



सां/No.: 5-1(349)/2016-PD

दिनांक/Dated: 15.12.2016

प्रेषक / From:

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To :

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

विषय / Sub : Monthly Manpower data of CSIR Labs./Instts. - reg

महोदय/Sir / महोदया/Madam,

Reference is invited to CSIR letter No. 4-35(1)/MM/2015-HR-III dated 24.12.2014 wherein all CSIR labs./Instts. were requested to provide in position manpower data every month. However, it is noticed that many labs./Instts. are not providing the requisite data in time. This information is very important as current (in Position) Manpower Data is frequently sought and required at short notice for submission to Audit / respond to Parliament Question. Hon'ble Minister has desired that the Manpower data for Department should be updated regularly.

It is, therefore, requested to kindly ensure that the data of Preceding month should reach CSIR Hqrs on 1<sup>st</sup> of the every month in the prescribed proforma attached herewith at [manpower@csir.res.in](mailto:manpower@csir.res.in).

भवदीय/Yours faithfully,

(विनोद कुमार /Vinod Kumar)  
अवर सचिव (नीति प्रभाग) / US(PD)

संलग्न/Encl. : यथोपरि/As above  
प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make letter available on the website & Policy Repository
- 2) कार्यालय प्रति/Office copy

Name of the CSIR-Lab/Instt						
Men in Position as on 1 <sup>st</sup> of the Month of ....., Year						
S. No.	Gr. IV	Gr. III	Gr. II	Gr. I	Admn (NT)	Total