

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



No. 5-1(3)/2008-PD

15<sup>th</sup> September, 2009

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To,

The Directors/Heads of all  
National Labs./Instts. of CSIR

**Sub:** Orders relating to Sixth Central Pay Commission recommendation, Permission to avail of mileage points, representation of women in jobs/ Committees/ Boards, regulation of journey by air during LTC, Benefit of reservation to Persons with Disability on acquiring disability after entering into Government service, admissibility/entitlement for traveling by Shatabadi Express - reg.

Sir,

I am directed to forward herewith the following Office Memorandums issued by Government of India on the subject cited above for information, guidance and compliance:-

S.No.	DoPT/MoF OM No. and date	Subject
1.	1/1/2008-IC dated 29.1.2009	Fixation of Pay and grant of increment in the revised pay structure - clarifications regarding.
2.	1/1/2008-IC dated 13.3.2009	Date of increment in cases where government servants are not able to join post in a particular grade pay on promotion /appointment on 1 <sup>st</sup> of January of a year due to Sunday or Gazetted holiday.
3.	2/23/2008-Estt.(Pay II) dated 28.5.2009	Revision of rates of Deputation (Duty) Allowance / pay fixation on appointment on the personal staff of Ministers.
4.	11013/7/2008-Estt.(A) dated 3.6.2009	CCS (Conduct) Rules, 1964 - Permission to avail of mileage point earned by Government Servants on tickets purchased for official tour / visits and acceptance of "Free Companion Ticket" by Govt. servants introduced from time to time by various airlines.
5.	36035/3/2009-Estt.(Res.) dated 10.6.2009	Benefit of reservation to Persons with Disability who acquire disability after entering into Government service
6.	19030/3/2008-E.IV dated 29.6.2009	Admissibility/ entitlement for traveling by Shatabadi Express.
7.	35021/2/2009-Estt.(C) dated 30.6.2009	Representation of women members on various Committees / Boards concerned with selection to Group C&D posts in Central Government.
8.	35021/2/2009-Estt.(C) dated 3.7.2009	Concerted efforts to increase representation of women in Central Government jobs.
9.	35021/2/2009-Estt.(C) dated 8.7.2009	Representation of women members on various Committees/ Boards concerned with selection to posts in Central Government.
10.	31011/2/2006-Estt.(A) dated 27.7.2009	Regulation of journey by air while availing Leave Travel Concession-clarification regarding.

Yours faithfully

(Rohit Gupta)  
Section Officer

Encl: As above.

Copy to:

1. Sr. COA/COA/AO of all Labs/Instts.
2. Sr. Dy. FA/Dy. FA/F&AO of all Labs./Instts.
3. PS to DG, CSIR
4. PS to JS (Admn.)
5. PA to FA, CSIR
6. P.A. to CVO, CSIR
7. Legal Adviser, CSIR
8. Under Secretary (CO)/Deputy Secretary (Complex)
9. Head, URDIP/IPMD/HRDC/PPD/ISTAD/NMITLI/USD/HRDG.
10. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
11. Head, RAB, CSIR Complex, Pusa, New Delhi.
12. Dr. R.B. Misra, Secretary, Staff Side, JCM, Indian Institute of Toxicology Research, Post Box No.80, Mahatma Gandhi Marg, Lucknow-226001
13. Head, IT Division with the request to make this circular available on the website.

69

21

No.35021/2/2009-Estt. (C)

Government of India

Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

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North Block, New Delhi,

Dated the 8<sup>th</sup> July, 2009

**OFFICE MEMORANDUM**

Subject:- Representation of Women Members on the various Committees/ Boards concerned with selection to posts in Central Government.

The undersigned in directed to refer to this Department 's O.M. of even number dated 30.06.2009 on the subject mentioned above and to say that it has been decided that the guidelines contained therein will be applicable to selection to all groups of posts in Central Government. Accordingly, all appointing authorities may be instructed to scrupulously observe the following guidelines:-

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- (i) The composition of selection Committees should be representative. It should be mandatory to have one woman member in the Selection Boards/ Committees for making recruitment to ten (10) or more vacancies and lady candidates are expected to be available for the service / Post.
- (ii) Where the number of vacancies against which selection is to be made is less than 10, no efforts should be spared in finding a lady officer for inclusion in such Committees / Boards.
- (iii) In the event of such an officer not being available in the Ministry / Department itself, there is no objection to nominating lady officer from any other office at the same station.
- (iv) Wide Publicity should be given to all appointments in Government, Advertisements should be issued in the language (s) spoken by large number of people of the State/UTs, apart from English and Hindi. Further, for Group 'C' level Posts, having only basic qualifying requirements, information about vacancies for recruitment should also be disseminated through schools and colleges in that area, in addition to normal channels.

2. With a view to monitoring the trend in recruitment of women , all Ministries / Departments are requested to submit a consolidated report including attached / subordinate offices on the total number of posts and employees group- wise and

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gender wise as on 31.03.2009 latest by 31.08.2009. The consolidated annual position as on 31<sup>st</sup> March of every year may also be furnished thereafter by 30<sup>th</sup> May of that year.

3. Hindi version will follow.

(C.B. Paliwal)  
Joint Secretary to the Govt. of India

To

- 2
1. By name to Secretaries of All Ministries / Departments of Government of India.
  2. Union Public Service Commission
  3. Staff Selection Commission

Sh. S.K. Brahmachari  
Secy

D/o. S.I.R.