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दिनांक/Dated: 02.11.2020

प्रेषक / From: संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To : The Directors / Heads of all  
National Labs./Instts. of CSIR  
Hqrs./Complex/Centres/Units

विषय/Sub : Communication to the Press and direct correspondence with higher dignitaries - req.

महोदय/Sir/ महोदया/Madam,

It has come to the notice that inspite of several instructions issued on the subject cited above, some officials of CSIR are sending internal information to the Press unauthorisedly without approval of the Competent Authority. It is also observed that there is an increasing tendency on the part of Council officials at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries of CSIR (i.e the President, CSIR, VP, CSIR, DG, JS(A), FA, CVO etc.) totally ignoring the prescribed channels and due procedure.

These practices have been viewed seriously by the Director General, CSIR. Therefore, all CSIR officials are again advised to adhere to the existing instructions on the subject issued from time to time by Govt. of India / CSIR. Violation of these instructions / guidelines may attract initiation of appropriate disciplinary proceedings.

It is again reiterated that these instructions may be brought to the notice of all Council servants for information, guidance and strict compliance.

भवदीय/Yours faithfully,

(बी.के.सिंह / B.K.Singh)

उप सचिव/ Deputy Secretary  
(नीति प्रभाग/ Policy Division)

प्रतिलिपि/Copy to:

1. DS to DG, CSIR
2. PS to JS(Admin), CSIR
3. PS to CVO
4. PS to FA(CSIR)
5. Sr.COA/COA/AO of all CSIR Labs/Instts.
6. Head, IT Division - with the request to upload this letter on the CSIR website & Policy Repository
7. कार्यालय प्रति/Office copy.