

# **CSIR**

# **Serial Circulars**

**2002**  
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**Compiled and Edited by:**  
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**COUNCIL OF SCIENTIFIC AND INDUSTRIAL  
RESEARCH**

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# **CSIR SERIAL CIRCULARS 2000-01**

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**CSIR SERIAL CIRCULARS 2002**  
**Updated 7<sup>th</sup> August 2002**

**Serial circular No. 107**

*Copy of circular letter no. 19-1(2)/2001/SC/ST-Cell dated 07.01.2002.*

**Sub : Maintenance of Post-Based Rosters introduced w.e.f. 02.07.97.**

I am directed to invite a reference to the GOI, Ministry of Personnel, Public Grievances and Pensions, DOPT OM No. 36012/2/96-Estt(Res.) dated 02.07.97 on the subject cited above a copy of which has already been forwarded to you vide CSIR letter No. 20/95/SC/ST-Cell dated 25.7.97. In this connection certain instructions were issued by CSIR as well vide circular letter No. 20/95/SC/ST/OBC –Cell dated 09.09.97 and letter No. 20/95/SC/ST-Cell dated 28.08.98.

It has, however, been observed, at the time of inspecting Post Based Rosters in one of the CSIR Labs. that even the date of appointment of employees which is crucial was not mentioned in rosters. This gives an impression that Post Based Rosters are not being maintained in Labs./Instts. in accordance with the instructions issued by the GOI & CSIR from time to time. It was also observed that rosters were signed by the Liaison Officers for SCs/ STs & OBCs only whereas it MUST be signed, as per rules, by the Appointing Authority or any other officer authorised for the purpose. Since it is the responsibility of the Appointing Authority to maintain all rosters as per rules & keep them up to date you may kindly ensure that rosters are brought up to date and got signed by the Appointing Authority or an officer authorized for the purpose at first & thereafter countersigned by the Liaison Officers for SCs/ STs & OBCs.

The following points may be followed while Post Based rosters are casted/maintained/updated :-

1. For each cadre / post separate post based rosters are to be maintained as per their mode of recruitment.
2. Number of points in the roster should be equal to the number of posts of the cadre in a particular mode of recruitment.
3. Excess staff in any particular mode of recruitment must be plotted in other modes of recruitment as per CSIR instructions issued vide circular letter No. 20/95/SC/ST –Cell dated 28.8.98.
4. The roster is to be operated on the principle of replacement and not as a ‘running account’.

A model proforma to maintain uniformity in preparation of Post based rosters in all CSIR Labs/Instts. is also enclosed herewith.

It is requested that the post based rosters may kindly be prepared & brought up to date and a certificate may be furnished as per Annexure-I. A model proforma for maintaining post based rosters is also enclosed for your convenience.

**Annexure-I**

**CERTIFICATE**

It is certified that the post based rosters as provided in Govt. of India, OM NO.36012/2/96-Estt.(Res.) dated 02.07.97 and CSIR instructions contained in circular letter No.20/95/SC/ST-Cell dated 09.09.97 & 28.08.98 are being maintained in this Laboratory/Institute. These rosters have been brought up to date and signed by the Appointing Authority or the Officer authorised and also countersigned by the Liaison Officer for SCs/STs & OBCs.

Dated :

Signature  
Name & Designation of Appointing Authority  
OR  
Officer authorized for maintaining roster

**Model Proforma**

**POST BASED ROSTER**

- |    |  |   |   |                 |   |                 |
|----|--|---|---|-----------------|---|-----------------|
| 1. | Name of Cadre / Post                       | : |   | Pay Scale       | : |                 |
| 2. | Total No. of sanctioned posts in the cadre | } |   | Mode of Rectt . | : | DR    DPC    DT |
|    |  | } | : |                 |   |                 |

3. No. of posts in the cadre }  
by DR/DPC/DTQ (strike } :  
out whichever is not applicable)
4. Percentage of Reservation
- SC      ST      OBC #

Sl.No.	Category for which earmarked SC/ST/OBC/UR	Name of employee	DOB *	DOJ *	DOV *	Category of employee	Signature of Appointing Authority OR Authorized Of

- \* DOB - Date of Birth  
DOJ - Date of Joining  
DOV - Date of Vacation  
# in case of direct recruitment only

**Serial circular no. 108**

*Copy of CSIR letter no. CE/61/2002-Engg. Dated 4.1.2002*

**Sub: Delegation of powers to sign the Work Agreements (Construction Works)**

In partial modification of CSIR letter no. 6/1/86-CTE dated 24<sup>th</sup> May 1989 & 29<sup>th</sup> March 2001, it has been decided to authorize the following officers of National Labs./Instts. To sign and countersign all the Works Agreement relating to construction works :

- |    |                                      |   |
|----|--------------------------------------|---|
| 1. | Signing Authority<br>Engineer.       | Executive Engineer/Asstt. Executive Engineer. |
| 2. | Countersigning Authority<br>Officer. | Controller of Administration/Admn.            |

This is applicable for all the work agreements relating to staff quarters and other construction works directly undertaken by the Lab./Instt. The other legal documents/agreements/contracts will continue to be signed/countersigned as per existing delegations.

These instructions may please be brought to the notice of all concerned officials of the Laboratory who are handling the construction works.

This issues with the approval of DGCSIR.

**Serial Circular No. 109.**

*Copy of CSIR letter no. CE/61/201/Engg. Dated 4.01.02.*

**Sub: Completion of Agreements – Works Contracts.**

A formal agreement is required to be entered into between the contractor and department after issue of letter of award for any construction work. Adequate care needs to be taken by the concerned officials to complete the agreement to be entered into the Lab and the Contractor. Agreement documents should include the following :-

1. Notice inviting tenders
2. Conditions of Contract for Works issued by CSIR (with amendments)
3. Schedule of quantities indicating items of work, quality, rates , unit, amount etc.
4. Special conditions/special specifications (if any)
5. Drawings
6. Letter of contractor at the time of submitting the tender.
7. All correspondence of the contractor and the department before the tender is accepted.
8. Letter of Award issued by the department communicating acceptance of tenders.
9. Any correction slips, additions/alterations to the above issued by the Department.
10. Articles of Agreement (duly filled) on stamp paper of appropriate value.

Computer set of Agreement should be duly page numbered with all the documents as indicated above. Original agreement should be duly sealed and kept with the Head of the Engineering Unit or COA of the Laboratory as the case may be. Three other photocopies of agreement should be prepared for issue to Accounts, Engineer Incharge and the contractor respectively. All pages of the agreement should be signed by Engineer nominated for the particular work and countersigned by COA/AO of the Lab. As per existing instructions on behalf of the Laboratory. The other party i.e. the contractor is also required to sign all pages of the Agreement.

It has been noted that in some Laboratories old practices are being followed wherein a separate Bill of Quantity containing the rates and amounts quoted by the contractor are typed and attached to the original agreement documents. It may be mentioned that there is no requirement for attaching separate typed Bill of Quantity to the original agreement which must contain all the original documents as detailed above.

It is requested that the above guidelines may be issued to all the officials handling the work contracts in the laboratory.

**Serial circular No. 110**

*Copy of OM No. 5-26/86-Exam. Unit.I dated 28.12.01*

**Sub: Reimbursement of journey fare to the candidates called for SPM Fellowship Test & Interview.**

The Governing Body of the CSIR at its 151<sup>st</sup> meeting held on 10<sup>th</sup> October 2001 has ratified the decision taken by the DGSIR to reimburse the journey fare to the candidates called for SPM Fellowship Test and interview, from the station of their residence to the centre for exam. And back, limited to AC III tier railway fare.

**Serial Circular NO. 111**

*Copy of OM No. 12-28/1/2001/Estate dated 11.1.2002*

**Sub: CSIR (Residence Allotment ) Rules, 1997.**

I am directed to state that as per Rules 7.2(b) of CSIR (Residence Allotment) Rules, 1997, when an employee or his spouse who has been allotted Council accommodation constructs or purchases or acquires without HBA from Council or inherits a residence at the place of his posting within the Municipal Limits or within a radius of 8 kms of Lab./Instt. whichever is more, he shall have to vacate the residence within two months of completion of such construction or purchase or acquisition or inheritance, as the case may be. Rule 7.2 (d) ibid stipulates that notwithstanding the provisions under Rule 7.1 and 7.2 an employee shall become eligible for Council accommodation on payment of normal licence fee, if the house owned by him or his spouse jointly or severally is transferred by way of sale to any person other than close relations.

Clarifications have been sought by some of the Labs./Instts. As to whether acquisition of any property by executing irrevocable General Power of Attorney, 'Will' Agreement to sale and receipt etc. towards consideration will make an employee ineligible for council accommodation under Section 7.2 (b) or vice versa under Section 7.2(b) an employee will become eligible for council accommodation if the house owned by him or his spouse severally or jointly is transferred to any person other than close relation by the above mode i.e. by executing irrevocable General Power of Attorney, 'Will', Agreement to sale and Receipt towards consideration. The matter has been examined in consultation with Legal Adviser, and with the approval of Director-General, CSIR, the following amendments have been made in Rule 7.2(b) and 7.2(d) of CSIR (Residence Rule 1997).

<b>Rule</b>	<b>Existing</b>	<b>Amended</b>
<b>7.2.b</b>	When an employee or his spouse who has been allotted Council Accommodation construct or purchases or acquires without taking HBA from the Council or inherits a residence at the place of his posting within the Municipal Limits or within a radius of 8 kms of the labs./instts whichever is more he shall have to vacate the residence within two months of completion of such construction or purchase or acquisition or inheritance, as the case may be.	When an employee or his spouse who has been allotted Council Accommodation construct or purchases or acquires by way of executing <u>irrevocable General Power of Attorney, WILL, Agreement to sell, Receipt, etc.</u> towards consideration, without taking HBA from the Council or inherits a residence at the place of his posting within the Municipal Limits or within a radius of 8 kms of the labs./instts whichever is more he shall have to vacate the residence within two months of completion of such construction or purchase or acquisition or inheritance, as the case may be.
<b>7.2 d</b>	Notwithstanding the provisions under Rule 7.1 and 7.2 an employee shall become eligible for Council accommodation on payment of normal licence fee if the spouse jointly or severally is transferred by way of sale to any person other than close relations	Notwithstanding the provisions under Rule 7.1 and 7.2 an employee shall become eligible for Council accommodation on payment of normal licence fee if the spouse jointly or severally is transferred by way of sale or by executing <u>irrevocable General Power of Attorney, WILL Agreement to Sell, Receipt, etc.</u> towards <u>consideration to</u> any person other than close relations

The above amendment will come into force with immediate effect.

**Serial Circular No.112**

*Copy of CSIR Circular letter No.12-28(1)/2001-Estate dated 16.1.2002*

**Sub: CSIR (Residence Allotment) Rules, 1997**

I am directed to state that in exercise of Powers conferred upon him under the provisions of Rule 13 of CSIR (Residence Allotment) Rules 1997, DG., CSIR has been pleased to incorporate the following proviso below Rule 5.1 (ii)(b) of CSIR (Residence Allotment ) Rules, 1997 relation to the out of turn allotment as under:

**No. 5.1(ii)(c )**

“Out of turn allotment of council accommodation to at least one Security Officer (if there are more than one in a lab/Instt) as per entitlement on the recommendation of the allotment committee.”

The above provision will be effective from the date of issue of this letter.

**Serial Circular No. 113**

*Copy of letter no. 34-1(7)/CSIR-Pen/2001-02 dated 28.1.2002*

**Sub:Disbursement of Pension/Family Pension to CSIR  
pensioners/family  
pensioners- streamlining of procedure**

Sir,

This has a reference to this office letter No.35(1)/2001-PW & PG Cell dated 22<sup>nd</sup> October,2001 regarding disbursement of pension to C.S.I.R. pensioners. This office is receiving queries from Labs./Institutes regarding implementation of revised procedure of disbursement of pension. The following guidelines/instructions are to be adopted for implementation of new procedure.

1. All Labs./Institutes will function as co-ordinating institutes in respect of their pensioners irrespective of the place of settlement of pensioners. State Bank of India, branch in which the Labs./Institutes having its account will function as link branch for payment of pension to their pensioners. The Lab shall forward the pension papers of the pensioners to its bankers i.e. S.B.I. branch (now a link branch). The Link Branch after receiving the PPOs and other pension papers from the laboratory will maintain a proper record and transmit the same to the paying branch with the instructions to make payment to the pensioners and raise the debit to the link bank with the pension debit scroll. The banker of concerned Labs. will debit the amount from their current account (already maintained with them) and send the pension debit scroll to the concerned lab for their accountal, verification and record.

2. The Labs./Institutes having their bankers other than S.B.I. may request to CSIR for necessary permission for opening a separate account for pension with S.B.I. Consequent upon opening the pension account with State Bank of India, the Lab/Institute will provide the necessary facilities to their pensioners for drawal of pension through bank in the same manner as mentioned in para-1. The Lab/Institute will also inform their new current account No. and address of S.B.I. Branch to their earlier co-ordinating Institute.
3. In case where pensioners are desirous to draw their pension with a branch where institute/Lab have their main account, the Lab/Institute may issue a consolidated cheque alongwith a detailed list, inter-alia name of pensioner, account no. and amount of pension as it is done for payment of salaries instead of cash payment and individual cheques.
4. As soon as, the pension account of all the Labs./Institutes are opened in the State Bank of India, all earlier co-ordinating Labs./Institutes may prepare a list of pensioners (Lab-wise) indicating the name of pensioners, address of pension paying branch of S.B.I. and amount of pension and forward to the concerned Lab/Institute. Simultaneously, the co-ordinating Lab/Institute will also send the information to his bankers (S.B.I.) alongwith list of pensioners and current account No. and address of S.B.I. branch of each Lab/Institute to advise the pension paying branch to send the pension debits directly to them.
5. As per the existing instructions, consequent upon the death of pensioner the pension papers are called back for authorizing the family pension. Since this is a time taking process, it has now been decided that the paying branch may start paying family pension to the spouse as authorized in the PPO after receiving the intimation of death of pensioner and after proper identification indicated in the descriptive roll. The paying branch is also required to send a death certificate (in original) alongwith his/her new bank account No. and address to the concerned laboratory through institutes' bankers before first disbursement of pension. However, in cases where family pension has not been authorized in the PPO, such PPOs may be sent to the lab for making authorization of family pension.
6. The paying branch will also be responsible for deducting the Income Tax from the pension and obtaining the following certificates:
  - (i) Non-marriage certificate from the family pensioner
  - (ii) Life certificate from pensioner/family pensioner
  - (iii) Dependency certificate in the required cases
  - (iv) Certificate regarding residing in area not covered under CGHS in respect of the pensioners who claim for fixed medical allowance.

However, the Lab/Institute is responsible for the above requirement in respect of pensioners indicated under Para 3 of this letter.



It is therefore, requested to follow the above guidelines/instructions for dealing with pension cases. It may also be ensured that no pensioner should suffer on account of implementation of this procedure.

### **Serial Circular No. 114**

#### **Copy of letter no. 14-5(3)/2001-Stores dated 31.1..2002**

I am directed to invite a reference to this office circular letter No. 101(1)/98-R&I dated 4.4.2001 regarding delegation of powers to Heads of the Department viz. Directors/Heads for writing off obsolete, surplus and unserviceable stores upto the limit of Rs. 50,000/- and the Management Committee upto Rs. 10 lakhs subject to the following the prescribed procedure as laid down in the CSIR/Govt. of India instructions issued from time to time.

In the above context, the Director General, CSIR has further been pleased to decide that for declaring items costing more than 10 lakhs as unserviceable a representative (Scientist of the level of Group IV(5) in the related area from a Sister Lab/Instt. may be co-opted in the Technical Committee in future. A suitable Agenda item supported by the Report of the Technical Committee may be put up to the Management Council and the cases may be referred to CSIR for approval of the competent authority alongwith the recommendations of Management Councils.

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

### **Serial Circular No. 115**

#### *Copy of letter no. 27/389/AIR Travel/2000-ISTAD dated 04.02.2002*

#### **Sub: Air travel by CSIR Employees – instructions reg.**

I am directed to refer to this office letters No. 14(1)/98-Gen. Dt. 4.1.98 and 20.10.99 forwarding Govt. of India circulars No. GOI/RJ/98 dt. 6.1.98, 19036/8/95-E.IV dt. 4.12.97 and AV 13025/1/96-A(Pt.) dt. 30.8.99. As per these circulars instructions were issued that for travel abroad govt. servants should perform journeys through Nationals carrier only and tickets should be booked either directly through Air India/Indian Airlines who give 12% discount or through M/s Ashok Travel & Tours and M/s Balmer Lawrie & Co. Ltd.

In view of the difficulties faced by scientists in CSIR Labs./Instts. And in view of the provisions in Foreign Deputation Guidelines, 1996 approved by the Governing Body of CSIR regarding international travel by other airlines in dispensation of the requirement travel by national carrier subject to the condition that cost does not exceed and effect time utilization is justified, the DG, CSIR is pleased to approve :

- a) The labs./Instts. May book their tickets either directly through Air India/Indian Airlines or from M/s Ashok Travel & Tours or M/s Balmer Lawrie & Co. Ltd.

OR

- b) Each Lab./Instt., CSIR Hqrs., PTC may prepare a panel of travel agents on the basis of competitive offers of discount and credit facilities for domestic as well as international air travel. The employees should be asked to get their booking only through approved travel agents on the panel and the payment should be released to travel agent only – not in cash to the employees. The travel agents empanelled will –
  - (i) be approved by IATA
  - (ii) be registered with the Department of Tourism, Govt. of India,
  - (iii) extend credit facility for a minimum period of 30 days,
  - (iv) book the tickets keeping in view the discounts and incentives being offered by the Airlines at that time.

**Serial Circular No. 116**

*Copy of CSIR letter no. 15-1(160)/81-Vig. dated 13.02.2002*

**Sub: Re-employment of officials who had been imposed the penalty of removal from service- instructions reg.**

I am directed to state that the Hon'ble Vice-President, CSIR has desired that utmost care should be taken at the time of re-employing any person who in the past had been imposed the penalty of removal from service which is not a disqualification for future employment.

**Serial Circular No. 117**

*Copy of CSIR letter No. 13-2(1)/2002-SP dated 22.2.02*

**Sub: Acceptance of Tenders without EMD in respect of Foreign Suppliers.**

I am directed to state that we have been receiving proposal for grant of permission for acceptance tenders not accompanied with EMD in case of foreign suppliers.

It may be stated in this connection that the issue is being addressed in Revised Purchase Procedure which is likely to be placed before the Governing Body at its ensuing meeting proposed to be held on 5.3.2002. Till such time Directors/Heads of National Lab. may take a view and waive off the condition of EMD after recording reasons in writing, if in their opinion, the parties quoting are genuine and highly reputed and the completion gets restricted due to non-submission of EMD.

**Serial Circular No. 117-A**

**Copy of CSIR letter No. 17/68/2001-E.II dated 4.3.02**

**Sub: Recommendations of the Committee on service Litigations regarding representations made by the Govt. employees, requiring examination in the Ministries/Departments.**

I am directed to state that as per instructions issued by the Ministry of Personnel Public Grievances & Pensions, Department of Personnel & Training, Govt. of India, New Delhi, based on the recommendations of the Committee on service litigations regarding representations made by the Government employees, the final reply sent to the employees on their representations should be self-contained covering all the points, raised by them and in case where the representations is rejected, the grounds, therefore, should be clearly indicated.

It is requested that the above instructions may kindly be kept in view while dealing with the employees representations and also be brought to the notice of all concerned in your lab./Instt. for their information guidance and necessary action.

**Serial Circular No. 118**

*Copy of CSIR letter No. 15-6(82)/98-O&M dated 7.3.2002*

**Sub: Fixation of time limit for disposal of applications/requests received from officers/staff**

I am to forward herewith a copy of circular No. 18011/1/94-IWSU dated 28.6.1996 of MoP, PG & Pension (DoPT) on the above cited subject forwarded to this office vide D.O.No.46013/1/2002-O&M dated 15.2.2002 by Dy. Secretary (D&D), DoAR & PG (MoP, PG & Pensions) for your information, guidance and compliance.

*Enclosure*

*Copy of circular No. 18011/1/94-IWSU dated 28.6.1996 of MoP, PG & Pension (DoPT), New Delhi*

**Sub: Fixation of time limit for disposal of applications/requests received from officers/staff**

With a view to ensure that the applications/ requests received from the officers/staff are disposed of by the Administration Divisions promptly, it has been decided to lay down the following time limit for disposal of various types of applications/requests:

S.N.	Nature of application	Maximum number of working days allowed for disposal
1	Grant of advance/withdrawal from GPF	7 days
2	Grant of Festival Advance	7days
3	Grant of Motor Cycle/Motor Car/Computer Advance	15 days
4	Grant of LTC advance	7 days
5	Grant of TA Advance	7 days
6	Grant of cycle advance	7 days
7	Settlement of adjustment bills of TA/LTC	20 days
8	Grant of pay certificate/TD Certificate/Certificate of accrual of interest on HBA	3 days
9	Forwarding of applications for outside posts	5 days
10	Forwarding of application for type test	3 days
11	Forwarding of application for allotment of Govt. accommodation	3 days
12	Issue of CGHS Card	3 days
13	Issue of temporary passes	2 days
14	Issue of Photo passes	10 days
15	Issue of No objection certificate for transfer outside Delhi	3 days
16	Issue of No objection certificate for obtaining personal passport	7 days
17	Sanction of medical reimbursement claim under the delegated powers	20 days

18	Sanction of Medical Advance	7 days
19	Grant of permission under Conduct Rules	7 days
20	Change of 'Home Town' recorded in the Service Book	10 days

All officers/staff are requested to furnish their applications/requests complete in all respects so that their applications/requests may be disposed of within the time limit mentioned above. In case of delay, they may kindly bring the matter to the notice of the Under Secretary concerned i.e. US (Admin) or US (Coord), as the case may be.

### **Serial Circular No. 119**

*Copy of letter no. 7-1(1)/2002-R&A dated 8.3.2002.*

**Sub: Grant of additional increments and professional update allowance to Group IV Scientist under the new Recruitment & Assessment Rules – Clarifications regarding.**

I am directed to state that the consequent upon notification of the new recruitment and assessment rules for Group IV Scientists, references are being received from the Labs./Instts. Seeking clarification about the grant of additional increments and the professional update allowance. The same are clarified as under :-

1. All the existing Scientists as well as those who are promoted/recruited in the scale of Rs. 18400-22400 will be automatically entitled for the special pay of Rs. 2000/- (without DA). This special pay will be entirely a separate element not to be taken into account for any purpose such as pay fixation, entitlement for various purposes, pension etc.
2. Since the scale of pay of the Director is under consideration for revision, they will not be entitled for a special pay of Rs. 2000/- per month.
3. The professional update allowance of Rs. 5000/- p.a. to all the Scientists of Group IV will be in lieu of the existing reimbursement of subscription to professional/learned societies.

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. 120**

*Copy of letter no. 13-2(1)/2001-Pur dated 11<sup>th</sup> March 2002*

**Sub: Clearance of Imported consignments – Payment of Custom Duty.**

In the light of the Notification No. 24/2002- Customs dated 1st March, 2002, the Govt. of India, has levied a customs duty of 5% ad valorem on all imports that were exempted by notification no. 51/96-Customs. All the CSIR Labs./Instts. To pay the customs duty as mentioned above under protest in order to clear the cargo without delay.

**Serial circular No.120 A**

**Sub: Winding of PTC at Hyderabad w.e.f.1.4.2002\***

*Copy of CSIR O.M.No.6-1(30)/2002-E.III dated 13<sup>th</sup> March 2002*

The Polytechnology Transfer Centre (PTC) at Hyderabad was set up by CSIR in 1975 on the request of the Govt. of Andhra Pradesh to assist the industry in the State, mostly in the tiny and small sector, through diagnosis and identification of their S&T and Engineering Problems/needs and resolving them by reference and follow up with the relevant sources of S&T expertise. The State Government provided over the years, as per the arrangement in place, the rent-free office accommodation and met 50% of the expenditure including its staffing needs. However, since 1991-92, the State Govt. due to budgetary constraints has been unable to meet 50% share of PTC expenditure. Recently, the State Government asked the PTC to vacate the rent-free accommodation provided by it in the Commissionerate of Industries, Hyderabad.

The Review Committee, appointed by the DG., CSIR for assessing the performance, relevance and utility of all the Out-reach Centres of CSIR, recommended the closure of PTC Hyderabad. The recommendations of the Committee have since been accepted by the DG., CSIR and the Governing Body has also approved of the same for implementation by 30<sup>th</sup> August 2002. However, in the case of PTC Hyderabad, the closure is being advanced in view of the notice by the State Government to vacate the premises by 31<sup>st</sup> March 2002.

DG., CSIR has accordingly been pleased to approve of the following:

- i. the winding of PTC at Hyderabad w.e.f.1<sup>st</sup> April 2002
- ii. transfer of all existing staff of PTC to IICT Hyderabad, in addition to their present ceiling of staff strength, however, once these incumbents vacate the posts on retirement/resignation etc, the posts will revert back to CSIR Hdqrs.
- iii. all the movable property and capital assets such as instruments, office equipments, furniture and residual consumables etc will be transferred to IICT on as-is- where-is basis; and entered into the Asset Register of IICT, Hyderabad.

- iv. all the liabilities of PTC will be taken care of by IICT; and
- v. All the records/documents/papers of PTC will be transferred to IICT for necessary record and safe keeping.

\* subject provided by the editors.

### **Serial Circular No. 121**

***Copy of letter no. 15-6(83)/98-O&M (Vol II) dated 11.3.02***

**Sub: Improving of Vigilance administration\***

I am to forward herewith the copies of the following letters/circulars which have been forwarded by the Central Vigilance Commission for your information, guidance and necessary action :-

1. No. 98/DSP/9 dated 31.1.02 on the subject of "Improving vigilance administration – no action to be taken on anonymous/pseudonymous petitions/complaints.
2. No. 001/VGL/82 dated 11.2.02 on the subject of Video taping of evidence.

\* Subject provided by editors

***Enclosure:***

**Letter no. 98/DSP/9 dated 31.3.02 from Central Vigilance Commission, New Delhi.**

**Sub: Improving vigilance administration – no action to be taken on anonymous/pseudonymous petitions/complaints.**

The Commission had reviewed the instructions regarding action to be taken on anonymous/pseudonymous petitions/complaints and observed that the enabling provision in the DoPT's orders No. 321/4/91 –AVD.III dated 29.9.92 had become a convenient loophole for blackmailing and detrimentally affecting the career of public servants whose promotions/career benefits were denied owing to consequent investigation. Considering all aspects, the Commission by virtue of powers invested under para 3(v) of the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Resolution No. 371/20/99-AVD.III dated 4<sup>th</sup> April 1999, had instructed all Govt. Departments/Orgn. PSEs and Banks not to take action on anonymous/pseudonymous complaints. All such complaints are to be filed vide CVC's instructions No. 3(v)/99/2 dated 29.6.1999.

2. However, it has come to the notice of the Commission that some Govt. Deptts./Orgns. And in particular banks are not complying with the CVC's instructions and have been taking cognizance/action on

anonymous/pseudonymous complaints. Very often the content of the complaint, described as verifiable, is used as a justification for such action. The instructions of the Commission does not permit this line of action.

3. It is hereby reiterated that, under no circumstance, should any investigation be commenced or action initiated on anonymous/pseudonymous complaints; these should invariably be filed. Any violation of this instruction will be viewed seriously by the Commission.
4. This issues with the approval of the Commission.

**Enclosure**

*Copy of letter no. 001/VGL/82 dated 11.2.2002 from Central Vigilance Commission, New Delhi.*

**Sub: Video taping of evidence.**

It has been brought to the notice of the Commission that in Indian Airlines departmental proceedings have been initiated and brought to successful completion in a case which emanated from a complaint that an official had demanded illicit gratification from a user. The crucial witness in the proceedings was the complainant who could not be personally present; a videotape of the complaint was utilized in the proceedings and it was considered sufficient to establish the case though preponderance of probability.

2. This is being brought to the notice of all concerned for similar action in such situations.

**Serial Circular No.122**

*Copy of CVO CSIR letter No.15-7(13)/2002-O&M dated 15.3.2002*

**Sub: 2<sup>nd</sup> Stage advice of Central Vigilance Commission-the Procedure-Reg.**

Ref: DoPT Notification dated 21.8.2000 issued vide CSIR letter No. 1(60)/81-Vig. (Vol. II) dated 25.9.2000 and CVC circular No.99/Vigl/66 dated 28.9.2000 issued vide CSIR letter No. 6(83)/98-O & M (Vol. II) dated 1.11.2000

It is stated that in view of the references cited above, the following procedure may be adopted on the subject cited above:



- (a) On receipt of the IO's Report, the Disciplinary Authority together with his/her tentative view forward the case to CVO, CSIR for obtaining second stage advice of CVC.
- (b) On receipt of advice, it may be forwarded together with the tentative view of the Disciplinary Authority to the charged officer for his/her representation, if any.
- (c) On receipt of the representation, the Disciplinary Authority may either follow the CVC's advice or again refer the representation to the CVO, CSIR for obtaining recommendations of CVC.

**Serial circular No. 122-A**

*Copy of letter no. 26/35/2002-RPBD dated 20.3.2002.*

**Sub: Unit for Research Development of Information Products (URDIP) :  
Revised Implementation Schedule etc.**

1. The Governing Body (GB) of CSIR in its 152<sup>nd</sup> meeting considered URDIP's proposal for revision in the approved implementation schedule and related matters thereto.
  - (i) Revision of the approved time schedule for implementation of URDIP Plan from September 2002 to March 2006 within the approved overall financial allocation of Rs. 13.95 crore;
  - (ii) Modification in the condition of achieving full self-sufficiency in generating recurring expenditure from 2002-03 onwards to achieving 50% self sufficiency in generating total budget of URDIP from 2005-06 onwards;
  - (iii) Condoned the delay in the implementation of the project as this could not be ascribed to any individual person.
2. The reallocation of the budgetary support in the remaining period to be settled by Head, URDIP in consultation with the Head, RPBD.

**Serial circular No. 123**

*Copy of circular letter no.7-14(1)/2000-R&A dated 21.3.2002 to all the Directors of Labs./Instt.*

**Sub : Payment of Honorarium to official and non-official external Members of Search/Selection/ Assessment Committees.**

In partial modification to CSIR letter no.2(Misc.)/79-PL dated 22.3.1994 on the above subject, I am directed to convey the approval of the Governing Body for revision of honorarium to external members (both official and non-official) as follows :

For Gr.'A' posts carrying pay scale of Rs. 8000-13500 and above	Rs. 2000/- per day
For Gr.B, C & D posts i.e. for posts carrying pay scale lower than Rs. 8000-13500/-	Rs. 1000/- per day

The above revision of honorarium will be effective from 1.4.2002.

It is requested that the above decision may kindly brought to the notice of all concerned in your Labs./Instts. for information and necessary compliance.

**Serial circular No. 124**

*Copy of CSIR letter no. 7-1(2)/2002-R&A dated 26.3.2002.*

**Sub: Revised blank ACR forms.**

CSIR has been receiving queries from Labs./Instts. Regarding implementation on new format of ACRs/APARs due to implementation of revised Recruitment & Assessment Promotion Rules for Group-IV Scientists. In this connection I am now directed to clarify that the ACRs/APARs for the period 2001-2002 and onwards will have to be recorded in the new format which is being finalised and will be circulated to all the Labs./Instts in due course after approval of the competent authority.

**Serial circular No. 124-A**

*Copy of CSIR letter no. 17/66/94-PPS dated 26.3.2002.*

**Sub: Incomplete APARs – procedure regarding.**

As per CSIR Circular letter no. 3/80/85-O&M, dated 31.10.2000, the benefit of averaging is available only in respect of cases of foreign assignment/deputation/study level/EOL where APARs cannot normally be written under the given system. In practice, however, it is observed that this provision is grossly misinterpreted and misused to give

undue benefit to those Officers who are intentionally avoiding submission of Self-Assessment Report for fear that reports might not fetch them the grades as per their liking.

The matter has been examined and it has been decided with the approval of the DG, CSIR that :-

- a) If APAR is not available for a year/part of year/a number of years because the officer has not submitted his/her self-Assessment report inspite of one or more reminders, and Reporting/Reviewing Officers are not in a position to grade the officer without self-assessment report, a remarks to this effect will be placed in the APAR Dossier of the officer by the COA/AO after getting the approval of the Director.
- b) The COA/AO will also place in the Dossier copies of the correspondence made with the officer reported upon/Reporting Officer/Reviewing Officer in this regard; and
- c) The Officer will get zero mark for those APARs. In other words, computing the marks of APAR component in respect of the laid down residency period the officer, who has failed to submit his/her self-assessment report for some period will not get any mark for the APAR in question.

It is, therefore, requested that all future assessment may be regulated accordingly.

#### **Serial circular No. 125**

*Copy of CSIR letter no. DG/HRDG/2002-RPBD dated 28.3.2002*

The CSIR Society and the Governing Body (GB) of CSIR in their meetings held on March 5, 2002 and March 27, 2002 respectively considered the report of the Review Committee constituted by the DG, CSIR with the approval of the Vice-President, CSIR to review and assess the competencies, programmes, activities and functions of INSDOC and NISCOM to gainfully serve and service the S&T Information and communication needs of the potential users and to benefit from the emerging opportunities in the IT domain.

The Society and GB in their aforesaid meetings have approved of the following :

- (i) merging of INSDOC into a single entity w.e.f. 30<sup>th</sup> Sep. 2002;
- (ii) naming the new merged entity as National Institute of Science Communication and Information Resources (NISCAIR);
- (iii) Permitting a split-location for the functioning of the merged entity; and
- (iv) Authorizing DG, CSIR to implement the Business Plan of the new entity as confirmed to by the Research Councils of the two Institutes including a scheme for effecting the 'right sixing' of the new entity.

### **Serial circular No. 126**

*Copy of CSIR Or no. RC/GB/AC-Cte/RPBD-2002 dated 28.3.2002*

**Sub: Enhancement of sitting fee to members of AB/GB/RC and similar Committees.**

1. Governing Body (GB) of CSIR in its 152<sup>nd</sup> meeting held on 5<sup>th</sup> March 2002 has approved payment of honorarium of Rs. 2000/- (Rs. Two thousand only) per day to members of Search/Selection/Assessment Committee meetings for Gr.-A post and Rs. 1000/- (Rs. One thousand only) per day for GR. B&C posts to both official and non-official members.
2. Further DG, CSIR in consultation with Joint Secretary (Admn) and Financial Adviser, CSIR has also accorded his approval to enhancing the sitting fee from Rs. 1000/- (Rs. One thousand only) to Rs. 2000/- (Rs. Two thousand only) for all the members of AC/GB/RC and similar Committee considering that higher Intellectual inputs are provided by them. This come into effect from 1st April 2002.

### **Serial circular No. 127**

*Copy of circular letter no. 13-5(1)/2002-S&P dated 3.4.2002.*

**Sub: CSIR Purchase Procedure.**

The Governing Body of CSIR at its 152<sup>nd</sup> meeting held on 5.3.2002 has approved the CSIR Procedure, 2002. It was decided that the procedure may be notified after including the suggestions of Ministry of Finance (if any).

The comments of the Ministry of Finance have since been received and incorporated after the approval of DG, CSIR.

The procedure may be implemented with immediate effect.

As the Purchase Procedure is under print, the same is being sent through e-mail now. As soon as the printed copies are received, the same will be sent to you. The procedure can also be viewed at <http://csiradmin.res.in>.

### **Serial Circular No.128**

*Copy of circular letter No.4-2(28)91-E.II dated 23.4.2002*

**Sub: Grant of Ex-Gratia to the Families of the Casual Workers identified for absorption who die before being absorbed on regular posts – reg.**

I am directed to state that CSIR has been receiving references from various Labs./Instts. For grant of ex-gratia payment to the families of the casual workers identified for absorption who die before their absorption on regular posts. Accordingly, the matter was placed before the Governing Body at its meeting held on 5.3.2002.

The Governing Body considered the proposal and decided that in case of death of an identified casual worker, a maximum ex-gratia payment upto Rs. 25,000/- (Rs. Twenty five thousand only) could be paid to his family. However, the decision should be taken on case to case basis looking into the length of service and other circumstances of the case. It has also been decided that CSIR instructions not to engage any casual worker by the laboratories should be strictly followed so that no further liability is created.

The above decision may be brought to the notice of all concerned for information and compliance.

***Sercial Circular No. 129***

*Copy of circular letter no.27-1(8)/2002-RMU dated 24.4.2002*

**Sub: Improving of file numbering system in CSIR Labs/Instts.**

I am directed to state that it has been observed that the File Numbering pattern being followed in most of the laboratories is not in accordance with the instructions laid down in the Manual Of Office Procedure. In some cases the officers are using their initial name in official communication. The mentioning of Laboratories in name in the file number is a common feature. In the conventional Filing system, which we had been following hitherto, the use of alphabet other than the name of the Division/Section or Unit at the end of the file number was not permissible but with the passage of time these norms got obliterated and people started giving file numbers in their own way which is not a healthy practice. We in the CSIR Hdqrs Office have already switched over to Functional Filing system vide our O.M. No.101/5/98-R&I dated 17<sup>th</sup> May 2001, a copy of which was endorsed to all the National Labs/Instts. However, even if, your laboratory is still following conventional filing system, the proper file number should be as follows:

- (i) **‘Standard Head’** which shall be a numeral e.g. Standard Head No. for Recruitment for Group IV could be **7**.
- (ii) **‘Sub-Head’** to be written in bracket, which shall also be a numeral followed by stroke e.g. **‘Recruitment for the post of Scientist Gr. IV (1)’ could be (10)**.
- (iii) **Year** of opening of file followed by dash e.g. **/2002**
- (iv) The abbreviated **name of the Section/Division/Unit** as the case may be.

The proper File No., thus arrived at, will read as F. No. **7 (10)/2002-Rectt.** Use of other alphabets/tags shall be avoided.

The draw back of the conventional filing system is that a limited number of standard heads are allocated to each Division/Section and then the Division/Section concerned had to operate only the allocated standard heads, which become insufficient with the passage of time. On the other hand if the standard heads are not allocated then each Division Section will be opening files with the same number creating problem for Departmental Record Room. It is also seen that in the conventional filing system a large number of files are opened under the miscellaneous head. In fact the number of miscellaneous files becomes so large that none has patience to see the entire list before opening the new file as a result of which several files are opened on the same subject. Recently, in case of one Institute we came across the File No.1(665)/....Now, who has the patience of going through the list of 665 files to ascertain whether a file on the same subject already exists or not.

We can, however, overcome this difficulty by adopting of **Functional Filing System** as is the case with most of the Ministries/Departments in which case each Division/Section/Unit is to be allotted a unique Functional number which is to be prefixed to the standard Head separated by a dash. After allocation of one functional number to each Division/Section Unit, they can prepare the list the key areas of their work which will form the list of standard head for the respective Division Section. The standard head should be broad head under which several files could be opened which will form the list of sub-heads each of which is to be denoted in numeral form to be written in bracket. Now, suppose the Functional Number of Recruitment Section is **4**, and **'Recruitment of Scientist'** is Standard Head No. 7. And the **'Recruitment of Scientist Group IV (1) is the sub-head No. 10**, then the File No. for **'Recruitment of Scientist Group IV (1)'** shall read as F. No. **4-7(10)/2002-Rectt.** The Functional Filing System allows ample scope for use of standard Heads by each Division Section avoiding duplicity of file numbers. For further details instructions contained in the Manual of Office Procedure may kindly be referred.

Accordingly, you are requested to kindly advise your COA/AO to rectify the defects in the filing system in your laboratory and adopt Functional Filing System as early as possible. It may also be mentioned here that proper filing system is the backbone of good record management, which is essential for smooth functioning of any organization.

*Serial Circular No.130*

*Copy of letter no. 7-1(2)/2001-R&A dated 26<sup>th</sup> April 2002*

**Sub: Advertisements for filling up of S&T posts.**

I am directed to refer to letter of even no. dated 3.10.2001 on the subject cited above and to state that the instructions regarding filling up of S&T posts at a level lower than the advertised one, have been reviewed by the DG, CSIR.

In partial modification of the afore-mentioned letter, it has been decided that henceforth the posts should be filled up at the same level at which they have been advertised. In case suitable candidates are not found for the advertised level, then selection at a lower level can be made only after re-advertising the post at that lower level.

***Serial Circular No. 131***

*Copy of circular letter no. 7-1(2)/2002-R&A dated 29.4.2002*

**Sub: Grant of additional increments and professional update allowance to Group IV Scientist under the new Recruitment & Assessment Rules – Clarifications regarding.**

In continuation of this office letter of even number dated 8.3.2002 on the above subject, I am directed to state as follows :-

1. The professional update allowance for a scientist who has joined after 1.1.2001 and for those who have retired from service after 1.1.2001, may be paid to those scientists from the date of their joining the post/till the date of their retirement, on pro-rata basis.
2. The professional update allowance payable for the year 2001-02 to Group IV scientists will be subject to deduction of the amount paid towards membership of professional societies.
3. Regarding special pay of Rs. 2000/- per month to Group IV scientists in the pay scale of Rs. 18,400 –22,400 w.e.f. 1.1.2001, the scientists who have retired after 1.1.2001, will be entitled for special pay till the date of this retirement.

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

**Serial Circular No. 132.**

*Copy of circular no. 15-6(83)/98-O&M (Vol.II) dated 8<sup>th</sup> May 2002.*

I am directed to forward herewith the copies of the following letters/circulars which have been forwarded by the Central Vigilance Commission for your information, guidance and necessary action :-

1. No. 98/ORD/1 dated 28.3.2002 on the subject of Applicability of CVC's instruction No. 8(1)(h)/98-(I) dated 18.11.1998 on the post tender negotiation (forwarded vide CSIR letter no. 6(83)/98-O&M dated 2.2.1999).
2. No. 001/VGL/3 dated 5.3.2002 forwarding therewith CVC's letter of even number dated 08/1/2002 on the subject of 'Mobilising Civil Society to Fight Corruption – Role of retired Public Servants.
3. No. 001/VGL/21 dated 28.3.2002 on the subject of 'Missing files in vigilance cases – regarding.

**Enclosure I**

*Copy of CVC letter no. 98/ORD/1 dated 28.3.2002.*

**Sub: Applicability of CVC's instructions No. 8(1)(h)(1) dated 18.11.98 on post - tender negotiation.**

During the review meeting of CVOs in Mumbai on 18.1.2001 one of the issue raised at the applicability of the CVC guidelines banning post tender negotiation except with L-1 to such projects as are funded by sources other than the consolidated Fund of Govt. of India.

It has been decided after due consideration that in so far as funding from sources other than consolidated Fund of Govt. of India, the Commission's instruction dated 18.11.98 is not applicable.

All concerned may ensure strict compliance of this instruction..

**Enclosure II**

*Copy of CVC letter no. 001/VGL/3 dated 5<sup>th</sup> March 2002*

**Sub: Mobilising Civil Society to Fight Corruption – Role of Retired Public Servants.**

Please find enclosed herewith a copy of the Central Vigilance Commissioner's note dated 008.1.2002 on the subject cited above for information and further necessary action.

The same is also available on the Commission's web-site <http://cvc.nic.in>.

**Enclosure III**

*Copy of CVC letter no. 001/VGL/21 dated 28<sup>th</sup> March 2002.*

**Sub: Missing Files in vigilance cases – regarding.**



It has come to the notice of the Commission that many a time, sensitive files or basic files needed for conducting disciplinary inquiry are found to be missing. This is more likely to be a problem in PSEs some departments have a regular system of the maintaining and tracing files. This could be used as an excuse to deny access to files required on the proceedings itself, liability for the cause of there distortions is never pinpointed.

It has, therefore, been decided that officer responsible for custody of files need to be held accountable for missing files. Therefore, all CVOs are advised to take up for consideration initiation of disciplinary proceedings against the custodians who report that files required in vigilance enquiries are missing.

This issues with the approval of the Commission.

### **Serial Circular No. 132-A.**

*Copy of circular no. 12-28/96/98-Estate dated 14<sup>th</sup> May 2002*

#### **Sub: Allotment of Scientist Apartments to Research Fellows – Reg.**

With reference to your letter no. 1(8)/2001-Genl. Dated 8.3.2002 on the above subject, I am directed to clarify that Research Fellows appointed in the projects sponsored by Departments, such as DST, DBT, etc. may be treated at par with the Research Fellows appointed in the CSIR Schemes, for allotment of Scientist Apartments under Rule 3.2.1 © of CSIR (Residence Allotment)Rules, 1997.

### **Serial Circular No. 133.**

*Copy of circular no. 15-1(60)/81-Vig. (Vol.II) dated 20<sup>th</sup> May 2002.*

#### **Sub: Promotion of Govt. servants against whom preliminary inquiries are pending – clarification regarding.**

I am to forward herewith the copy of Central Vigilance Commission's letter/circular No. 3S/DSP/1 dated 28.3.2002 on the subject cited above for your information, guidance and necessary action.

**Enclosure**

*Copy of CVC letter no. 3S/DSP/1 dated 28<sup>th</sup> March 2002.*

#### **Sub: Promotion of Govt. servants against whom preliminary inquiries are pending – clarification regarding.**

During the meeting of the CVOs (Norther Region) held on 31<sup>st</sup> August 2001, one of the points that came up for discussion pertained to the manner of according vigilance clearance to those in the zone of consideration for promotion.

2. Para 12.1 to 12.14 of Chapter V and para 6.1 to 6.2 of Chapter III of the Vigilance Manual Vol.I deals exhaustively with the information required to be placed before the Departmental Promotion Committee to enable the DPC to follow the sealed cover procedure in specified cases. Cases of official falling in the specified categories, alongwith those of officers who are undergoing a penalty when the clearance is sought, are the ones which require vigilance clearance to be withheld.
3. It may be observed that the circumstances mentioned in these paras are :-
  - (a) Govt. servants under suspension
  - (b) Govt. servants in respect of whom disciplinary proceedings are pending or a decision has been taken to initiate disciplinary proceedings.
  - (c) Govt. servants in respect of whom prosecution for a criminal charge is pending or sanction for prosecution has been issued or a decision has been taken to accord sanction for prosecution.
  - (d) Govt. servants against whom an investigation, serious allegation of corruption, bribery or similar grave misconduct is in progress either by the CBI or by any other agency, departments or otherwise.
4. The Hon'ble Supreme Court in UOI vs. K.V. Jankiraman (AIR 1991 SC 2010) has since ruled on the issue. An employee who is otherwise eligible and who is not undergoing any penalty under the Rules governing disciplinary proceedings should not be denied consideration for promotion by the Departmental Promotion Committee. All such cases will have to be considered by the selection committee and sealed cover procedure resorted only to in circumstances which have been enumerated in the above referred judgement.

These circumstances are :-

- (a) Government servants under suspension;
  - (b) Government servants in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending; and
  - (c) Government servants in respect of whom prosecution for a criminal charge is pending.
5. It, therefore, follows that vigilance clearance will not be accorded to employees who are undergoing a penalty imposed by a Disciplinary Authority or sentence ordered by a court of law. In the cases of employees who are covered by the circumstances enumerated in para 4, promotion cannot be denied but the selecting authority is required to follow the sealed cover procedure. The sealed cover is to be opened and the decision implemented only if the said employee stands exonerated; should a penalty be imposed, the

sealed cover decision will not be implemented and the employee will be considered for promotion afresh after penalty period is over. Therefore, in cases where the employee has been placed under suspension, is being prosecuted or has been issued with a charge-sheet, the CVO is to withhold vigilance clearance informing the competent authority about the circumstances that are applicable to the employee concerned.

6. Pending investigations or inclusion in agreed list/list of officers of doubtful integrity will not bar the promotion of an employee and the CVO is to accord unqualified vigilance clearance to these employees. In view of the unambiguity of the judgement, CVOs are also to ensure that there is no delay in issuing the charge-sheet after a decision has been taken to initiate penalty proceedings. Any delay resulting in promotion of the erring public servant shall be construed as a deliberate attempt to derive undue and unintended advantage from the ruling of the Hon'ble Supreme Court. This is for strict compliance by all CVOs.

This issues with the approval of the Commission.

*Serial Circular No. 134*

**Copy of CSIR letter no. 6-9(131)/2002-E.III dated 22<sup>nd</sup> May 2002.**

**Sub: Provision of Computer at the residence of Officers of the level of Joint Secretary or equivalent and above.**

I am directed to enclose herewith a copy each of OM No. 7(4)E(Coord)/99 dated 1<sup>st</sup> August 2002 and 4<sup>th</sup> March 2002 received from the Govt. of India, Ministry of Finance, Deptt. Of Expenditure on the above subject for information, guidance and further action.

**Copy of OM No. 7(4)/E(Coord)/99 dated 1<sup>st</sup> August 2002 from Ministry of Finance, Deptt. Of Expenditure.**

**Sub: Provision of Computer at the residence of Officers of the level of Joint Secretary or equivalent and above.**

The High Powered Committee constituted under the Chairmanship of the Cabinet Secretary for improving administrative efficiency by using Information Technology (IT), had decided that computers with internet facility will be provided at the residence of the officers of the rank of Joint Secretaries or equivalent and above and had constituted an Executive Committee to suggest norms for the same. These norms have been recommended by the Ministry of Information Technology and the same have been examined in this Department . It has accordingly been decided that the following norms may be adopted :-

- i) Pentium III-500 Mhz or above CPU and 128 MB RAM

- ii) 8 GB Hard Disk Drive
  - iii) Floppy Drive
  - iv) 40XCD-ROM/DVD with Multimedia kit
  - v) 15"/17" SVGA Colour Monitor
  - vi) 56.6 kbps modem
  - vii) 101 keys keyboard
  - viii) one Inkjet Printer with Colour Kit
  - ix) UPS.5 KVA
  - x) Windows 2000
  - xi) Office 2000
- II) Internet connectivity will be provided by NIC
- III) No further enhancement of the telephone calls beyond existing ceiling of 650 free calls bi-monthly allowed by the Govt. and 150 free calls allowed by the MTNL will be allowed.
- IV) Officers who are entitled and avail of the facility of the computers and peripherals indicated above should pay an amount of Rs. 300/- per month from the date they are installed.
- V) On handing over the charge of the post, the officer may be given the option to retain the computer on payment of book value. For the purpose of calculation of book value a depreciation of 15% per year may be adopted. Thus, an officer who has had a term of five years will be required to pay 25% of original cost of the computer at the time of handing over charge at the end of the term deducting depreciation of 75% ( 15% x 5 ).

**Copy of letter no. 7(4)E-Coord./99 dated 4.3.2002 from Ministry of Finance, Deptt. Of Expenditure.**

**Sub: Provision of Computer at the residence of Officers of the level of Joint Secretary or equivalent and above.**

The undersigned is directed to invite a reference to this Department's OM of even number dated 1st August 2000 on the subject cited above. The instructions therein contain guidelines for providing computers with internet facility at the residence of the officers of the rank of Joint Secretary or equivalent and above.

2. In view of the prevailing configuration of hardware, their costs, the updated and revised versions of software suites available, it has been found necessary to revise the earlier instructions.
3. Accordingly in partial modifications of the provisions of the aforesaid OM dated 1st August 2000, the following norms and guidelines may henceforth be adopted for the procurement of computer system, software and accessories for the residence of officers of the level of Joint Secretary or

equivalent and above, subject to the conditions that the overall cost of the computer should not exceed Rs. 1.00 lakh per piece.

- (i) Pentium IV 1.6 GH or successor products as per market availability
- (ii) 128 MB RAM or above
- (iii) 40 GB HDD or above
- (iv) 48 X CDROM/DVD with Multimedia Kit
- (v) 1.4 MB Floppy diskdrive
- (vi) 15"/17" SVCA Monitor
- (vii) 56.6kbps modem
- (viii) USB Port, Serial Mouse
- (ix) 101 keys key board
- (x) Deskjet printer with colour kit
- (xi) UPS, o.5 KVA
- (xii) Window 2002/8 DX or later version
- (xiii) Office 2000/8 XP or later version
- (xiv) CD Writer
- (xv) Web USB PC Video Camera

II Internet & e-mail connectivity will be provided by NIC.

III All other terms & conditions in OM No. 7(4)E-Coord./99.

**Serial Circular No. 135**

*Copy of CSIR letter No. 13-5(1)/2002-S&P Dated 29<sup>th</sup> May, 2002*

**Sub: Purchase Procedure 2002- Incorporation of corrections-Reg.**

I am directed to invite a reference to this office Memo of even No. dated 3.4.2002 ( Sl. Circular No.127) conveying the approval of the Governing Body to the Purchase Procedure 2002, and to state that the following corrections may kindly be carried out in the same:

S. No.	Para No.	Correction to be incorporated in CSIR Purchase Procedure 2002
1	10.1.0	The year "2001" may be read as " <b>2002</b> "
2	10.5.0	The word "confirm" may be read as " <b>conform</b> "
3	11.3.0	The word " <b>And</b> " may be deleted.
4	17.1.0	The word "erasers" may be read as " <b>erasures</b> "
5	19.0.0.	The word "Indent" may be replaced by the words" <b>Purchase Proposals</b> "
-	-	The words Purchase Officer, wherever appearing in the Purchase Procedure 2002, shall mean " <b>Sr. SPO</b> " or " <b>SPO</b> ", as the case may be.
-	-	The word "estimate" appearing in the check list below ityem 6.0 (page 34) may be replaced by " <b>Price</b> "

It is requested that the foregoing corrections in the Purchase Procedure 2002 may kindly be brought to the notice of all concerned for their information/ guidance and compliance.

**Serial Circular No 136**

**Copy of circular no. 4-16/2002-E.II dated 29.5.2002.**

**Sub: Delegation of Powers to Directors of Labs./Instts. for sanction of HBA to its employees.**

A centralised system for sanctioning of House Building Advance by CSIR was, hitherto followed for its employees including those working in National Labs./Instts. IN this sytem the applications duly scrutinised at La./Instt. level, were processed at CSIR Hqrs. for clearance from legal and technical angle by Legal Advisor, CSIR and ESD, CSIR respectively and thereafter sanctioned by CSIR. This involved duplicacy of work and correspondence with Labs./Instts. which resulted in unnecessary delay causing hardship to the employees. This was engaging consideration of CSIR for quite sometime. To mitigate hardship of employees and speedy disbursement of HBA to them, it was considered necessary to simplify the existing system. Keeping the above, in view, DGSIR has now been pleased to delegate power to Directors of CSIR Labs./Instts. (who have been declared as Heads of the Departments) to sanction HBA to its employees with immediate effect subject to the following conditions :-

- i) Legal Documents attached with the HBA application may be examined by COA/AO and scrutiny of Plan, specifications and estimates may be done by the Assistant Executive Engineer/Assistant Engineer posted in the Lab./Instt. and wherever there is any doubt they may seek the opinion of the Legal Advisor, CSIR/ESD. While sanctioning HBA, COA/AO and Sr. F&AO/F&AO of the Lab./Instt. should ensure that all documents required for grant of HBA are in order, as per HBA rules/instructions issued by CSIR from time to time.
- ii) Lab./Instt. should restrict disbursement of HBA to the extent funds are allocated to the respective Lab/Instt. and any demand for additional funds should be sent well in advance to FA, CSIR/Dy. FA (Budget).

However, HBA cases pertaining to CSIR Hqrs. including CSIR Complex, New Delhi will be dealt by Central Office, CSIR Hqrs.

All proposals for grant of HBA in relaxation of HBA rules and/or the guidelines issued by CSIR from time to time will continue to be referred to Laboratory Administration, CSIR Hqrs.

Budget allocation for HBA will be made by Dy. FA(Budget) CSIR for the financial year 2002-03 on the basis of demand received from Labs./Instts. Accordingly, for allocation of funds, Labs./Instts. may send their demand to Financial Advisor, CSIR alongwith their budget requirements directly.

Each Laboratory/Instt. should submit by October every year a six-monthly report for the period ending September and thereafter submit three bi-monthly reports by middle of December, February and April for the period October-November, December-January and February-March, indicating the value of sanctions issued as well as the amount disbursed by them in the enclosed proforma (Appendix I).

**APPENDIX I**

**Name of the Lab.** \_\_\_\_\_  
**Address** \_\_\_\_\_

**Expenditure return on House Building Advance for the year** \_\_\_\_\_

Particulars	Value of sanctions issued		Expenditure incurred	
	During the period of report	Accumulative upto the period of report	During the period under report	Accumulative up to the period of the report.
1. Land				
2. Construction Advance				
3. Ready built Flats.				
4. Enlargement of the existing house for which no advance had been taken earlier				
5. Enhancement/ additional Advance				
Total				

Signature of Sr. FAO/F&AO  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_

Signature of COA/AO  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_

### Serial Circular No. 137

Copy of CSIR circular letter no. 13-5(1)/2001-Pur dated 31<sup>st</sup> May 2002.

Sub:- 'Purchase Procedure 2002' – Clarification – reg.

I am directed to invite a reference to this office memo of even no. dated 3<sup>rd</sup> April 2002 regarding implementation of "Purchase Procedure 2002". Subsequently, with a view to speedy and smooth implementation of the revised Purchase Procedure, CSIR conducted workshop on the subject at New Delhi, Lucknow, Kolkata, Pune and Hyderabad on various dates in which the Chairman of the SPC II, other scientists and officers from Stores & Purchase, Finance & accounts, Administration of the laboratories participated. While the points of doubts raised by the participants were clarified to the participants on the spot, it was felt necessary that these clarifications be brought to the notice of all concerned so that uniformity could be maintained.

Accordingly, the competent authority with the concurrence of FA, CSIR has approved the clarification on various points as per annexure I which may kindly be brought to the notice of all concerned in Administration, Finance, Stores & Purchase for their information, guidance and compliance. These clarifications are also being placed on CSIR web site at <http://csiradmin.res.in>.

Para	Points raised	Clarification
2.0.0	What are the stages of Procurement beyond Installation?	The para 2.0.0.(j) may be added which shall read as "Arrival of equipment, its installation & commissioning and Payment."
4.0.0	What does Sponsored Project mean?	The Sponsored project means all externally funded projects of a laboratory/Instt.
8.1.0	How will the SPC I maintain the maximum & minimum levels?	The SPC I will decide the maximum & minimum levels depending upon the past consumption pattern as per para 8.4.0 a).
8.3.0 & 9.3.0	The lines "The senior most member will act as Chairman in absence of the chairman" are superfluous.	These may be deleted.



8.3.0 & 9.3.0	Will a Sr. SPO or Sr. FAO (SG) be not member of the SPC?	The senior most members of the purchase and finance stream posted in the laboratory shall be the members of the SPC.
11.5.0	How will the SPO call for tenders when Specifications are yet to be decided by the SPC ?	For routine items, the SPC may authorise the SPO at the beginning of the year itself to call for quotations without waiting for the SPC's approval.
11.9.0	The procedure for repeat order is not spelt out.	The detailed guideline for repeat order will follow.
12.2.0	21 days may be given for producing PBG.	15 days may be changed to 21 days.
12.2.0	Is PBG mandatory for the purchase of all equipment?	For Purchase of equipments of small value of say Rs. 1.00 lakhs, it may be difficult to obtain the Performance BG. In such cases the matter can be brought to the notice of the competent authority for decision as provided in the procedure.
12.4.0	Will the EMD on a percentage basis or be quoted as lump sum?	The EMD will be quoted as lump sum. Further, the EMD of the unsuccessful bidders will be returned to them within 15 days from the date of award of the contract without waiting for the firms to request its return.
12.4.0	Will the SSI units registered with the NSIC who enjoy the exemption from tender document fee, submission of Performance Bank Guarantee be allowed exemption?	No.
12.4.0	Will the firms registered with Govt. PSUs are exempt from EMD.	No.
16.1.0	Whether a separate notice is necessary if the date of opening is mentioned in the NIT/ enquiry?	It is sufficient if the date of opening of tenders is mentioned in the NIT/ Enquiry letters.
21.0.0	Whether buy back of scientific	No.

	equipments is allowed?	
22.0.0	What is the procedure for blacklisting the firms.	First a show cause notice is required to be issued to such firm. On receipt of reply from the firm it will be put up to the Director. If the reply is not convincing, the Director may issue orders for blacklisting the firm in consultation with CSIR HQ. The order must specify the period of blacklisting of the firm. The list of such blacklisted firms/ suppliers will be circulated to all labs of CSIR as well as be put up in the Web site of CSIR/ CVC.
24.0.0	Will the bills be sent through DDO?	Sr. SPO/ SPO will act as DDO for bills arising out of their divisions/ sections.
25.3.0	Can the payment be made by credit card for purchase of emergency requirements made through Committee or local Purchases?	Yes.
25.4.0	Can the Director approve the payment through Letter of credit?	The lab should explore the possibility of making a part payment on Delivery/ Proof of despatch and a part after installation (say 80% on delivery & 20% on installation) as is being done by some of the labs in cases of imports. In case this is not feasible payment may be allowed subject to the guidelines of RBI with the approval of the Director.
27.0.0	In the case of Purchase through the Web, will it be sufficient if the prices of one firm are downloaded? Can the order be placed on it?	No. The SPO should make a comparison of other websites that offer similar item and place the order on the lowest one.

**Serial Circular No. 139**

*Copy of CSIR circular letter no. 7-1(2)/2002/R&A dated 7<sup>th</sup> June 2002.*

**Sub: Revised ACR forms.**

In continuation to CSIR letter of even number dated 26.3.2002 (Serial Circular No. 124), I am directed to state that :

- (i) the critical appraisal/grade for the period ending 31.3.2001 as per the existing APAR format and instructions thereon, may be communicated to the respective scientists for the full reporting year i.e. 2000-2001;
- (ii) as per instructions issued so far, the new ACR format for Gr. IV scientists was to be introduced from 2001-02 and onwards. However, since the exercise to devise the new ACR format is going to take more time, it has been decided that till such time as the new format is approved and introduced, the existing format of APAR may be used as ACR proforma. The gradings except the adverse remarks, if any, shall not be communicated;
- (iii) The CSIR Recruitment & Assessment Promotion Rules, 2001 are applicable only to Gr. IV scientists; hence the existing recruitment and assessment promotion rules for Gr. I, II, III will continue to apply. Therefore, the existing APAR format for these group will continue to be operative.

**Serial Circular No. 140**

*Copy of CSIR circular letter no. 7-14(2)/2002/R&A dated 7<sup>th</sup> June 2002.*

**Sub: Amendment of CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff to provide for recruitment of Civilian Pilot in Gr.III(4) for NAL Bangalore.**

I am directed to state that the Governing Body in its 153<sup>rd</sup> meeting held on 1st May 2002 has approved the following amendment to CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff to provide for recruitment of Civilian Pilot in Gr. III(4) for National Aerospace Laboratory (NAL) Bangalore :-

Rule No. 8.1 (Gr. III (4) for recruitment of Civilian Pilot for NAL only,

Qualification : 10+2 or equivalent with current and valid Commercial Pilot Licence for Single Engine (fixed wing) air craft approved by DGCA.

Experience : Should have a minimum flying experience of 400 hours.

Age : 40 years.

**Serial Circular No. 140--A**  
**Copy of OM No. 3-33(113)/2002-E-I Dated: 17/06/2002**

**Sub: Amendment of CSIR Administrative Services (Recruitment & Promotion) (ASRP) Rules-1982.**

The Governing Body (GB), CSIR in its 153<sup>rd</sup> meeting held on 1<sup>st</sup> May, 2002 considered the proposal for adoption of the Government of India, (GOI), Department of Personnel & Training (DoPT) OM No. 35034/7/97-Estt(D) dated 8.2.2002 regarding implementation of guidelines for consideration of eligible candidates by Departmental Promotion Committee (DPC) for promotion to various posts in Common Cadre. After careful consideration the GB, CSIR approved the amendment of CSIR (ASRP) Rules, 1982 for promotion to various Group 'B' posts of common cadre viz. Section Officer (General), Section Officer (Finance &Accounts), Deputy Stores & Purchase Officer and Private Secretary, to the extent indicated below :-

<b>Existing Rules</b>	<b>Amended Rules</b>
<p><b>Section Officer (General)</b>  <b>Scale of Pay of Rs.6500-200-10,500</b></p> <p>(i) 33-1/3% by promotion from amongst permanent Assistants (General) who have rendered not less than 8 years approved service in that grade, on the basis of seniority, subject to rejection of unfit, on the recommendations of the DPC which shall interview the eligible candidates.</p>	<p><b>Section Officer (General)</b>  <b>Scale of Pay of Rs.6500-200-10,500</b></p> <p>(i) 33-1/3% by promotion to be made on the recommendation of the DPC, on the basis of "selection-cum-seniority", from among Assistants (General) who have rendered not less than 8 years approved service in that grade.</p>
<p><b>Section Officer (Finance &amp; Accounts)</b>  <b>Scale of Pay of Rs.6500-200-10,500</b></p> <p>(i) 33-1/3% by promotion from amongst permanent Assistants (Finance &amp; Accounts) who have rendered not less than 8 years approved service in that grade, on the basis of seniority, subject to rejection of unfit, on the recommendations of the DPC which shall interview the eligible candidates.</p>	<p><b>Section Officer (Finance &amp; Accounts)</b>  <b>Scale of Pay of Rs.6500-200-10,500</b></p> <p>(i) 33-1/3% by promotion to be made on the recommendation of the DPC, on the basis of "selection-cum-seniority", from among Assistants (Finance &amp; Accounts) who have rendered not less than 8 years approved service in that grade.</p>

<p><b>Deputy Stores &amp; Purchase Officer</b> <b>Scale of Pay of Rs.6500-200-10,500</b></p> <p>(i) 33-1/3% by promotion from amongst Stores/ Purchase Assistants Grade III in the grade of Rs.5500-9000/- who have completed not less than 8 years approved service in the grade, on the basis of seniority (on all India basis) subject to rejection of unfit and on the recommendations of the DPC which shall interview the eligible candidates</p>	<p><b>Deputy Stores &amp; Purchase Officer</b> <b>Scale of Pay of Rs.6500-200-10,500</b></p> <p>(i) 33-1/3% by promotion to be made on the recommendation of the DPC, on the basis of “selection-cum seniority” from among Stores &amp; Purchase Assistants Grade-III who have rendered not less than 8 years approved service in that grade.</p>
<p><b>Private Secretary</b> <b>Scale of Pay of Rs.6500-200-10,500</b></p> <p>(i) 50% by DPC from amongst Senior Stenographers who have rendered not less than 8 years of approved service on the basis of seniority subject to rejection of unfit; the employees should be permanent either in the lower post or on the post of Senior Stenographer.</p>	<p><b>Private Secretary</b> <b>Scale of Pay of Rs.6500-200-10,500</b></p> <p>(i) 50% by promotion to be made on the recommendation of the DPC, on the basis of “selection-cum-seniority”, from among Senior Stenographers who have rendered not less than 8 years approved service in that grade.</p>

The GB, CSIR has approved that promotions to and within Group ‘A’ of Common Cadre shall continue to be made as per the DoPT guidelines on DPC as were in force prior to notification of the revised guidelines vide their OM No. 35034/7/97–Estt-(D) dated 08.2.2002. In other words, the guidelines followed in these cases hitherto, shall continue to be followed.

**Serial Circular No. 141**

*Copy of OM No.7-1(4)/2002-R&A dated: 12<sup>th</sup> June, 2002*

Sub:- **Setting up of Recruitment and Assessment Board (RAB)**

CSIR Scientists Recruitment & Assessment Promotion Rules, 2001 provide for setting up of a Recruitment and Assessment Board (RAB). Accordingly, the Governing Body in its 153<sup>rd</sup> meeting held on 1<sup>st</sup> May, 2002 has approved establishment of Recruitment and Assessment Board as follows:

## 1. Chairperson

- a) Should be a person of eminence in the S&T domain who commands a high respect amongst the CSIR scientific community. The Chairperson would have the flexibility to pursue his interests/and other activities, provided there is no conflict of interest with the responsibilities and duties as Chairperson of the RAB with the proviso that the first priority and adequate time is afforded to the responsibilities as Chairperson of RAB.

### b) Appointment of the Chairperson

The selection of the chairperson will be made by a Search-cum-Selection Committee to be constituted by the Vice-President, CSIR on the recommendation of DG, CSIR comprising an eminent scientist as Chairman with three other members respected in the S&T community.

No applications will be sought. The appointment of Chairperson shall be approved by the President, CSIR as provided for in the Rules.

Notwithstanding the above, in case of exigencies or due to the delays in filling up a vacancy or non-availability of the Chairperson for whatsoever reasons, the President, CSIR on the recommendations of the VP, CSIR, may appoint a Chairperson for a period not exceeding one year.

### c) Compensation Package for the Chairperson:

Considering that the Chairperson may not be collocated with the office of RAB and he may also continue to pursue his other interests/activities, he would not be a full time employee of CSIR. Thus, a regular salary scale has not been proposed but the following compensation package appropriate and adequate to his high level position has been approved:-

- Fixed Remuneration of Rs.25,000/- pm
- Expenses for residential accommodation for Rs.10,000/- pm.
- Secretarial Assistance (when not collocated with office of RAB) Rs.10,000/- pm.
- Residential phone/electronic mail –Rs.5000/- pm
- Staff Car/conveyance allowance only when collocated at the location of the office of RAB - Rs.7,000/- pm
- Medclaim/other medical insurance charges/medical reimbursement not exceeding Rs.50,000/- per annum
- TA/DA as admission to/for DG, CSIR

## 1. The Office of RAB and Staffing Pattern:-

The office of the RAB shall be located at New Delhi in the premises of the present day INSDOC.

The day-to-day affairs will be managed by the Head of Office preferably a Scientist `F' made available from the available strength of Scientists in CSIR. The other supporting staff shall be qualified persons from within the CSIR, conversant with the electronic/digital O & M work. The staff shall comprise:

1.	Head, RAB [preferably of the level of Scientist Gr.IV(5)]	-1
2.	SO (Gen.)	-1
3.	SO (F&A)	-1
4.	Assistant (Gen.)	-2
5.	JTA	-1
6.	Steno	-1
7.	LDC	-1
8.	Group D/Group 1 staff	-1

The staff for RAB shall be provided from amongst the existing manpower of CSIR by way of posting/transfer from the Labs./Instts. and/or CSIR Hqrs.

## 2. Budget for RAB

The annual budget for RAB shall be worked out by the Head/Office of RAB and settled mutually between the Chairman, RAB and DG, CSIR.

### **Sl. Circular No.142**

*Copy of CSIR letter No.7-1(1)/2002-R&A dated 19.6.2002*

**Sub: Grant of additional increments and professional update allowance to Gr. IV Scientists under the new Recruitment and Assessment Rules- Clarification Reg.**

In partial modification of CSIR letter of even number (Sl. Circular No.119) dated 8.3.2002 on the subject mentioned above, I am directed to state that the competent authority has decided to allow the benefit of special pay of Rs.2000/-p.m. to all Group IV Scientists including the Directors, 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.

### **Sl. Circular No.143**

*Copy of CSIR letter No.18-6(1)/2002-Cte dated 3<sup>rd</sup> July 2002*

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- Sub: (i) Delegation of powers to SPOs to sign Contracts/Agreements and AMCs relating to Purchase on behalf of CSIR; and**  
**(ii) Delegation of Powers to Sr. F&AO/ F&AO to countersign the Agreements/ Contracts /AMCs**

I am directed to state that in exercise of his powers conferred on him vide Bye-law 18 of 'CSIR Rules Regulation and Bye-laws,' the Director General CSIR with the concurrence of FA. has been pleased to authorize Stores & Purchase Officer to sign Agreements/ Contracts and AMCs pertaining to Purchase.

The DG., CSIR has, further, been pleased to approve that in supercession of all previous orders, all Agreements including works undertaken by the CSIR directly and Contracts/ AMCs and other Legal Documents in the CSIR Labs /Instts including CSIR Hdqrs requiring countersignature will henceforth be countersigned by Sr. F&AO/ F&AO.

These orders shall come into force with immediate effect.

It is requested that these orders may kindly be brought to the notice of COA/AO., Sr F&AO/F&AO and SPO of your Lab./Institute for their information guidance and compliance.

**Sl. Circular No.144**

*Copy of CSIR letter No.15-1(60)/81-Vig.(Vol.II) dated 11th July 2002*

- Sub: Promotion of Govt. servants against whom preliminary inquiries are pending – clarification reg.**

Ref: CSIR letter of even No. dated 20.5.02

I am to inform you that the instruction contained in CVC circular No. 3S/DSP/1 dated 28.3.2002 on the above cited subject forwarded vide CSIR letter of even No. dated 20.5.2002 has been withdrawn by the Central Vigilance Commission vide its letter No. 3S/DSP/1 dated 14.6.02. The Commission however, desires that the instructions on this subject matter contained in DoPT OM NO. 22011/4/91-Estt. (A) dated 14.9.1992 may be followed strictly. It is stated that this DoPT OM had been circulated vide letter No. 1(60)/81-Vig.(Vol.II) dated 20.10.1992.

**Sl. Circular No.145**

*Copy of CSIR letter No.7-4(15)/2002-R&A dated 25<sup>th</sup> July 2002*

- Sub: Bhatnagar Fellowship Scheme – Revision and Reinitiation.**



The Governing Body in its 153<sup>rd</sup> meeting held on 1<sup>st</sup> May, 2002 has approved the re-initiation of Bhatnagar Fellowship Scheme, as approved earlier by the Governing Body in its 122<sup>nd</sup> meeting held on 25.9.1990 and notified vide CSIR letter No. 13/35/91-TU dated 10.12.1991 (Refer to para 11.6.2 of Compendium on CSIR Rules, Regulations & Procedures, Vol. I – Page 190-192), on the same terms & conditions except the following :

**1. Remuneration:**

The amount of remuneration shall be equivalent to that drawn by the Secretary to Government of India from time to time.

**2. Grant & Facilities**

The annual grant has been raised from Rs. 5 lakhs to Rs. 20 lakhs, out of which upto Rs. 5 lakhs will be earmarked for travel.

For international travel, in case the visit is on invitation and no part of expenditure is to be made out of the grant provided by CSIR, the Fellow is not required to seek permission but otherwise foreign visits will be approved by VP, CSIR.

**Sl. Circular No.146**

*Copy of CSIR letter No.6-9(131)/2002.E.III dated 29<sup>th</sup> July 2002*

**Sub: Establishment of Human Resource Development Centre at Ghaziabad.**

The Governing Body in its 152<sup>nd</sup> meeting held on 5<sup>th</sup> March 2002, has considered and approved of the proposal to –

1. establish a Human Resource Development Centre (HRDC) at the laboratory and residential complexes of the erstwhile Structural Engineering Research Centre (SERC) at Ghaziabad;
2. sanction manpower strength (ceiling) of 48 for the Centre to be made available from the overall sanctioned staff strength of CSIR; and
3. approve of funds of Rs. 24.85 crore for the Tenth Five Year Plan subject to the condition that no additional grant would be sought from the Government in the Plan period for the Centre.

**Sl. Circular No.147**

*Copy of CSIR letter No.14(10)/91 -E.II dated 5<sup>th</sup> August 2002*

**Sub: Enhancement of Honorarium payable to part time Doctors – reg.**

In continuation of this office letter of even number dated 30.12.1998, I am directed to inform you that the DG, CSIR, on the recommendation of the

Committee constituted for the purpose and with concurrence of FA, CSIR has been pleased to accord approval to the enhancement of rate of honorarium payable to the part time Doctors from Rs. 1300/- to Rs. 1600/- on a per hour per day per month basis subject to a ceiling of Rs. 4800/- for 3 hours per day per month.

The other conditions for engagement of part time Doctors will continue to be the same as contained in CSIR Circular of even number dated 3.2.1988 and 3.10.91.

The revised rates will come into force from the date of issue of this order.

### **Serial Circular No.148**

*Copy of CSIR O.M No. 15-11(1)/2002-O&M dated 6th August, 2002*

#### **Sub: Procedure for “Disposal of unserviceable/obsolete and surplus Stores”**

The procedure to be followed for disposal of stores in CSIR is attached as an annexure to this letter. This procedure, which has the approval of the DG, CSIR, shall come into force with immediate effect. The procedure can also be viewed on the website <http://csiradmin.res.in>.

2. Hindi version will follow.

*Enclosure*

### **DISPOSAL OF STORES**

#### **1.0.0 Introduction**

Disposal of stores is one of the most important functions of materials management in any organization. This has become necessary as the equipment and other items tend to become surplus/obsolete, unserviceable etc. over a period of time due to its long usage. The disposal of this type of stores is needed to be done on periodic basis.

#### **2.0.0 Stages of disposal**

The steps in disposal are as under :

- a. Identification of types of disposable stores - surplus, obsolete, Unserviceable or scrap.
- b. Categorization of item as surplus, obsolete etc.
- c. Consideration by the Standing Disposal Committee
- d. Inspection.

- e. Deciding mode of disposal
- f. Fixation of reserve price
- g. Approval of the Competent Authority
- h. Evaluation of the offers
- i. Accounting Entries
- j. Removal of the disposed off stores by the Purchaser.

### **3.0.0 The stores for disposal is divided into the following categories:**

- i) Surplus Stores – Items that are in working order but are not required for use in a particular Section/Division/Institute and stock lying in stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.
- ii) Obsolete Stores – Items in working order but cannot be put into use effectively being outdated due to change in technology/design.
- iii) Unserviceable stores – Items which are not in working order, outlived its normal span of life and are beyond economic repair.
- iv) Scrap- Process waste, broken & any other item not covered above but has got resale value.
- v) Empties – Empty containers, crates, bottles, plastic jars, drums etc.

### **4.0.0 Categorization**

The Head of section/ Division shall obtain from users of his section/ division and compile a list of stores that have become surplus/unserviceable etc. citing reasons in the enclosed format. Similarly, Dy. SPO (Stores) will review the stock of all items to determine the slow moving and non-moving items, which will also be put up to the SD Committee for further action. While reviewing such items, SPC, at the time of Purchase will review the usage of such items that are lying unused so as to take a final view on Purchase.

### **5.0.0 Standing Disposal Committee**

The Standing Disposal Committee may be constituted by the Director in each Labs where a Scientist of the level of Scientist F and above will act as Chairman. The other members of the Committee are one Scientist, one Technical Officer who have the knowledge of the stores related for disposal, COA/AO (SO (G) if there is no COA/AO), SFAO/FAO (SO (F&A) in absence), SSPO/SPO (Dy. SPO in absence). Dy. SPO (Stores) will act as Convener to this Committee. The quorum will be 50%. In case of dissent by any member, the proceedings of the Committee will be referred to the Director whose decision shall be final. The Committee shall meet periodically at least twice in a financial year as and when required.

5.1.0. The functions of the Standing Disposal Committee will broadly include the following:

- a) It will inspect the materials that are proposed to be declared as Surplus, Obsolete, and Unserviceable etc. by the Heads of the sections/divisions and decide whether the stores are surplus or obsolete or unserviceable as the case may be.
- b) It will decide the mode of disposal. The detailed procedure is at para 7.0.0.
- c) It will fix the reserve price for disposal of items and also arrange to ensure that the lifted items are as per the disposal list.

### **6.0.0 Inspection**

The Committee shall examine the stores to be declared as surplus/obsolete and unserviceable taking into account the stipulated life period of each item, overall condition of the items, the reasons for obsolescence etc., requirement of such items in future, negligence or mischief or frauds on the part of any individual for such loss. The SDC may appoint a technical committee for the purpose, if required.

### **7.0.0 Mode of Disposal**

The standing Disposal Committee (SDC) will decide one of the following modes of disposal:

- i) By gift to Education Institute within the State
- ii) By transfer to other CSIR Labs.
- iii) By public action
- iv) By limited tendering
- v) By press tender

### **7.1.0 Gift to Educational Institutes**

The items that have been declared as Surplus or Obsolete and are in working order can only be gifted to other recognized educational institutions on the following terms & conditions:

- a) The items of equipment will be offered as gift on “as is where is basis”.
- b) Imported items can be gifted to an educational institution as per the provisions of FEMA/Exchange Control manual (ECM) of RBI.
- c) The title of the equipment will pass on to the receiving organizations on receipt of a formal acknowledgement.
- d) Any cost associated with transfer shall be borne by the receiving organization.
- e) Equipments received as gift under agreement with the international bodies like UNDP/UNESCO etc. would be disposed only in accordance with the terms and conditions agreed to between CSIR & such bodies.
- f) Preference may be given to schools situated within the campus of CSIR labs, Central Govt/ State Govt schools/ training institutes.

### **7.2.0. By transfer to other CSIR Labs.**

A list of surplus/obsolete stores only will be circulated among all CSIR Labs after the Standing Disposal Committee recommends the items as surplus or obsolete. The transfer of these stores from one Lab. to the other will be made on book transfer basis as per enclosed form. The SPO shall furnish the copy of approval of the Competent authority along with copy of transfer voucher to accounts branch to make necessary adjustment in the Balance sheet. However, the confirmation regarding adoption of the value of such assets by the receiving lab must be ensured.

### **7.3.0 By Public Auction**

The Lab. may consider disposal by public auction if the Standing Disposal Committee is of the opinion that this is the most suitable course of action for disposal and the chances of forming a cartel is not there. The decision of engaging a Government recognized auctioneer to conduct a public auction may also be taken by the competent authority if the value of disposal is substantial. Every bidder in Public auction shall have to deposit caution money to become eligible for bidding. The SD committee shall fix the amount of caution money. An EMD of 25% has to be paid by the successful firm at the fall of hammer after adjustment of the caution money. The caution money of the unsuccessful bidders shall be refunded immediately after the auction. The highest bidder shall pay the balance 75% within 5 days and the stores will be handed over to them. The Standing Disposal Committee may attend the public auction or nominate a sub committee to attend.

### **7.5.0 By limited tendering**

The SDC can recommend disposal of stores costing upto Rs.5.000 lakhs by limited tendering for sale of the stores. The tender enquiry should include a condition of EMD as 10% of the quoted price in the shape of DD/BC. The EMD of unsuccessful bidders will be returned immediately in any case within 15 days from the date of opening. The Tender Opening Committee in the presence of the bidders will open the quotations on a particular date and time. The Standing Disposal Committee should ensure fixation of reserve price after the bids have been received but before the same are opened. The time limit for the bidders for taking delivery of the goods after payment of the bid value including amount of penalties for late lifting may be decided on case to case basis by the SDC. EMD of unsuccessful bidders will be refunded immediately.

### **7.6.0 Press tender**

The SDC can recommend disposal of stores costing more than Rs.5.000 lakhs by open tendering. In this case all the procedure outlined above at 7.5.0 will be followed. In addition a charge of Rs.100/- to Rs. 200/- depending upon the cost

of disposal may be levied from the bidders towards the cost of tender document. A sample tender document governing the terms and conditions of the sale is enclosed.

#### **7.7.0 Sale of Newspaper etc.**

Articles of low or nil value like empties, News papers, Packing wood, plastics, bottles etc. which are voluminous in nature and also hazardous i.e. flammable etc. may be disposed off directly by the SPO after adequate publicity without reference to the SDC whenever, the need arises on periodic basis, so as to make space available for other purposes.

#### **8.0.0 Fixation of Reserve price**

Once the bids have been received either by the limited tendering or by Press tendering the Standing Disposal Committee will meet to decide the reserve price for disposal of such stores. The reserve price shall be kept in a sealed cover and will be opened after opening of the bids to compare the bid prices with the reserve price. While fixing the reserve price the Committee shall take the overall condition of the item vis-à-vis the market price of such second hand product.

#### **9.0.0 Approval of the Competent Authority**

As per the provision of GFR the authority competent to purchase stores shall be competent to declare the store as obsolete/surplus/unserviceable. Since the powers to purchase store has been decentralized in the Purchase Procedure the Director shall be the competent authority to declare the store as obsolete/surplus/unserviceable and order its disposal as per the recommendations of the Committee irrespective of its value.

#### **10.0.0 Evaluation of the offers.**

After the bids were opened, a comparative statement will be prepared by SPO. The highest bid will be compared with the reserve price. If the highest bid price is more than the reserve price, the approval of the competent authority will be taken and the items will be offered to the highest bidder. In case, the highest bid price is less than the reserve price, the SDC will once again go through the reserve price to take a decision either to recommend disposal at the highest bid price if the difference between the reserve price and highest bid price is less than 20% or to negotiate with the highest bidder to increase his bid price above the reserve price or to re-tender.

#### **11.0.0 Accounting Entries**

Immediately after obtaining the approval of the Director to declare the items surplus/obsolete/unserviceable, these items will be removed from the Stock

Ledgers with suitable entries and shall be entered in the Disposable Stores Register, which will be maintained in the Stores in the format given as Annexure. Office Memorandum containing details of item, its value and head of account etc. will be issued by the Stores & Purchase Officer conveying the approval of the Competent Authority to declare such items surplus/obsolete/unserviceable and also convey the items to be written off in the books of Accounts of the Laboratory/CSIR. A copy of each order declaring Stores surplus/ obsolete/unserviceable should be endorsed to the Finance & Accounts Officer of the Laboratory as per the procedure.

Based on the OM issued by the SPO, Finance & Accounts Officer of the Laboratory shall reduce the value of assets & liabilities in the Annual Accounts of the Laboratory/CSIR.

**12.0.0 Removal of the disposed off stores by the Purchaser**

The delivery of the stores will be given to the highest bidder or his authorized representative only after the full payment is deposited in cash or through BC/DD. On production of the receipt, the Stores Officer will physically hand over the item(s) sold to the party and issue the Gate Pass enabling the purchaser to take out the items sold. The details of the items sold to him should be available with the out gate pass in order to facilitate security check etc. Stores Officer shall also record disposal/removal of the stores in the relevant columns of the Disposable Stores Register, which has to be a permanent record with the Stores.

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
RAFI MARG NEW DELHI 110 001**

**FORM FOR DECLARING A STORE AS SURPLUS / OBSOLETE/  
UNSERVICEABLE.**

Name:

Designation

Section

Sl. No.	Description of stores	Quantity	Issue Voucher No. & date/ PIR ref.

1.0 Certified that the item referred above is in working order but is no longer used by me/ my division. The item may be declared as surplus.

2.0 Certified that the item referred above has become outdated technically and is not useful within the laboratory. The replacement parts are also not available for its repair and so same may be declared as obsolete.

3.0 Certified that the item mentioned above has lived a normal life of \_\_\_\_\_ years and become unserviceable due to normal wear & tear. The item is beyond economic repair and thus may be declared as unserviceable.

Indentor

HoD/ PL

***Section B to be filled in by the Stores Disposal Committee***

The material in question has been inspected by us and found to be surplus/ obsolete/ unserviceable due to its normal wear & tear. The committee recommends the following course of action for its disposal.

- By gift to Education Institute within the State.
- By transfer to other CSIR Labs.
- By public action
- By limited tendering.
- By press tendering.

Member

Member

SPO

Sr. FAO

COA

Chairman

**Sample Tender Document**

- 1.The tenders should be submitted in sealed covers. Open tenders will be rejected.
- 2.The materials offered for disposal is on “ AS IS WHERE IS & WHAT IS BASIS” Ex-godown in unpacked condition. Taxes & duties that may be levied by the Govt. will be extra as applicable.
- 3.The purchaser may inspect the materials on any working day between 10:00 AM to 1: PM by prior appointment to satisfy themselves about the quality & condition of the materials offered. No complaint whatsoever will be entertained after the tenders are submitted or before or after the materials are lifted. No request for samples or inspection after submission of the tender will be accepted.
- 4.Tenders should clearly quote their rates Per Kgs/ Per Lot/ Per unit as asked for both in figures and in words exclusive of any taxes and duties. Any overwriting in rates or any change and/or alteration without attestation is



liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration.

5. Tenders should be valid for a period of 30 (thirty) days from the date of opening of the tenders.
6. Earnest Money deposit equivalent to 10% of the amount quoted is to accompany the bids in the shape of Bankers Cheque/ Demand Draft/ cash receipt showing deposit of cash with the lab/ bank guarantee. Tenders not accompanied by EMD will be rejected. No interest will accrue on the EMD so deposited.
7. The balance money less the EMD already deposited should be paid within 5 days from the date of issue of award letter by cash or DD/BC. The cash receipt will be presented to the Dy. SPO (stores) for delivery of the goods within 10 days from the date of issue of award letter. In case the store is not lifted within the time specified ground rent as decided by the committee per lot per day will be charged from the purchaser for a further period of 7 days. The materials not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser.. For such abandoned lots, the institute/ lab reserves the right to re-sell.
8. The materials will be allowed to be lifted between 10.00 AM to 4.00 PM on any working days. No picking, Choosing or sorting will be allowed in the premises for the disposal lots.
9. Mis-description or error in quantity will not invalidate a sale. A proportionate refund will be made to the purchaser when the weight or number delivered is less than that have been specified in the tender.
10. The facility for weighing if available will be provided at the site of the materials. But the labour, transport and other arrangements will have to be made by the purchaser at their risk, cost and responsibility. In case such facility is not available, the purchaser shall have to make its own arrangement and weighing is to be made in the presence of our representative.
11. The person authorized by the purchaser will be allowed to take delivery.
12. The lab reserves the right of withdrawing from the sale of any material or lots at any stage without assigning any reasons therefor.
13. The address given in the tender shall be deemed to be the Purchaser's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered.
14. The tenders duly completed as per the instructions given herein will be delivered upto \_\_\_\_\_ at \_\_\_\_\_.
15. Tenders so received will be opened in the presence of the bidders, if any at 3.30 PM on \_\_\_\_\_.

