.12000-16500	Ist class M.Sc./ B.E/B.Tech./MBA*/M.Lib.Sci./ MCA/MBBS or equivalent qualifications. OR M.Tech./ME/MVet.Sc/ M.D. or recognised equivalent qualification OR Ph.D OR Ph.D(Engg.)	7 years 5 years 4 years 3 years	40 years
4.	<u>Sci. Group-IV(4)</u> Rs.14300-18300	Ist class M.Sc./ B.E/B.Tech./MBA*/M.Lib.Sci./ MCA/ MBBS or equivalent qualifications. OR M.Tech./ME/M.Vet.Sc/ M.D. or recognised equivalent qualification OR Ph.D	10 years 8 years	45 years

		<p style="text-align: center;">OR</p> <p>Ph.D(Engg.)</p>	<p>7 years</p> <p>6 years</p>	
5.	<u>Sci. Group-IV(5)</u> Rs.16400-20000	<p>Ist class M.Sc./ B.E/B.Tech./MBA*/M.Lib.Sci./ MCA/MBBS or equivalent qualifications.</p> <p style="text-align: center;">OR</p> <p>M.Tech./ME/MVet.Sc/ M.D. or recognised equivalent qualification</p> <p style="text-align: center;">OR</p> <p>Ph.D</p> <p style="text-align: center;">OR</p> <p>Ph.D(Engg.)</p>	<p>13 years</p> <p>11 years</p> <p>10 years</p> <p>9 years</p>	50 years
6.	<u>Sci. Group-IV(6)</u> Rs.18400-22400	<p>Ist class M.Sc./ B.E/B.Tech./MBA*/M.Lib.Sci./ MCA/MBBS or equivalent qualifications.</p> <p style="text-align: center;">OR</p> <p>M.Tech./ME/MVet.Sc/ M.D. or recognised equivalent qualification</p> <p style="text-align: center;">OR</p> <p>Ph.D</p> <p style="text-align: center;">OR</p> <p>Ph.D(Engg.)</p>	<p>16 years</p> <p>14 years</p> <p>13 years</p> <p>12 years.</p>	50 years

*This qualification shall be applicable for recruitment of Scientists for business development/project management/human resource development group.

6.3 RELAXATIONS

6.3.1 Relaxation in age limit up to 5 years may be allowed to Council/Government/Autonomous Bodies/Public Sector employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.

6.3.2 Relaxation in the qualification and/or experience prescribed may be allowed at the discretion of the DG, CSIR in the case of candidates belonging to Scheduled Castes and Scheduled Tribes/OBC against posts reserved in favour of SC/ST/OBC communities. .

6.3.3. Relaxation in age, qualification and/or experience may be permitted by DG, CSIR at any stage of selection, if the director of the laboratory based on the recommendation of Screening Committee is of the opinion that sufficient number of candidates possessing the requisite qualification and/or experience are not likely to be available to fill up the posts.

6.3.4 The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications.

6.3.5 In disciplines (including specialized areas or fields), other than mentioned under these Rules (i.e. Science, Engineering or Technology), such professional or technical qualifications, as are approved by the Government of India for appointment to superior posts and services shall be applicable. In cases where a formal Degree or Diploma is not being awarded or has not been approved, the educational qualifications and experience shall be such as may be prescribed by the DG, CSIR.

6.3.6 The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for that grade.

6.4 The constitution of the Selection Committee for making direct recruitment to the posts covered under the Rules shall be as under:

- (i) The Chairperson of the Board shall be the Chairperson of the Selection Committee. However, the Chairperson of the Board can nominate one of the persons from the panel of Co-Chairpersons, prepared by the Chairperson of the Board and approved by the VP, CSIR, to act as Chairperson of the Selection Committee in his place.

(ii) Two External - To be nominated by the
Expert Chairperson of the Board, from Members
the panel of experts approved by
RC of the Labs./CSIR Hqrs.

(iii) One Departmental - To be nominated by
Member the Director-General,

(iv) Director of the Lab. or his nominee (In the case of CSIR Hqrs.,
DG or his nominee) shall be a member.

The quorum for the meeting of a Selection Committee shall be
three member-including the Chairman.

6.4.1 Where the posts are reserved for SC/ST candidates or where SC/ST
candidates are under consideration along with general category
candidates for the posts, a member of SC/ST community shall
invariably be included in the Selection Committee. Further,
instructions for nomination of female members and members
representing the minority community as issued by the
CSIR/Government of India from time to time shall continue to be
followed.

6.5. Vacancies for which the Selections are required to be made by the
Board shall be decided by the Labs./Instts./CSIRHqrs with the
approval of RC of the Lab.or DG, CSIR as the case may be. The
vacancies shall be advertised by the respective Labs./Instts./CSIR
Hqrs. A copy of the advt. shall be sent to the Board.

6.5.1 The applications, in response to the advertisement, shall be
received at the respective Laboratory/Hqrs..

6.5.2 For recruitment of Scientist upto Scientist Group IV(5) level the
Director in the laboratories and in the case of CSIR Hqrs.DG, CSIR
shall constitute the Screening Committee. For Scientist Group
IV(6), the screening committee shall be constituted by DG, CSIR.
The Committee shall screen the applications received and organize
a written test or seminar if considered necessary for shortlisting
the candidates to be called for interview. The set of applications
and recommendations of the Screening Committee shall be sent to
the Board. Approval of relaxation in age, qualifications and/or
experience from DG, CSIR shall be obtained by the laboratory and
sent to the Board.

The Screening Committee for screening the applications shall
comprise of the following:

- i) One Scientist from another CSIR Lab.
- ii) One Scientist from the Lab./CSIRHqrs.
- iii) Director/DG or his nominee

The Director can take the help of the Board in screening the
applications in case he considers such assistance useful.

- 6.5.3 The date and time for holding the meetings of the Selection Committees shall be fixed by the laboratories in consultation with the Chairperson of the Board. The letter of invitation/intimation to the shortlisted candidates for the interview/test shall be issued by the Laboratory accordingly. In the case of CSIR Hqrs. it shall be issued by CSIR.
- 6.5.4 The meetings of the Selection Committees may be held at the concerned Lab. or CSIR Hqrs. as the case may be.
- 6.5.5 Selection Committee shall recommend a panel of candidates in order of merit for each post or group of posts as advertised. All relevant papers in respect of the selections shall be forwarded by the Board to the concerned appointing authority.
- 6.5.6. The panel shall be valid for one year and operated for issuing the offer of appointment to the selected candidates only to the extent of the number of the vacancies advertised. If any of the candidate(s) who have been issued the offer of appointment up to the extent of the notified vacancies does not accept the offer or does not join by the stipulated date, the next candidate on the panel can be offered the post.
- 6.6 **PROBATION**
- 6.6.1 Persons appointed to the post of Scientist Group IV(1) shall be on probation for a period of two years. Persons appointed to any other grade, viz. Scientist Group IV(2), IV(3), IV(4), IV(5) and IV(6) shall be placed on probation for a period of one year, provided that the appointing authority may extend or curtail the period of probation in accordance with the instructions issued by the Government of India from time to time.
- 6.6.2 On completion of period of probation or extension thereof, the scientists shall if considered fit, may be confirmed against the post, if not already confirmed in the entry grade
- 6.7 **PAY:**
- 6.7.1 The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments if any, could be recommended by the Selection Committee keeping in view the overall merit of

the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Selection Committee to establish the rationale and reasoning for the increments recommended.

6.7.2 Up to three advance increments as recommended by the Selection Committee may be granted by the Director of the Lab./Instt. in respect of selections for which he is the appointing authority. Beyond three and up to five increments recommended by the Selection Committee may be granted by the DG, CSIR. Beyond five and upto seven increments recommended by the Selection Committee may be granted by the President, CSIR.

6.8 All Scientists in the Council service shall be liable to serve anywhere in India or outside. DG, CSIR shall be empowered to transfer any Scientists from one laboratory to another including their extension/Field Centres in public interest. Director of the Lab. shall be empowered to transfer any scientist from the Headquarters of the Lab./Instt. to its extension/Field Centres and vice-versa.

6.9 **APPOINTING AUTHORITY:**

6.9.1 For the posts of scientist Group IV(6) and above and posts in equivalent grades, the appointing authority shall be the President, CSIR.

6.9.2 For the posts of Scientist up to Sci. Group IV(5) in CSIR Hqrs., the DG, CSIR shall be the appointing authority.

6.9.3 For the posts of Scientist up to Sci. Group IV(5) in the Labs./Instts., the Director shall be the appointing authority.

6.10 **ADDITION TO QUALIFYING SERVICE**

6.10.1 Scientists directly appointed to the post of Scientist Group IV (2) and above shall be entitled to the benefit of added years of service for the purpose of

superannuation pension admissible under Rule-30 of the Central Civil Services (Pension) Rules, 1972.

7. ASSESSMENTS AND PROMOTIONS

- 7.1 Promotion of all Scientists governed by these Rules from one grade to the next higher grade, shall be made on the basis of Flexible Complementing. On promotion of a Scientist from one Grade to the next higher Grade, the post held by him/her shall stand upgraded automatically as personal to the Scientist concerned. On vacation of the post by the Scientist, it shall revert back to the grade in which the post was earmarked initially.
- 7.2 Promotion up to the level of Scientist Group IV(6) i.e. of Scientist Group IV(1), IV(2), IV(3), IV(4) & IV(5) shall be made on the basis of
- (i) preliminary screening by an Internal Screening Committee formed as per Rule 7.5.1, which takes into account the Annual Confidential Reports recorded for the years covered under the residency period and
- (ii) interview by the Assessment Committee as specified hereafter:
- 7.3 The minimum residency period to be completed in a grade for consideration for assessment shall be as under:

Scales of pay	Designation	Minimum of Residency period linked to performance.
Rs.8000-13500	Scientist Group IV(1)	3 years.
Rs.10000-15200	Scientist Group IV(2)	4 years.
Rs.12000-16500	Scientist Group IV(3)	4 years.
Rs.14300-18300	Scientist Group IV(4)I	5 years.
Rs.16400-20000	Scientist Group IV(5)	5 years.

7.3(a) *The period spent on deputation/foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL, etc., availed on personal grounds shall not count towards the minimum residency period*

7.3(b) In case of permanent absorption of a scientist on deputation in the same grade in Council service from other Scientific Departments where Flexible Complementing Scheme is applicable, the entire service of that Scientist in the same grade including in the parent department shall be counted towards residency period. If an officer comes on deputation on a higher grade into the service and later permanently absorbed in the same grade in the service, the period spent on deputation shall be counted for residency period for consideration for promotion to the next higher grade;

7.4. All Scientists will be first screened for eligibility on the basis of gradings in the Annual Confidential Reports (ACRs) and only those Scientists who satisfy the minimum residency period linked to their performance threshold scores as indicated in the Table below shall be considered for further assessment.

	Number of years in the grade					
	3	4	5	6	7	8
Minimum averaged percentage of ACR scores for eligibility						
Scientist Group IV(1) to Scientist IV(2)	85%	80%	70%	65%	60%	..
Scientist Group IV(2) to Scientist IV(3)	..	85%	80%	75%	70%	60%
Scientist Group IV(3) to Scientist IV(4)	..	85%	80%	75%	70%	60%
Scientist Group IV(4) to Scientist IV(5)	85%	80%	75%	70%
Scientist Group IV(5) to Scientist IV(6)	85%	80%	75%	70%

7.4.1. Notwithstanding anything contained in these rules, a relaxation of one year in the minimum residency period can be granted to a Scientist Group IV(2), (3) & (4) provided that he consistently secures 90% and above marks in the Annual Confidential Reports (introduced under Rule 8.1) in three successive years in the grade. This provision shall be applicable maximum twice in the career of a Scientist.

7.5 **INTERNAL SCREENING COMMITTEE**

7.5.1. In the case of scientists Group IV(1) and above upto Scientist Group IV(4) the Director in the Laboratories and DG, CSIR in the case of Hqrs. shall constitute an Internal Screening Committee to review the Confidential Performance Appraisal Reports and other relevant records of all Scientists completing the prescribed residency period for shortlisting and recommending the candidates for Assessment interview by the Assessment Committee.

7.5.2 The Internal Screening Committee shall comprise

- (i) Director of the Lab. or a Scientist/ - Chairperson

Technologist to be nominated by the Director in the case of the Lab./ DG, CSIR in case of CSIR Hqrs.

- (ii) One Scientist from another CSIR Labs./Instts./Hqrs. - Member
- (iii) Two Scientists from the Lab./Instt./Hqrs. - Member

The quorum of the Internal Screening Committee shall be the Chairperson and at least two members including the member from the other Lab. The recommendations of the Screening Committee shall be approved by the Director of the Lab./DG, CSIR in the case of Hqrs. .

7.5.3 In case of Scientist Group IV(5) and above DG, CSIR shall constitute disciplinewise Internal Screening Committees to review the Confidential Performance Appraisal Reports and other relevant records of all the scientists completing the prescribed residency period for shortlisting and recommending the candidates for

Assessment interview by the Assessment Committee, as under:

- (i) An external Scientist/Technologist to be nominated by DG, CSIR. - Chairperson
- (ii) Two Scientists including Directors from CSIR Labs./Instts./Hqrs. nominated by the DG, CSIR - Members
- (iii) The Director of the Lab./Instt./Head of Division at Hqrs. - Member

The quorum of the Screening Committee shall be Chairperson and at least two members. DG, CSIR shall approve the Screening Committee recommendation.

7.5.4. The Director/DG, CSIR as the case may be shall forward the names of the candidates recommended by the Internal Screening Committee and approval of the Competent Authority to the Board,

7.6 **ASSESSMENT COMMITTEE**

7.6.1. The Board shall constitute Assessment Committee to assess the work of the candidates whose name have been forwarded by the Director/DG, CSIR, as the case may be, for their promotion to the next higher grade.

7.6.2 Assessment Committee upto the level of Scientist Group IV(5) shall be as under:

- (i) The Assessment Committee shall be chaired by the Chairperson of the Board. However, the Chairperson of the Board can nominate one of the persons from the panel of Co-Chairpersons prepared by the Chairperson of the Board and approved by the VP, CSIR to act as Chairperson of the Assessment Committees in his place.
- (ii) Two Departmental Core Members. - At an appropriate level to be nominated by the DG, CSIR.
- (iii) Two External Experts - To be nominated by the Chairperson of the Board from the panel approved by the RC of the Lab.
- (iv) Director of the concerned CSIR Lab./Instt./Head of the Division at Hqrs. or his nominee

7.6.3. The Assessment Committee for Scientist Group IV(5) and above. shall be constituted disciplinewise as under:

- (i) The Assessment Committee shall be chaired by the Chairperson of the Board. Only in exceptional cases when he is not able to attend, he can nominate one of the persons from the panel of Co-Chairpersons prepared by the Chairperson and approved by the VP, CSIR to act as Chairperson of the Assessment Committees in his place.
- (ii) Director-General, CSIR or his nominee - Member
- (iii) Two eminent External Experts - Members
to be nominated by the Chairperson of the Board from the panel of the specialists approved by the RC of the Labs.
- (iv) A representative from the Govt. - Member

/Industry/NGO/
Consultancy/Financial Orgn.
nominated by the Chairperson
of the Board.

- (v) Director of the concerned CSIR - Member
Lab.(none in the case of Hqrs.)

7.6.4 The quorum of the meeting of the Assessment Committee shall be the Chairperson plus three members, with at least one external expert.

7.6.5. The Assessment Committee shall submit its recommendations as 'Fit for Promotion' or 'Not yet Fit for Promotion'.

7.6.6. Scientists recommended by the Committee as 'Fit' for Promotion' shall be so promoted from the due date of eligibility for assessment. Scientists who are found 'Not fit for Promotion' will be considered after a gap of one year if they are again recommended by the Internal Screening Committee.

The pay fixation on promotion shall be as per normal pay fixation rules issued by the GOI from time to time.

7.6.7 In case of a scientist assessed and found fit for promotion but is unable to assume charge of the higher grade on effective date for being away on study leave (combined with any other leave), sanctioned by the competent authority, for pursuing higher studies or receiving specialised training in professional and technical subjects having a direct or close connection with the CSIR programs, on resumption he may reckon notional seniority in the higher grade from the date of his selection to that grade for the purposes of counting of residency period for considering for promotion to the next higher grade provided the Director General is satisfied about the performance of the scientist during the course of study/training.

7.6.8 More than one Assessment Committee may be constituted at any one time and function at various stations concurrently.

7.6.9 **PROCEDURE FOR ASSESSMENT OF SCIENTISTS WHO ARE UNDER SUSPENSION/AGAINST WHOM DISCIPLINARY PROCEEDINGS ARE PENDING.**

The assessment of the Scientists who are under suspension/against whom disciplinary proceedings are pending shall be regulated as per procedure notified, vide CSIR circular letters No.17/66/04-PPS dated 8th May, 1998 and 2nd August, 2000 as amended by the competent authority from time to time.

8.0. **PERFORMANCE APPRAISAL REPORTS**

8.1 The existing non-confidential system of Annual Performance Appraisal Reports (APAR) shall be replaced by Annual Confidential Report (ACR) w.e.f. 1.1.2001.

8.2 Those of Scientists, who leave the service of CSIR on their own volition including voluntary retirement, shall not be entitled for any assessment over and above the assessment(s) if any, already availed even if it may relate to the period when they were in CSIR service. However, those scientists who superannuate or pass away while in service shall be considered for assessment from the due date of eligibility. The cases of the deceased shall be decided by the Assessment Board on the basis of their Annual Confidential Appraisal Reports.

9. **POWER TO RELAX-** The Governing Body may relax any or all the provisions of these Rules wherever considered necessary.

10. **RELAXATION FOR SC/ST CANDIDATES** Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

11 **INTERPRETATION-** Any question relating to interpretation of these rules shall be decided by the DG, CSIR.

12. **REPEAL AND SAVINGS** "CSIR Service Recruitment Rules, 1994 for Recruitment of Scientific, Technical and Support

Staff” and “Merit and Normal Assessment Scheme (Revised MANAS) for Scientific, Technical and Support staff”, are hereby repealed insofar as they are consistent with these rules to the extent covered under these rules. These new Rules supersede all the existing Rules related to Recruitment and Assessment promotion of scientists in CSIR to the extent the existing rules are inconsistent with these rules. All the existing scientists shall be automatically covered under these Rules.

Serial Circular No. 99

Copy of circular no. 2(RR)/2001-R&A.dated 7.12.2001 to the Directors/Heads of all the National Labs./Instts.

Sub: Amendment to CSIR Service Rules, 1994 for Scientific, Technical and Support Staff and CSIR Administrative Service (Recruitment & Promotion) Rules, 1982.

Sir,

In pursuance of the Govt. of India DOPT Order OM No.14024/2/96-EStt(D) dated 18th May, 1998 on the basis of the directions of the Supreme Court, for filling up the vacancies in the posts below the scale of Rs.4500-7000 both in the Administrative and Scientific and Technical cadres, the advertisements should be published in the Employment News in addition to notifying the vacancies to the Employment Exchange for wide publicity. Accordingly, the item was placed for consideration and approval of the Governing Body.

The Governing Body at its 151st meeting held on 10.10.2001 has approved amendment of Recruitment Rules as follows:

I. Amendment to Rule No. 10.1.1. of CSIR Service Rules 1994 for Recruitment of Scientific, Technical and Support Staff.

EXISTING RULES

10.1.1. Technical Posts in the pay scales below Rs.4500-7000 will be notified to the local Employment Exchange. Candidates sponsored by

AMENDED RULES

10.1.1. For filling up vacancies of posts in the pay scales below Rs.4500-7000, in addition to notifying the vacancies for the relevant categories, to the

the Employment Exchange will be considered alongwith eligible Departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local news papers and a copy of the advertisement be sent to the Employment Exchange.

Employment Exchange, the requisitioning authority/ establishment shall, keeping in view administrative/ budgetary convenience, arrange for the publication of the recruitment notice for such categories in the Employment News published by the Publications Division of the Ministry of Information and Broadcasting or other newspapers of wide circulation and then consider the cases of all the candidates who have applied. In addition, such recruitment notices should be displayed on the Notice Boards also for wider publicity.

II Amendment of CSIR Administrative Service (Recruitment & Promotion Rules 1982.

EXISTING RULES

Part VI General Conditions of Service (Item No. 6)

In the case of Group D and C administrative staff, posts in the pay scale below Rs.4500-7000 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered alongwith eligible Departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local newspapers and a copy of the advertisement be sent to the Employment Exchange.

AMENDED RULES

General Conditions of Service (Item No.6)

For filling up vacancies of posts in pay scales below Rs.4500-7000, in addition to notifying the vacancies for the relevant categories, to the Employment Exchange, the requisitioning authority/ establishment shall keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the Employment News published by the Publications Division of the Ministry of Information and Broadcasting or other Newspapers of wide circulation and then consider the cases of all the candidates who have applied. In addition, such recruitment notices should be displayed on the Notice Boards also for wider publicity.

The decision of the Governing Body comes into force with immediate effect.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Hindi version follows.

Serial Circular No. 100

Copy of letter no. 4-37(1)/2001-E.II dated 12.12.01 to all Heads of CSIR Labs.

Sub: Relieving of scientists who are granted extension in service from routine administrative work.

I am directed to state that as per provisions under the GOI Scheme for extension in service in respect of scientists/medical specialists, some of the Directors/Scientists of CSIR Labs./Instts. Have been given extension beyond the age of their normal superannuation. Such extension in the case of the Directors has been given to work as Scientist in Director's grade and not as Director.

In this connection it may be mentioned here that as per GOI orders on the subject, the extension in service is granted only to the scientists of exceptional merit to pursue their research activities. It, therefore, becomes imperative to relieve them of all the routine administrative work so that they can fully concentrate on their research work.

The matter has been considered and it has been decided with the approval of the competent authority that the Directors/Scientists who are granted extension in service beyond the date of their normal superannuation, should not be involved in any routine administrative work including membership of the local Committees or to function as Acting Director in the absence of the regular Director on tour/leave etc. Accordingly, whenever it becomes necessary to make any officiating arrangement in the absence of the regular Director, the name of the seniormost Scientist of the Lab./Instt. Other than the Scientist on extension of service should be forwarded to CSIR.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. For their information, guidance and necessary action.

Serial Circular No. 101

Copy of letter no. 14(22)/89-E.II dated 13/14.12.01 to all Heads of CSIR Labs.

Sub: Concessions to the wards of Kashmiri Migrants.

I am directed to state that the issue for extending certain concessions to the wards of Kashmiri Migrants has been under consideration of CSIR. Accordingly, the matter was placed before the GB at its meeting held on 10.10.01 which has approved that the following concessions may be extended to the wards of Kashmiri Migrants seeking admissions to certain academic courses run by some of the CSIR Labs./Instts.:-

1. Relaxation in cut off percentage upto 10% subject to the minimum eligibility requirements; and
2. Waiving of domicile requirement.

It is requested that the above guidelines may invariably be kept in view while issuing admission notices for various academic /professional courses being conducted by CSIR Labs./Instts.

Serial Circular No. 102

Copy of circular letter no. 3-33(117)2000.E.I dated 12.12.01

Sub: Amendment to Recruitment Rules for the post of Stores & Purchase Assistant Grade-V (S&PA Gr. V)

I am directed to state that the Governing Body of CSIR at its 151st meeting held on 10.10.01 has accorded approval of the replacement of scale of pay of Rs. 3200-85-4900 for the post of S&PA Gr.V by the scale of pay of Rs. 3050-75-4590. The new scale shall gain force with immediate effect. The incumbent S&PA Gr. V shall, however, continue to hold the scale of pay of Rs. 3200-75-4900 as personal to them while appointments to the post of S&PA Gr. V at all the CSIR national labs./instts. Including CSIR Headquarters shall henceforth be made in the scale of pay of Rs 3050-75-4590. Accordingly the Recruitment Rules for the post of S&PA Gr. V as per CSIR Administrative Service (Recruitment & Promotion) Rules, 1982 shall stand amended as follows :-

Existing Rules	Revised Rules.
Scale of pay of Rs. 3200-85-4900	Scale of pay of Rs. 3050-75-4590
Recruitment to this Grade shall be made on local basis by direct recruitment, on the result of competitive examination in General English/General knowledge and typing speed of 30 w.p.m. from amongst the candidates	Recruitment to this Grade shall be made on local basis by direct recruitment, on the result of competitive examination in General English/General knowledge and typing speed of 30/25 w.p.m. in English/Hindi respectively from

possessing minimum educational qualifications of Matriculations or its equivalent and some experience in the line, age not exceeding 28 years on the basis of interview and selection by a Selection Committee.	amongst the candidates possessing minimum educational qualifications of Matriculations or its equivalent , age not exceeding 28 years on the basis of interview and selection by a Selection Committee.
Provided that 20% of the vacancy in the Cadre of Stores & Purchase Assistant (Grade V) in the National Labs./Instts and 10% of the vacancies in the CSIR hqrs. Occurring in a year shall be filled up from amongst the non-technical Group D departmental candidates possessing the same qualifications/experience on the basis of test and interview as for direct recruitment.	Provided that 20% of the vacancy in the Cadre of Stores & Purchase Assistant (Grade V) in the National Labs./Instts and 10% of the vacancies in the CSIR hqrs. Occurring in a year shall be filled up from amongst the non-technical Group D departmental candidates possessing the same qualifications/experience on the basis of test and interview as for direct recruitment.

The above revision in the Recruitment Rules may kindly be taken a careful note of for information and compliance. Receipt of this letter may kindly be acknowledged.

Serial circular No. 103

Copy to CSIR Circular letter no. 17/66/EQV/94-PPS dated 14.12.2001 to the Directors/Heads of all the National Labs./Instts

**Sub: Equivalence of Qualifications under the provisions of MANAS/
Revised MANAS – review of qualifications equated by CSIR.**

Sir,

I am directed to state that the Standing Committee constituted at CSIR HQ in terms of the provisions contained under paras 1.2.4 and 1.4 of MANAS and revised MANAS, respectively, for considering the proposals received from the Labs./Instts. regarding equivalence of new qualifications observed that although the real intention behind making the provision in the assessment scheme was to reward the S&T employees who acquire any of the higher qualifications recognised by the relevant bodies of the Government of India and relevant to the S&T activities being carried out by the CSIR Labs./Instts., but in most of the cases this provision had been implemented altogether in a different manner in which the equivalence of qualification has been considered simply on the basis of the request of the concerned employees who first acquired any certificate, Diploma or Associateship from any Institution and then made the request to equate the same to the entry level qualification of the next higher group(s) and to allow them the benefits of 2 year earlier assessment or movement to the next higher Group(s).

The Committee therefore, reviewed the position and recommended that only those qualifications, which have been recognised at the national level by the competent relevant bodies of the Govt. of India i.e. UGC and AICTE and are relevant to the S&T activities being carried out by the CSIR Labs./Instts. should only be recognised for recruitment and assessment purposes in CSIR. With this the Committee also recommended that some of the qualifications which have been equated by CSIR solely on the basis of the individual request and not entirely on the ground of relevancy to the S&T activities, may be derecognised.

The recommendations of the Committee were placed before the Governing Body of CSIR at its 151st meeting held on 10.10.2001 for consideration. The Governing Body considered the matter and approved that the following qualification recongised/equated by CSIR of its own in the above manner be derecognised with immediate effect:-

S.No. Qualification

1. Two year Diploma in Engineering awarded by Adhoc Boards of Technical Education prior to 1959.
2. Five year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the examination in the prescribed subjects.
3. M.Sc. degree in Life Sciences of 3 year duration obtained after Pilani. B.Sc. from BITS,
4. Diploma in Photography awarded by IAF.
5. M.A. or Ph.D. in technical translation obtained after B.Sc.(INSDOC) case.
6. 2 year Certificate course in Sr. Surveyer's Examination awarded by the W.B. Survey Institute prior to 1987-88.
7. Certificate in General Nursing & Midwifery of 3-1/2 years duration awarded by Rajasthan Nursing Council.
8. Two year courses of Diploma in Business Management and one year Course of Master of Management Sciences (MMS).
9. Two years diploma in Draftmanship.
10. National Trade Certificate/Diploma after one and a half years academic study followed by six months inplant training.
11. Associateship Diploma of the Institution of Chemists (India) obtained by examination.
12. MVS Course from BITS, Pilani.

Accordingly the above mentioned qualifications now stand derecognised for recruitment and assessment purposes in CSIR system with immediate effect. The past cases already decided otherwise shall, however, not be re-opened

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Hindi version will follow.

Serial Circular No. 104

Copy of letter no. 14(38)/98-E.II dated 14.12.01 addressed to the Directors/Heads of all the national Labs./Instts.

Sub: Financial assistance to CSIR employees from CSIR Welfare Fund for reimbursement of medical expenses incurred by them for undergoing treatment for major illness in private recognized hospitals for over and above the amount admissible under CCS(MA) Rules/CGHS.

I am directed to state that as per CCS (Medical Attendance) Rules of the Govt. of India adopted by CSIR the reimbursement of the medical expenses in respect of the treatment taken in the private recognised hospitals for major diseases i.e. kidney transplant, coronary by pass surgery, heart transplant, chemotherapy and brain surgery etc. is restricted to the ceilings fixed by the Govt. of India. As the cost of treatment actually charged by the private hospital is very high in comparison to the ceilings fixed under CCS (Medical Attendance)/CGHS Rules. CSIR has been receiving proposals for allowing reimbursement of full charges, as charged, by the private recognised hospitals.

DG, CSIR , therefore, constituted a Committee to consider the matter. The Committee considered the matter and submitted its recommendations which were placed before the Governing Body at its 151st meeting held on 10.10.01.

The Governing Body considered the matter and based on the recommendations of the Committee approved, as a welfare measure, to provide financial assistance to the CSIR employees for meeting the medical expenses incurred by them for undergoing treatment for major illness like kidney transplant, coronary by pass surgery, heart transplant, chemotherapy and brain surgery etc. taken in the private recognized hospitals over and above the amount admissible to them under the CCS (MA)/CGHS rules. The additional expenditure as per this scheme shall be met from Welfare Fund of CSIR.

This scheme shall be operative for a period of two years from the date of issue of this letter after which it shall be reviewed.

As the expenses for meeting the expenditure are to be met from the CSIR Welfare Fund, all the proposals for reimbursement of medical expenses incurred by the employees over and above the prescribed ceilings may be forwarded to CSIR for consideration.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. For their information, guidance and necessary action.

Hindi version will follow.