

Council of Scientific & Industrial Research
Anusandhan Bhavan, Rafi Marg, New Delhi-110001

No.2/64/2009

Date : 15 September 2010

OFFICE MEMORANDUM

Sub: Constitution of High Powered Committee for Review and Restructuring of Administrative Cadres.

Efforts that have been undertaken for restructuring of the Administrative Cadres over the last few months has enabled the conceptualization of a frame work of initiatives that could facilitate the enhancement of proficiencies, building of individual and team capacities and inculcation of attitude/values to enable the administrative cadre provide improved quality and services to internal and external stake holders.

2. The measures contemplated include (a) Review and restructuring of the administrative cadres, General Administrative Cadre, Finance Accounts Cadre and the Stores and Purchase Cadre (b) Instituting systems and mechanisms for training, promotions, postings and transfer, job enrichment, professional development of officers and evidence based performance assessment.

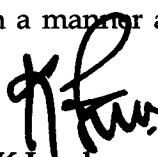
3. With a view to review and restructure the administrative cadres of CSIR, the Competent Authority has constituted a High Powered Committee comprising of the following members:

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| (i) | Dr. S. Sivaram, Director, NCL, Pune | - | Chairman |
| (ii) | Representatives of DG,CSIR:- | | |
| | a) Dr. Chandra Shekhar, Director, CEERI, Pilani | | |
| | b) Dr. Naresh Kumar, Head, HRDC | - | Members |
| (iii) | Financial Adviser, CSIR | - | Member |
| (iv) | Representative of Deptt. Of Personal & Training, Ministry of Personnel, Public Grievance and Pension | - | Member |
| (v) | Representative of Ministry of Finance | - | Member |
| (vi) | Department of Expenditure | | |
| (vii) | Representative of Instt. of Secretariat Training & Management | - | Member |
| (viii) | Joint Secretary (Admn.) | - | Convener |

The terms of reference of the Committee would be:

- Consider the proposed plan for review and restructuring of administrative cadres;
- Consider and propose changes as may be appropriate for the Systems, mechanisms and modalities proposed for implementation of the restructuring of the cadres and associated performance appraisal methods that would enable O-APAR to be recorded objectively on the basis of evidence;
- Suggest revisions, changes as may be appropriate in the proposal presented concerning training, promotions, posting & transfer and professional development of officers;
- Consider and endorse draft Agenda Papers for the consideration of the Governing Body;
- Advise on the strategy, approach and manner of implementation of the restructuring of the Common Cadres;

The Committee shall adopt modalities to transact business and hold discussions in a manner as may be appropriate.


(K Jayakumar)
Joint Secretary(Admn.)

- 1) All Concerned
- 2) Heads/Directors of all Laboratories/Institutes of CSIR
- 3) All Heads of Division in CSIR Hqrs/Complex/IPMD/HRDC/URDIP
- 4) PS to DG,CSIR
- 5) PS to JS(A)/FA/CVO
- 6) Office Copy