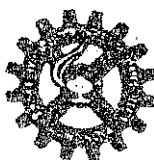


*Draft Document*

# **ADMINISTRATIVE SERVICES**

## **(RECRUITMENT & PROMOTION) RULES, 1982**

**UP-DATED VERSION**  
**(upto 31<sup>st</sup> December, 2015)**



**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH,  
NEW DELHI**

## Administrative Services (Recruitment & Promotion) Rules, 1982

### I N D E X

| A. In exercise of the powers vested under Bye-law 71(b) of the Bye-Laws of the CSIR, the following Rules have been made with the approval of the Governing Body of CSIR, in supersession of all previous orders on the subject vide CSIR circular No. 33(90)/82-E.I dated 25 <sup>th</sup> February, 1982.     |                        |            |   | <b>Pages</b><br>1-17 |
|--|------------------------|------------|---|----------------------|
| B. Modifications/Amendments/Circulars for Administrative Services (Recruitment and Promotion) Rules, 1982. Compassionate Appointment, ACP/MACP Scheme, Parliament Assistant, Recruitment of Protocol Officer, Staff Officer to DG, Maintenance of rosters, Recruitment of SC/ST/OBC/Persons with Disabilities. |                        |            |   |                      |
| Sr.No.   | File. No.              | Date       | Subject   | pages                |
| 1.   | 33(89)/81-E.I          | 12.11.1981 | Recommendations of the Sidhu Committee for career development of administrative staff of CSIR – Implementation thereof.                         | 18                   |
| 2.   | 2(Misc.)-Rectt./90-R&A | 21.7.1993  | Constitution of Screening Committee.  | 18                   |
| 3.   | 14(2)/13-DBTP/92-E.II  | 23.3.1994  | Admissibility of transfer TA to the Council employees appointed on the basis of Competitive Examination/Selection.                              | 19                   |
| 4.   | 33(113)/87-E.I         | 5.4.1994   | CSIR Administrative Services (Recruitment & Promotion) Rules, 1982-amendment thereof.   | 19-20                |
| 5.   | SDS/S&T. Rules/92-R&A  | 19.9.1994  | Application fee for selection to various posts in CSIR.   | 20                   |
| 6.   | 28/94/SC/ST-Cell       | 9.3.1995   | Verification/acceptance of caste certificates produced by the candidates.   | 20                   |
| 7.   | 5/8/90-E.II            | 16.5.1996  | Verification of Character and antecedents.  | 20-21                |
| 8.   | 20/96/SC/ST-Cell       | 10.6.1996  | Representation of scheduled Castes and Schedule Tribes in Govt. service.  | 21                   |
| 9.   | 5/8/90-E.II            | 20.6.1996  | Verification of Character and antecedents – clarification   | 21-22                |
| 10.  | 33(113)/95-E.I         | 21.6.1996  | CSIR Administrative Service (R&P) Rules, 1982.  | 22                   |
| 11.  | 33(81)/96-E.I          | 12.7.1996  | Grant of higher start for departmental promotees to Section Officers (Gen.)/Private Secretary and grant of minimum increase in the basic pay in | 22-24                |

|     |                        |            |  |       |
|-----|------------------------|------------|--|-------|
|     |                        |            | case of promotion from Under Secretary level to Deputy Secretary level.  |       |
| 12. | 2(Misc.)/Rectt./94-R&A | 5.8.1996   | Amendment to "CSIR Administrative Services (Recruitment & Promotion) Rules, 1982.  | 24    |
| 13. | 33(113)/87-E.          | 18.12.1996 | Amendment in the CSIR Administrative Services (Recruitment and Promotion) Rules, 1982-Consideration of seniors who have not completed the qualifying service for promotion in cases where the juniors who have completed the requisite service are being considered. | 24-25 |
| 14. | 14 (6)/22/88-E.II      | 7.2.1997   | Ad-hoc appointment/Promotion.  | 25    |
| 15. | 2)/74-O&M              | 15.5.1997  | Verification of Character and antecedents of candidates selected for appointment to Group- A&B in CSIR – reg.  | 25-26 |
| 16. | 20/95/SC/ST Cell       | 25.7.1997  | Vacancy based roster shall be replaced by posts based rosters.   | 26-27 |
| 17. | 17/66/94-PPS           | 17.10.1997 | Maintenance of records relating to the Selection/Assessment/Departmental Promotion Committee.  | 27    |
| 18. | 17(226)/97-E.II        | 24.11.1997 | Representation from Council employees on service matters.  | 27-28 |
| 19. | 2(28)/91-E.II          | 20.5.1998  | Recruitment to the posts in the pay scale below Rs. 1400-2300 (Pre-revised) through Employment Exchange.   | 28-29 |
| 20. | 33(113)/87-E.I         | 8.6.1998   | CSIR Administrative Services (Recruitment and Promotion) Rules, 1982 - amendment thereof.  | 29    |
| 21. | 17/108/78-E.II         | 11.6.1998  | Compassionate Appointment.   | 29-30 |
| 22. | 33(51)775-E.I          | 10.7.1998  | Guidelines for transfers and posting of Common Cadre Officers of CSIR.   | 30-31 |
| 23. | 33(1)/Misc./98         | 14.7.1998  | Provision of a higher start for Departmental Promotee Section Officers and Private Secretary of CSIR and its National Labs./Intts.   | 31-32 |
| 24. | 14(2)/13/DBTP/92-E.II  | 28.7.1998  | Admissibility of transfer TA to Council employee on appointment against an Advertised post on the basis of competitive exam/selection-reg.   | 32    |
| 25. | 33(113)/87.E.I         | 1.9.1998   | Amendment to CSIR Administrative Service (Recruitment & Promotion)   | 32-33 |

|     |                   |            |  |       |
|-----|-------------------|------------|--|-------|
|     |                   |            | Rules, 1982- Part V Stores & Purchase Cadre.   |       |
| 26. | 17(109)/78/E.II   | 18.11.1998 | Scheme for Compassionate Appointment under the Central Government – Revised Consolidated instructions.   | 33-43 |
| 27. | 33(I)/Misc/98     | 24.11.1998 | Grant of advance increments/incentives to those who qualify in ICWA/AICA Examinations.   | 43-44 |
| 28. | 33(113)/87-E.I    | 27.11.1998 | Amendment to CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 Deletion of "Note" in Part I- General, Section-I, Preliminary below sub-clause (viii) of Point No. 2 Definitions' inserted vide CSIR letter No.33(I 13)/87-E.I dated 18.12.1996. | 44    |
| 29. | 33(113)/87-E.I    | 9.2.1999   | Deputation of Administrative staff- retention of lien - regarding.   | 44    |
| 30. | 33(I)/Misc.98-E.I | 9.2.1999   | Grant of higher start to departmental promotee Section' Officers (Finance & Accounts) and Deputy Stores & Purchase Officers.   | 4445  |
| 31. | 31(II)/95-E.I     | 9.2.1999   | Creation of Scale of Rs. 2000-3000 for the post of Assistant (F&A) Special grade.  | 45    |
| 32. | 31(II)/95-E.I     | 9.2.1999   | Creation of Scale of Rs. 2000-3000 for the post of Assistant (F&A) Special grade-Rate of increment-reg.  | 45    |
| 33. | 20/96/SC/ST-Cell  | 23.3.1999  | Verification/acceptance of caste certificates produced by candidates.  | 45-46 |
| 34. | 17/66/94-PPS      | 5.7.1999   | Implementation of revised Rules, Regulations and Bye-laws of CSIR.   | 46-47 |
| 35. | 33(I)Misc./98-E.I | 6.8.1999   | Grant of Advance increments/incentive to those who qualify in ICWA/AICA Examinations.  | 48    |
| 36. | 17/68/97-PPS      | 13.9.1999  | The Assured Career Progression Scheme for the central government Civilian Employees.   | 48    |
| 37. | 33(113)/87-E.I    | 13.12.1999 | Revision in qualifying service by Assistants (General), Assistants (Finance & Account), Stores & Purchase Assistants Gr.II and Sr. Stenographers for the purpose of determining eligibility for Departmental   | 49-55 |

|     |                                     |           |  |       |
|-----|-------------------------------------|-----------|--|-------|
|     |                                     |           | Examinations for the posts of Section Officers (General), Dy. Stores & Purchase Officers and Private Secretaries from 5 years to 3 years.  |       |
| 38. | 33(81)/96-E.I                       | 28.1.2000 | Grant of minimum increase in the basic pay in the case of promotion from the Under Secretary level to the Deputy Secretary level.  | 55    |
| 39. | 17(68)/97-PPS                       | 10.2.2000 | ACP Scheme – Clarification regarding   | 55-57 |
| 40. | 3(1)/98-E.II                        | 8.3.2000  | Scheme for direct recruitment- Incentives for sports persons in CSIR   | 57-58 |
| 41. | 34(2)/2000- E.I                     | 10.4.2000 | ACP Scheme – Clarification regarding financial upgradation to the grade of Rs. 6500-10500.   | 58    |
| 42. | 33(117)/87-E.I                      | 17.5.2000 | CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 -- crucial date regarding eligibility and approved service.   | 59    |
| 43. | 14(14)/99-E.II                      | 3.8.2000  | Adoption of OM No. 1/2/89-Estt. (Pay-I) dated 9.4.1999 received from Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions regarding incentive for acquiring fresh higher qualification. | 59    |
| 44. | 25/<br>Cir.(03)/2000/SC/S<br>T-Cell | 22.8.2000 | Treatment of backlog vacancies reserved for SCs & STs as a distinct group and on-applicability of 50% ceiling thereon.   | 60    |
| 45. | 25/Cir.(5)/2000/SC<br>/ST-Cell      | 8.11.2000 | Reservation in promotion – Prescription of lower qualifying marks/lesser standard of evaluation.   | 60-61 |
| 46. | 14(6)/2000/E-II                     | 4.1.2001  | Procedure for conducting of examination for recruitment purposes Clarification reg.  | 61-61 |
| 47. | 36(01)/2001/ST-<br>Cell             | 15.3.2001 | Appointment of persons holding the posts of Sweeper, Farash, etc. as peon-reg.   | 62-63 |
| 48. | 33(113)/2001-E.I                    | 10.4.2001 | Amendment to CSIR Administrative Services (Recruitment & Promotion) (ASRP) Rules, 1982.  | 63-65 |
| 49. | 20(11)1/2001/SC/S<br>T-Cell         | 31.7.2001 | Relaxation of age limit, in recruitment, to SC/ST/OBC candidates - clarification reg.  | 65-66 |

|     |                             |              |  |       |
|-----|-----------------------------|--------------|--|-------|
| 50. | 19-20-11(1)/2001-SC/ST CELL | 3.8.2001     | Relaxation of age limit in direct recruitment in respect of candidate belonging to SC/ST/OBC categories-reg.   | 66    |
| 51. | 17(68)/97-PPS (E.II)        | 17/20.8.2001 | Assured Career Progression Scheme for the Central Govt. Civilian Employees -- Clarification reg.   | 66-79 |
| 52. | 2(RR-IV)/2001-R&A           | 3.9.2001     | Application fee for selection to various posts in CSIR.  | 79    |
| 53. | 33(84)/4/2001-E-I           | 15.10.2001   | Scheme and Syllabus for Departmental Competitive Examination for the posts of Section Officer (F&A)Section Officer (G)/Private Secretary/Dy. SPO- Revision regarding | 79-82 |
| 54. | 2(RR)/2001-R&A              | 7/10.12.2001 | Amendment to CSIR Service Rules, 1994 for Scientific, Technical and Support Staff and CSIR Administrative (Recruitment & Promotion) Rules, 1982.                     | 82-83 |
| 55. | 3-33(117)2001-E.1           | 12.12.2001   | Amendment to Recruitment Rules for the post of Stores & Purchase Assistant Grade-V (S&PA Gr.V)   | 83-84 |
| 56. | 19-1(2)/2001/SC/ST-Cell     | 7.1.2002     | Maintenance of Post-Based Rosters introduced w.e.f. 02.07.97.  | 84-86 |
| 57. | 7-1(1)/2001-R&A             | 21.2.2002    | Amendment to CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff and CSIR Administrative Service (R&P) Rules, 1982.                  | 86-87 |
| 58. | 7-14(1)/2000-R&A            | 22.3.2002    | Payment of Honorarium to official and non-official external Members of Search/Selection/Assessment Committee.  | 87    |
| 59. | RC/GB/AC-Cte/RPBD-2002      | 28.3.2002    | Enhancement of sitting fee to members of AB/GB/RC and similar Committees.  | 87    |
| 60. | 3-33(113)/2002-E.I          | 11.6.2002    | Amendment of CSIR Administrative Services (Recruitment & Promotion) (ASRP) Rules, 1982.  | 88-89 |
| 61. | 17/66/2/94-PPS              | 9.1.2003     | Recruitment/Abolition of identified casual workers possessing prescribed qualification – reg.  | 89    |

|     |                             |            |   |         |
|-----|-----------------------------|------------|---|---------|
| 62. | 3-33(113)/2003-E.I          | 7.4.2003   | Restructuring/Reorganization of CSIR Finance & Accounts Cadre.  | 90-97   |
| 63. | 3-33(1)/2003-E.I            | 10.7.2003  | Rationalization of Administrative Cadres.   | 92      |
| 64. | 3-33(117)2003-E.I           | 24.10.2003 | CSIR Administrative Services (Recruitment. & Promotion) Rules, 1982-Amendment thereof.  | 93-95   |
| 65. | 19-20(11)/2004/SC/ST-Cell   | 19.2.2004  | Relaxation in age limit in direct recruitment in respect of Physically Handicapped persons – reg.   | 95      |
| 66. | 19-1(4)/2004/SC/ST/OBC-Cell | 26.3.2004  | Revision of Income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs).   | 96      |
| 67. | 3-33(2)/2003-E.I            | 14.7.2004  | Rationalization of Administrative Cadres – clarifications   | 97-99   |
| 68. | 3-33(117)/2003-E.I          | 24.9.2004  | Amendment to the CSIR Administrative Services (Recruitment & Promotion) Rules – 1982.   | 99      |
| 69. | 4-12(01)/2004-E.II          | 20.10.2004 | Medical examination of newly appointed Scientist/Staff through the Civil Surgeon/Medical Board of the Government Hospitals in CSIR Laboratories/Institutes outside Delhi-Review of existing policy. | 100-101 |
| 70. | 7-1(2)/2002-R&A             | 17.11.2004 | Nomination of SC/ST representative on the Selection/Screening Committees.   | 101     |
| 71. | 15-6(82)/98-O&M             | 4.2.2005   | Promotion of persons undergoing a penalty – clarification reg.  | 101-102 |
| 72. | 19-1(1)/2005-SC/ST-Cell     | 21.9.2005  | Verification of caste status of SC, ST, OBC candidates at the time of initial appointment/promotion.  | 102-103 |
| 73. | 19-1(1)/2005-SC/ST-Cell     | 26.9.2005  | Revision of quantum of reservation for SC, ST, OBC in case of direct recruitment to Group 'C' and 'D' post normally attracting candidates from a locality or a region.                              | 104     |
| 74. | 3-33(2)/2003-E.I            | 9.11.2005  | Rationalization of Administrative Cadres – Clarifications.  | 104-105 |

|     |                          |            |  |         |
|-----|--------------------------|------------|--|---------|
| 75. | 7-3(7)/2004-R&A          | 21.12.2005 | Recruitment Rules for the administration post of Guest House Attendant.  | 105-107 |
| 76. | 4-71(Circular)/2005-E.II | 26.12.2005 | Optimization of administrative and support staff-clarification   | 107     |
| 77. | 4-71(Circular)/2005-E.II | 27.12.2005 | Optimization of administrative and support staff.  | 107     |
| 78. | 3(11)/98-EII             | 20.2.2006  | Powers of the Acting Director-reg. recruitment   | 108     |
| 79. | 19-1(2)1/2001/SC/ST-Cell | 23.2.2006  | Compliance of the provisions of the "Persons with Disabilities Act, 1995 for 3% reservation while making recruitment to the posts identified as suitable for persons with disabilities – reg.            | 108     |
| 80. | 3(11)/98-E.II            | 1.3.2006   | Powers of the Acting Director-reg. recruitment   | 109     |
| 81. | 17/92/8/2000-E.II        | 16.5.2006  | Merger of Cost Accountants Cadre with Finance & Accounts Cadre.  | 109-110 |
| 82. | 4-28(38)/2006-E.II       | 17.5.2006  | Intelligence Bureau clearance in respect of Indian Nationals who had stayed/have been staying abroad in the preceding five years, selected for appointment in CSIR Labs/Instts.                          | 110     |
| 83. | 17(66)/94-PPS            | 23.5.2006  | Representations from Council employees on service matters.   | 111     |
| 84. | 2(28)/91-E.II            | 29.5.2006  | Optimization of administrative and support staff.  | 111     |
| 85. | 19-1(2)/2006/SC/ST-Cell  | 9.6.2006   | Maintenance of separate reservation rosters for Persons with Disabilities-reg.   | 112-113 |
| 86. | 7(54/41/IF)56-EII        | 22.6.2006  | Retention in service beyond 50 years (for Groups 'A' and 'B' services) & 55 years (for Groups 'C' and 'D' service) of age under FR 56(j) – constitution of Review Committee & Representation Committees. | 113-115 |
| 87. | 3-33(113)/2006-E.I       | 1.8.2006   | Need for strict compliance of instructions/procedure while making Recruitment to Administrative posts – reg.   | 115     |

|      |                              |            |  |         |
|------|------------------------------|------------|--|---------|
| 88.  | A-11017/2006-Estt.(DSIR)     | 7.9.2006   | Reservation of Persons with Disabilities.  | 115-116 |
| 89.  | 17(108)/2006-E.II            | 8.9.2006   | Scheme for Compassionate appointment under the Central Government – Determination of vacancies for.                | 116-117 |
| 90.  | 4-1(9)/2003-E.II             | 11.10.2006 | Filling up of vacant posts in CSIR Labs/Instts. – reg.   | 118     |
| 91.  | 4-1(9)/2003-E.II             | 19.1.2007  | Filling up of vacant posts in CSIR Labs/Instts – reg.  | 118-119 |
| 92.  | 3-33(113)/2004-E.I           | 8.3.2007   | Recruitment Rules for the post of Staff Officer to DG, CSIR in the pay scale of Rs. 14300-400-18300.               | 119-120 |
| 93.  | 7-4(3)/2006-R&A              | 12.3.2007  | Criteria for evaluation of type-scripts of typewriting Test in Hindi/English.                                      | 121-123 |
| 94.  | 17(68)/2005-E-II             | 15.3.2007  | Representation of Scheduled Castes/Tribes and Minorities on Selection Boards/Committee.                            | 123-125 |
| 95.  | 3/4/2007-E.I                 | 18.5.2007  | Guidelines for transfer and posting of Common Cadre Officer of CSIR.   | 125-128 |
| 96.  | 3/4/2007-E.I                 | 6.6.2007   | Guidelines for transfer and posting of Common Cadre Officers of CSIR – Addendum thereto.                           | 128     |
| 97.  | DO No. 4-10(35)/2004-E.II    | 22.10.2007 | Optimization of administrative and support staff.  | 128-129 |
| 98.  | 19-1(1)2007/SC/ST & OBC-Cell | 26.10.2007 | Special efforts to fill up the reserved vacancies of SCs, STs and OBC.   | 129     |
| 99.  | 4-73/2006-E.II               | 23.1.2008  | Appointment of close relatives of the CSIR Officers/staff in CSIR Labs./Instt./Hqs- Clarification thereof.         | 129-130 |
| 100. | 73/2006-E.II                 | 28.3.2008  | Appointment of close relatives of the CSIR Officers/staff in CSIR Labs./Instt./Hqs- further Clarification thereof. | 130     |
| 101. | 3-3(e)/2008-E.I              | 2.5.2008   | Formulation of procedure for holding a Departmental Promotion Committee (DPC) meeting .                            | 131     |
| 102. | 15-6(82)/98-O&M-II           | 17.6.2008  | Guidelines regarding grant of vigilance clearance.   | 131-134 |
| 103. | 5-1(33)/2008-PD              | 8.7.2008   | Referring of cases for withdrawal of resignation by Ministries/Departments – guidelines reg.                       | 134-135 |

|      |                 |            |   |         |
|------|-----------------|------------|---|---------|
| 104. | 5-1(25)/2008-PD | 16.7.2008  | Deputation of Central Government Employee to ex-cadre posts under Central/State Government and on Foreign Service to Central/State PSUs/Autonomous Bodies.  | 135-136 |
| 105. | 15-6(82)/98 O&M | 18.8.2008  | CCS (CCA) Rules, 1965 – Promotion to a higher Grade or Post – Clarification regarding effect of warnings etc. on promotion  | 137-138 |
| 106. | 5-1(26)/2008-PD | 4.9.2008   | Amendment in CISR Administrative Service (Recruitment and Promotion) Rules, 1982 – Borrowing of officers in General, Finance & Accounts and Stores & Purchase Cadres on fixed tenure deputation/foreign service term in CSIR. | 138     |
| 107. | 5-1(39)/2008-PD | 16.9.2008  | Reservation for Scheduled Castes and Scheduled Tribes in posts filled by promotion.   | 139     |
| 108. | 5-1(39)/2008-PD | 22.9.2008  | Treatment of backlog reserved vacancies of SCs, STs & OBCs as a distinct group and non-applicability of 50% ceiling thereon.  | 139-142 |
| 109. | 17/66/7/94-PPS  | 24.9.2008  | Representation from Council employees on service matter.  | 142     |
| 110. | 5-1(3)/2008-PD  | 4.10.2008  | Implementation of Sixth Central Pay Commission – regarding corresponding pay rules.   | 143-146 |
| 111. | 5-1(3)/2008PD   | 15.10.2008 | Implementation of Sixth Central Pay Commission Recommendation in CSIR   | 146     |
| 112. | 5-1(3)/2008-PD  | 21.10.2008 | References to CSIR Hqrs. from Laboratories/Institutes on service matters where Powers have been delegated to Directors-instructions thereof.  | 147-148 |
| 113. | 5-1(39)/2008-PD | 18.12.2008 | Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from purview of reservation for Other Backward Classes (OBCs).   | 148-149 |

|      |                           |            |  |         |
|------|---------------------------|------------|--|---------|
| 114. | 17(66)/2009-Lab.Admn.III  | 4.3.2009   | References to CSIR Hqrs. from Labs/Instts. on service matters where Powers have been delegated to Director-instructions thereof.   | 149-150 |
| 115. | 5-1(62)/2009-PD           | 13.5.2009  | Classification of posts under CCS(CCA) Rules, 1965.  | 150-151 |
| 116. | 5-1(63)/2009-PD           | 28.5.2009  | Modified Assured Career Progression (MACPS) for the Central Government Civilian Employees.   | 151     |
| 117. | 3/1/2009-E.I              | 11.6.2009  | Amendment to the CSIR Administrative (Recruitment & Promotion) Rules, 1982-reg.  | 152     |
| 118. | 3/1/2009-E.I              | 18.6.2009  | Amendment to the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 – reg.   | 153     |
| 119. | 5-1(3)/2008-PD            | 15.9.2009  | Orders relating to Sixth Central Pay Commission recommendation, Benefit of reservation to Persons with Disability on acquiring disability after entering into Government service, etc. | 154-156 |
| 120. | 5-1(44)/2008-PD           | 16.12.2009 | Selection of candidates on direct recruitment basis – Consideration of CRs for selection of candidates – instructions reg.   | 157-158 |
| 121. | 5-1(41)/2008-PD           | 29.1.2010  | Review of Scheme for Compassionate Appointment in light of the 6 <sup>th</sup> Pay Commission recommendations – instructions reg.  | 158-159 |
| 122. | 5-1(63)/2009-PD           | 13.5.2010  | Modified Assured Career Progression Scheme (MACPS) for Central Government Civilian Employees - implementation thereof in CSIR  | 159-167 |
| 123. | 3-27/2010-E.I             | 27.7.2010  | Modified Assured Career Progression Scheme (MACPS) for Central Government Civilian Employees – Implementation thereof in CSIR – reg.   | 167-168 |
| 124. | 3-2(a)/CASE 2009 II – E.I | 22.10.2010 | Terms & conditions governing the appointment of Assistant (Assistants Gr. I) under CASE 2009 II – reg.   | 168-170 |
| 125. | 33(113)/87/2010-E.I       | 2.11.2010  | Training of Private Secretaries as Section Officer (Gen.) – Reg.   | 170     |

|      |                        |            |   |         |
|------|------------------------|------------|---|---------|
| 126. | 3-2(a)/CASE 2009-E.I   | 8.11.2010  | Completion of pre appointment formalities to enable newly recruited Section Officer/Assistants under CASE 2009 II to join the Induction training programme – reg.   | 171-172 |
| 127. | 3-2(a)/CASE/2009-II/EI | 7.12.2010  | Payment of TA/DA to the newly recruited Section Officers/Assistants who have reported for training directly at HRDC – reg.  | 172-173 |
| 128. | 2/70/2011-JS           | 14.2.2011  | Re-orientation Training Programme for Common Cadre Officers in ZOC for DPC–reg.   | 173     |
| 129. | 5-1(17)/08-PD          | 4.7.2011   | Forward herewith the office Memorandums issued by Govt. of India on Reservation and Promotion.  | 173-174 |
| 130. | 5-1(50)/2008-PD        | 10.8.2011  | Delegation of Powers to Directors/Heads of Labs/Instt relating to forwarding of applications and consideration/relief of employees on deputation – reg.   | 175     |
| 131. | 4-28(38)/2011-E.II     | 19.9.2011  | Detailed verification of character and antecedents through Intelligence Bureau in respect of Indian Nationals who had stayed/have been staying abroad for a short period i.e. less than a year during the preceding five years – Clarification – reg. | 175     |
| 132. | 6-3(102)/2011-E.III    | 21.9.2011  | Filling up of one post of Staff Officer to DG, CSIR on deputation basis.  | 176     |
| 133. | 5-1(63)/2009-PD        | 27.10.2011 | Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees – Clarification reg.   | 177-181 |
| 134. | 5-1(17)/08-PD          | 10.1.2012  | Brochure on Reservation for the SCs/STs and OBCs in Services.   | 181     |
| 135. | 5-1(39)/2008-PD        | 10.1.2012  | Reservation for Other Backward Classes in Civil Posts and Services under the Govt. of India-Sub-quota for Minority Communities.   | 181-182 |
| 136. | 5-1(3)/2008-PD         | 1.5.2012   | Revision of Grade pay in respect of Group C (Non-Technical) employees erstwhile Group D (Non-Tech.).  | 182     |

|      |                           |           |   |         |
|------|---------------------------|-----------|---|---------|
| 137. | 5-1(17)/08-PD             | 27.6.2012 | Applicability of revised Group 'D' pay scales to Casual Labourers with Temporary Status.  | 183-184 |
| 138. | 15-6(83)/98-O&M           | 16.1.2013 | Guidelines regarding grant of 'Vigilance Clearance'.  | 184-185 |
| 139. | 3-10(1)/2013-E.I          | 30.1.2013 | Orientation Training Programme for PS/PA'/Sr. Stenographers conducted by HRDC, Ghaziabad – reg.   | 185     |
| 140. | 3-4(C)/2011-E.I           | 14.2.2013 | TPC guidelines for posting/transfer of Common Cadre Officers.   | 186-187 |
| 141. | 5-1(17)/08-PD             | 14.6.2013 | Forward of DoPT O.M (a) on revision of income criteria to exclude creamy layer from the purview of reservation for OBC and (b) representation from Govt. servant on service matter. | 187-189 |
| 142. | 5-1(151)/2012-PD          | 2.7.2013  | Recruitment Rules for Multi-Tasking Staff (erstwhile Group 'D' Non Technical i.e. Group C Non-Technical under 6th CPC) –reg.  | 189-190 |
| 143. | 3-8(7)/11-E.I             | 2.7.2013  | Surrender of vacant & unutilized posts in the administrative & non-technical cadres including isolated posts to the central pool at CSIR Hqrs – reg.                                | 190-191 |
| 144. | SO(2)/SC/ST/OBC-Cell/2013 | 15.7.2013 | Filling up backlog vacancies reserved for scheduled Castes (SCs)/Scheduled Tribes (STs)/other Backward Classes (OBCs).  | 190     |
| 145. | 7-3(1)/2011-E.III         | 19.7.2013 | Recruitment to the post of Protocol officer in the Pay Band of Rs. 9300-34800 plus Grade Pay Rs. 4600/- (PB-2)  | 191-192 |
| 146. | 3-2(a)CASE-2013-EI        | 31.1.2014 | Appointment of Assistants (Gen/F&A/S&P) Gr. I through CASE-2013   | 192-193 |
| 147. | 33(84)1/7/2014-E.I        | 26.2.2014 | Reservation Rosters for the Posts of Assistant (Gen/F&A/S&P) Gr.I – DTQ & DRQ modes- reg.   | 193-196 |
| 148. | 3-2(a)CASE-2013-EI        | 27.3.2014 | Appointment of Assistants (Gen/F&A/S&P) Gr. I through CASE-2013.  | 197     |
| 149. | 5-1(17)/08-PD             | 1.4.2014  | Forwarding of OM issued by Govt. of India regarding reservation for persons with disabilities.  | 197-199 |
| 150. | 4-10(10)/2010-E.II        | 1.4.2014  | Administrative Audit – Maintenance of Service Books – reg.  | 199     |

|      |                         |           |  |         |
|------|-------------------------|-----------|--|---------|
| 151. | 3-33(113)/2013-HR-I     | 16.4.2014 | Amendment to Recruitment Rules for the posts of Assistant Gr.I(F&A/S&P)  | 200     |
| 152. | 3-33(113)/2013-HR-I     | 16.4.2014 | Amendment to CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 – provision for appointment on deputation to the posts of Section Officer (Gen/F&A/S&P)              | 200-201 |
| 153. | 7-3(1)/2011-E.II        | 16.4.2014 | Amendment to Recruitment Rules for the post of Protocol Officer in CSIR Hqrs.  | 202-203 |
| 154. | 3/4/2014-E.I            | 17.4.2014 | Revised Guidelines for transfer and posting of Common Cadre Officers of CSIR.  | 203     |
| 155. | 5-1(116)/2011-PD        | 23.4.2014 | Amendment to CSIR Administrative Service (Recruitment & Promotion) (ASRAP) Rules, 1982-reg.  | 203-204 |
| 156. | 5-1(116)/2011-PD        | 23.4.2014 | Skill Test Norms on Computer for the post of Asstt. Gr. III (G/F&A/S&P)-reg.   | 204-205 |
| 157. | 3/4/2014-E.I            | 23.4.2014 | Revised Guidelines for transfer and posting of Common Cadre Officers of CSIR.  | 205-210 |
| 158. | 7-3(1)/2011-E.III       | 12.5.2014 | Recruitment to the post of Protocol Officer in the Pay Band of Rs. 9300-34800 plus Grade Pay Rs. 4600/-(PB-2)  | 210     |
| 159. | 3(105)/2014-E.III       | 13.5.2014 | Posting of a Parliament Assistant in CSIR Hqrs. – reg.   | 211     |
| 160. | 4-45(27)/2008-E.II      | 15.5.2014 | Hierarchy of Grade Pay in respect of Multi Tasking Staff (MTS) for promotion and MACP – Clarification thereof.   | 211     |
| 161. | 3-2(a)/CASE-2013-E.I    | 23.5.2014 | Induction Training Programme for assistants (General/Finance & Accounts/Stores & Purchase) Grade-I recruited under Combined Administrative Services Examination (CASE) – 2013 – reg. | 212     |
| 162. | 17(226)/97/E.II (HR-II) | 26.5.2014 | Representation from Council Servants on service matters – reg.   | 212-213 |
| 163. | 3/12009-E.I             | 26.5.2014 | Cadre Allocation to the Section Officers and Assistants appointed through CASE 2009 II   | 213-215 |
| 164. | 3/31/2014-E.I           | 2.6.2014  | Grievances relating to Administrative Cadre Review – 1994  | 215     |

|      |                 |            |  |         |
|------|-----------------|------------|--|---------|
| 165. | 3-13/2014-E.I   | 9.6.2014   | Two increments equal to 6% of Basic Pay admissible on promotion from Under Secretary to Deputy Secretary vis-a-vis benefit of increment on grant of financial upgradation under MACPS from GP Rs. 6600/- to GP 7600/- - clarification thereon. | 215-216 |
| 166. | 5-1(17)/08-PD   | 17.6.2014  | Forward of OM issued by Govt. of India regarding representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.  | 216-217 |
| 167. | 3-2(c)/2014-E.I | 17.6.2014  | Recruitment to the Administrative Posts of Assistants Gr.III (Gen/F&A/S&P) and Jr. and Sr. Stenographers.  | 217     |
| 168. | 3/1/2009-E.I    | 14.7.2014  | Tentative Cadre Allocation to the Section Officers and Assistants appointed through CASE 2009 II   | 218-219 |
| 169. | 5-1(17)/2008-PD | 18.7.2014  | Eligibility of officers to be considered for promotion by DPC – Fixing of Crucial Date – Reg.  | 219-220 |
| 170. | 3-2(g)/2014-E.I | 29.8.2014  | Review of Structure, Pattern and Syllabus of Departmental and Direct Examinations for the posts of Section Officer (Gen/F&A/S&P) and Assistant (Gen/F&A/S&P) Gr.I – reg.   | 221-225 |
| 171. | 3-2(c)/2014-EI  | 8.9.2014   | Filling up the Posts at the level of Assistants Gr. III (Gen/F&A/S&P) and Jr. Stenographers – reg.   | 225-226 |
| 172. | 5-1(17)/08-PD   | 25.9.2014  | Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Govt. for efficient performance of their duties.   | 226-229 |
| 173. | 3-2(g)/2014-E.I | 25.9.2014  | Procedure for Conducting Examination for Recruitment purposes – reg.   | 229-230 |
| 174. | 5-1(211)/14-PD  | 20.10.2014 | Furnishing of the requisite information under Cadre Review – reg.  | 230-234 |
| 175. | 5-1(4\1)/08-PD  | 5.11.2014  | Consolidated Instructions on Compassionate appointment issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT-Endorsement thereof in CSIR –req.  | 234-261 |

|      |                               |            |  |         |
|------|-------------------------------|------------|--|---------|
| 176. | 3-4(C)/2014-EI                | 31.12.2014 | Criteria for transfer/postings of Gr. 'B' CCOs.  | 261-262 |
| 177. | 5-1(17)/2008-PD               | 6.1.2015   | Alteration of date of birth of a Government Servant-reiteration of instructions issued by Ministry of Personnel, Public Grievances and Pensions.   | 262-264 |
| 178. | 5-1(17)/2008-PD               | 9.1.2015   | Central Civil Services (Revised Pay) Rules, 2008-application of the first proviso to Rule 10 in case of those who had been granted stagnation increment(s) in the pre-revised pay scales – adoption in CSIR reg. | 264-265 |
| 179. | 5-1(17)/2008-PD               | 21.1.2015  | Amendment in Para 15(i) of OM dated 29.12.2005-Adoption in CSIR.   | 265-266 |
| 180. | 3-2(c)/2014-E.I               | 13.3.2015  | Filling up the Posts at the level of Assistant Gr. III (Gen/F&A/S&P) and Jr. Stenographers – reg.  | 266     |
| 181. | 4-6(13)/2012-HR (E-II)        | 16.3.2015  | Delegation of power with regard to making compassionate appointment to family member of missing Council servant.   | 267     |
| 182. | 3-2(a)/CASE-2013-E.I          | 20.3.2015  | Induction Training Programme for Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I recruited under Combined Administrative Services Examination (CASE) - 2013 and others – reg.                  | 267-268 |
| 183. | 19-1(7)/2014-SC/ST Cell (PWD) | 17.4.2015  | Recruitment of Persons with Disabilities in CSIR-Labs./Instts.   | 268-270 |
| 184. | 3/12/2007-E.I                 | 23.4.2015  | Forwarding of application of CCOs for employment outside CSIR.   | 270-271 |
| 185. | 19-1(7)/2014-SC/ST Cell       | 6.5.2015   | Implementation of judgement of Hon'ble supreme Court of India-filling of vacancies earmarked for Persons with Disabilities - reg.  | 272     |
| 186. | 5-1(22)/2008-PD               | 19.6.2015  | Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Amendment Rules, 2014 reg.-Notification reg.                                     | 272-273 |
| 187. | 5-1(22)/2008-PD               | 3.7.2015   | Pay fixation of direct recruit Assistant appointed after 1.1.2006 – Stepping up of pay of DRs with reference to the pay  | 273-274 |

|      |                             |            |  |         |
|------|-----------------------------|------------|--|---------|
|      |                             |            | of junior promote Assistants – Clarification reg.  |         |
| 188. | 5-1(17)/2008-PD             | 3.7.2015   | Request for Voluntary retirement from disability – Supreme Court Order in Bhagwan Dass & Anr Vs Punjab State Electricity Board,(2008) 1 SSC 579-reg.   | 274-275 |
| 189. | 5-1(116)/2011-PD            | 13.7.2015  | Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr. III – clarification reg.  | 276     |
| 190. | 5-1(90)/10-PD               | 14.7.2015  | Hon'ble CAT, Lucknow Bench order dated 26.05.2015 in OA No. 37/2011 (Harsh Bahadur & 101 other vs. UOI/CSIR/CDRI/IITR/NBRI/CIMAP)– compliance thereof.   | 276     |
| 191. | 5-1(17)/2008-PD             | 5.8.2015   | Grant of age concession to the Persons with Disabilities suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomoter disability or cerebral palsy for direct recruitment to civil posts/services under the Central Government –reg. | 277-278 |
| 192. | 5-1(17)/2008-PD             | 24.8.2015  | Forwarding O.M issued by Govt. of India on service matter.   | 278-279 |
| 193. | 19-1(7)(ESM)2015/SC/ST Cell | 22.9.2015  | Monitoring of the implementation of reservation policy of ESM in Central Government Ministries/Departments, Banks, PSUs and CPMFs – designating of DGR as the Nodal Agency – reg.  | 279-280 |
| 194. | 3/12/2007-E.I               | 31.12.2015 | Forwarding of Application of CCOs for outside employment (Direct/Deputation) through proper channel-reg.   | 280-281 |

## Administrative Services Circulars

### CONTENTS

|   |   | PAGE Nos. |
|---|---|-----------|
| 1 | <b>Part I-GENERAL</b><br>SECTION I - PRELIMINARY<br>SECTION II - CADRES AND STRENGTH  | 2-4       |
| 2 | <b>Part II - GENERAL CADRE</b><br>SECTION I - GRADES AND SCALES OF PAY<br>SECTION II - RECRUITMENT AND PROMOTION              | 4-7       |
| 3 | <b>Part-III- STENOGRAPHERS CADRE</b><br>SECTION I - GRADES AND SCALES OF PAY<br>SECTION II - RECRUITMENT AND PROMOTION        | 7-8       |
| 4 | <b>Part-IV - FINANCE AND ACCOUNTS CADRE</b><br>SECTION I - GRADES AND SCALES OF PAY<br>SECTION II - RECRUITMENT AND PROMOTION | 8-11      |
| 5 | <b>Part-V - STORES AND PURCHASE CADRE</b><br>SECTION I - GRADES AND SCALES OF PAY<br>SECTION II – RECRUITMENT AND PROMOTION   | 12-14     |
| 6 | <b>Part VI – MISCELLANEOUS</b>  | 15-17     |

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

RAFIMARG,  
NEW DELHI-110 001

No. 33(90)/82-E.I

25<sup>th</sup> February, 1982

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
ADMINISTRATIVE SERVICES (RECRUITMENT &  
PROMOTION) RULES, 1982**

In exercise of the powers vested under Bye-law 71(b) of the Bye-Laws of the CSIR, the following Rules have been made with the approval of the Governing Body of CSIR, in supersession of all previous orders on the subject:-

**PART-I  
GENERAL  
SECTION I – PRELIMINARY**

**1. Short Title and Commencement:**

- (i) These Rules shall be called the Council of Scientific and Industrial Research Administrative Services (Recruitment and Promotion) (ASRP) Rules, 1982.
- (ii) They shall apply to all Administrative (including Ministerial, Stenographic, Finance & Accounts, Stores and Purchase) posts other than Group-D posts.
- (iii) They shall come into force with effect from 1.2.1982.

**2. Definitions:** In these Rules, unless the context otherwise requires-

- (i) "Administrative post" means and includes all posts classified as such under Bye-Law 57 of the Bye-Laws of the CSIR, unless any post is excluded from the operation of these rules.
- (ii) "Cadre" means the strength of posts included in any of sub-clauses (i) to (iv) of Rule 3.
- (iii) "Controlling Authority" means the Council of Scientific and Industrial Research; and the powers of the Controlling Authority shall be exercised by the Director-General, Council of Scientific and Industrial Research or by such officer as may be so authorized by the CSIR from time to time for a specific category of posts.
- (iv) "Permanent post" means a post carrying a definite rate of pay sanctioned without limit of time.
- (v) "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time.
- (vi) "Permanent Officer" means the holder of a post in the CSIR in a permanent capacity.
- (vii) "Service" means the service rendered in the CSIR.
- (viii) "Approved Service" in relation to any Grade means the period or periods of service in that Grade rendered after selection, according to prescribed procedure, for long term appointment to the Grade and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post.

**SECTION II - CADRES AND STRENGTH**

- 3. Cadres** - Officers employed in the CSIR Secretariat and in its National Laboratories/Institutes in the posts mentioned in Rule 1 (ii) above shall be included in one of the following Cadres as may be appropriate:
- (i) General Cadre;
  - (ii) Stenographers' Cadre;
  - (iii) Finance and Accounts Cadre; and
  - (iv) Stores and Purchase Cadre.
- 4. Authorized Permanent Strength:** The authorized permanent strength of each of the above cadres shall consist of the permanent posts in each Cadre.
- 5. Temporary additions to the Authorized Permanent Strength:** In addition to the authorized permanent strength, temporary additions to the posts in any Cadre may be made to such extent as may be found necessary from time to time.
- 6. Schedule of posts:** The Controlling Authority shall maintain a schedule of posts in each Cadre. The schedule shall show separately in respect of each Cadre:
- (i) Total number of posts;
  - (ii) The number of such posts which are permanent; and
  - (iii) The number of such posts those are temporary.

7. If in the opinion of the Controlling Authority, the functions attached to a post are such that the incumbent is required to possess special and/or technical qualifications, the Controlling Authority may declare the post to be an "excluded" post. Upon such declaration and as long as the declaration is in force, the "excluded" post shall be deemed not to be included in any Cadre.
8. **Scales of Pay:** The scales of pay of the Grades of the Cadre shall be as approved by the Govt. of India from time to time for such posts and adopted by the CSIR.

**PART II**  
**GENERAL CADRE**  
**SECTION I - GRADES AND SCALES OF PAY**

1. Grades: Posts in the General Cadre shall be classified in the following Grades and designated as shown below:

| S.No. | Designation   | Scale of Pay            | Group |
|-------|---|-------------------------|-------|
| 1.    | Senior Deputy Secretary/Senior Controller of Administration | Rs. 14300-400-18300     | A     |
| 2.    | Deputy Secretary/Controller of Administration               | Rs. 12000-375-16500     | A     |
| 3.    | Under Secretary/Administrative Officer                      | Rs. 10000-325-15200     | A     |
| 4.    | Section Officer (General)                                   | Rs. 6500-200-10500      | B     |
| 5.    | Assistant (General) Grade-I                                 | Rs. 5500-175-9000       | B     |
| 6.    | Assistant (General) Grade-II                                | Rs. 4000-100-6000       | C     |
| 7.    | Assistant (General) Grade-III                               | Rs.3050-75-3950-80-4590 | C     |

**SECTION II-RECRUITMENT AND PROMOTION**

**1. Senior Deputy Secretary/Senior Controller of Administration (Rs. 14300-400-18300)**

Recruitment to this Grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Deputy Secretary/Controller of Administration in the grade of Rs. 12,000-375-16,500 and who have rendered not less than 5 years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

## **2. Deputy Secretary/Controller of Administration (Rs. 12000-375-16500)**

Recruitment to this Grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the Under Secretaries/Administrative Officers in the grade of Rs. 10,000-325-15,200 who have rendered not less than five years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

## **3. Under Secretary/Administrative Officer (Rs. 10000-325-15200)**

Recruitment to this Grade shall be made by promotion, on the basis of merit from amongst Section Officers (General) and Private Secretaries who have rendered not less than 8 years of approved service in the grade of Rs.6500-200-10,500 and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

- (i) Vacancies in this grade occurring in a year shall be filled in the ratio of 2:1 from amongst Section Officers (General) and Private Secretaries. In the event of non-availability of suitable officers for filling up vacancies earmarked for a cadre, such unfilled vacancies shall not be filled up from officers of another cadre.
- (ii) 25% of the Private Secretaries who have completed minimum six years of approved service as Private Secretary be made to work as Section Officer (General) for a period of one year before they are considered for promotion to the post of Under Secretary/Administrative Officer.

## **4. Section Officer (General) (Rs. 6500-200-10500)**

- (i) 33-1/3% by promotion from amongst regular Assistants (General) Grade I who have rendered not less than 8 years approved service in that Grade on the basis of Selection-cum-Seniority subject to rejection of unfit on the recommendations of the Departmental Promotion Committee.
- (ii) 33-1/3% by promotion on the basis of result of departmental competitive test limited to Assistants (General) Grade-I, Assistants (F&A) Grade-I, Assistants (Stores & Purchase) Grade-I and Senior Stenographers who have a University Degree in any discipline and have completed not less than 3 (three) years qualifying service in their respective grades. However, in the event of non-filling up of vacancies under the departmental examination quota, these shall be filled up by direct recruitment.
- (iii) 33-1/3% by direct recruitment on the basis of result of an open competitive examination and interview from amongst candidates possessing University Degree. Age not

exceeding 28 years, relaxable in the case of SC/ST/OBC candidates as per rules. Departmental candidates including those holding posts in the Stenographers, Finance & Accounts and Stores & Purchase Cadres and possessing the requisite educational qualification will be eligible to compete and there will be no age restriction in their case. Those who qualify in the examination will be called for interview.

#### **5. Assistant (General) Grade-I (Rs. 5500-175-9000)**

Recruitment to this Grade shall be made as follows:

- (i) 50% by promotion on local basis from Assistants (General) Grade II who have completed not less than 5 years approved service in that Grade on the basis of seniority, subject to rejection of unfit, and on the recommendation of the Departmental Promotion Committee.
- (ii) 25% by means of limited departmental competitive examination from amongst Assistants (General) Grade-II/Assistants (F&A) Grade-II/Assistants (S&P) Grade-II /Junior Stenographers possessing University Degree and having not less than 3 years approved service in that grade.
- (iii) 25% by direct recruitment from amongst candidates possessing University Degree, age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules, on the basis of result of competitive examination and interview. Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case.

#### **6. Assistant (General) Grade-II (Rs. 4000-100-6000)**

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and its National Laboratories/Institutes as follows:-

100% by promotion on local basis from amongst the Assistants (General) Grade-III who have completed not less than 3 years approved service as Assistant (General) Grade-III on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

#### **7. Assistant (General) Grade-III (Rs.3050-75-3950-80-4590)**

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and its National Laboratories/Institutes by direct recruitment, on the basis of result of competitive examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi typewriter. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. The candidates who qualify in the

competitive examination will be interviewed by a Selection Committee but the weightage of interview would not exceed 25% of the total prescribed marks.

Provided that:

- (i) 10% of the vacancies in the cadre of Assistant (General) Grade-III in National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service, on the basis of seniority-cum-fitness.
- (ii) 10% of the vacancies in the cadre of Assistant (General) Grade-III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (non-technical) employees borne on the regular establishment subject to the following conditions:-  
Selection shall be made through a departmental competitive examination in General Hindi/General English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English, confined to such Group 'D' (non-technical) staff who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent.

**Part III**  
**STENOGRAPHERS' CADRE**  
**SECTION I -GRADES AND SCALES OF PAY**

- 1. Grades** - Posts in the Stenographic Cadre shall be classified in the following Grades and designated as shown below:-

| S.No. | Designation         | Scale of Pay       | Group |
|-------|---------------------|--------------------|-------|
| 1.    | Private Secretary   | Rs. 6500-200-10500 | B     |
| 2.    | Senior Stenographer | Rs. 5500-175-9000  | B     |
| 3.    | Junior Stenographer | Rs. 4000-100-6000  | C     |

**SECTION II-RECRUITMENT AND PROMOTION**

**1. Private Secretary (Rs. 6500-200-10500)**

Recruitment to this Grade shall be made as under:

- (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; and

- (ii) 50% on the basis of departmental competitive test, as per scheme of examination notified vide CSIR letter No.33(84)/4/2001-E-I dated 15.10.2001, from amongst the Senior Stenographers who have a University Degree in any discipline with 3 years approved service.

## **2. Senior Stenographer (Rs. 5500-175-9000)**

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute as follows:-

- (i) 50% by promotion from amongst the Junior Stenographers who have rendered a minimum of 5 years of approved service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of Departmental Promotion Committee;
- (ii) 25% by examination & proficiency test limited to departmental candidates (Junior Stenographers) having minimum speed of 100 w.p.m. in shorthand and 35/40 w.p.m. in Hindi/English typing. The candidates will have to qualify a test in General Hindi/General English.
- (iii) 25% by direct recruitment by open advertisement from amongst the candidates possessing a University Degree and minimum speed of 100 w.p.m. in shorthand and 35/40 w.p.m. in Hindi/English typewriting and on the basis of a competitive test in General Hindi/General English. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. In case of departmental candidates, if otherwise qualified, there will be no age restriction in their case.

## **3. Junior Stenographer (4000-100-6000)**

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute from amongst the candidates possessing minimum educational qualification of 10+2/XII or equivalent and speed of 80 W.P.M. in shorthand and 40/35 W.P.M. in typewriting in English/Hindi and on the basis of competitive proficiency test. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. Departmental candidates will also be eligible to compete if otherwise qualified and there will be no age restriction in their case.

### **PART IV FINANCE AND ACCOUNTS CADRE SECTION I - GRADES AND SCALES OF PAY**

- 1. Posts in the Finance & Accounts Cadre shall be classified into the following Grades and designated as shown below:-

| S.No | Designation                                 | Scale of Pay             | Group |
|------|---|--------------------------|-------|
| 1.   | Senior Deputy Financial Adviser             | Rs. 14300-400-18300      | A     |
| 2.   | Deputy Financial Adviser                    | Rs. 12000-375-16500      | A     |
| 3.   | Finance & Accounts Officer                  | Rs. 10000-32515200       | A     |
| 4.   | Section Officer (Finance & Accounts)        | Rs. 6500-200-10500       | B     |
| 5.   | Assistant (Finance & Accounts)<br>Grade I   | Rs. 5500-175-9000        | B     |
| 6.   | Assistant (Finance & Accounts)<br>Grade II  | Rs. 4000-100-6000        | C     |
| 7.   | Assistant (Finance & Accounts)<br>Grade III | Rs. 3050-75-3950-80-4590 | C     |

## SECTION II-RECRUITMENT AND PROMOTION

### 1. Senior Deputy Financial Adviser (Rs.14300-400-18300)

Recruitment to this Grade shall be made by promotion on the basis of merit and on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the Deputy Financial Advisers in the grade of Rs. 12,000-375-16,500 and who have rendered not less than 5 years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

### 2. Deputy Financial Adviser (Rs.12000-375-16500)

Recruitment to this Grade shall be made by promotion on merit and from amongst the Finance & Accounts Officers in the grade of Rs. 10,000-15,200 with not less than five years of approved service in that grade and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

### 3. Finance & Accounts Officer (Rs. 10000-325-15200)

Recruitment to this Grade shall be made by promotion on the basis of merit from amongst the Section Officers (Finance & Accounts) who have completed not less than 8 years approved service in that Grade and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

Notwithstanding the above, the Controlling Authority may secure the service of experienced Finance & Accounts Officers on deputation basis for fixed period from the

CAG/CGA/Indian Railways/CGDA provided the total number of such Officers at any time does not exceed 25% of the authorized strength and suitable internal candidates are not available. Officers taken on deputation for a fixed period would not be eligible for permanent absorption in CSIR.

**4. Section Officer (Finance & Accounts) (Rs.6500-200-10500)**

- (i) 33-1/3% by promotion from amongst regular Assistants (Finance & Accounts) Grade-I who have rendered not less than 8 years approved service in that Grade on the basis of Selection-cum-Seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.
- (ii) 33-1/3% from amongst Assistants (General) Grade-I, Assistants (F&A) Grade-I, Assistants (Stores & Purchase) Grade I and Senior Stenographers who have a University Degree in any discipline and have completed not less than 3years qualifying service in their respective grades, on the basis of a departmental competitive examination. However, in the event of non-filling up of the vacancies under departmental examination quota, these vacancies shall be filled up by direct recruitment.
- (iii) 33-1/3% by direct recruitment through an open competitive examination and interview from amongst candidates possessing University Degree. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. Departmental candidates possessing requisite educational qualification will also be eligible to appear in the examination and there will be no age restriction in their case. Those who qualify in the examination will be called for interview.

**5. Assistant (Finance & Accounts) Grade-I (Rs.5500-175-9000)**

Recruitment to this Grade shall be made as follows:

- (i) 50% by promotion amongst Assistants (Finance & Accounts) Grade-II, who have completed not less than 5 (five) years of approved service as Assistants (Finance & Accounts) Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.
- (ii) 25% by means of Limited Departmental Competitive Examination from amongst Assistants (General) Grade-II/Assistants (Finance & Accounts) Grade-II/Assistants (Stores & Purchase) Grade - II, Junior Stenographers possessing University Degree with three years approved service.
- (iii) 25% by Direct Recruitment from amongst candidates possessing University Degree, on the basis of result of Open Competitive Examination and interview. Age not exceeding 28 years; relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they have the prescribed educational qualification.

**6. Assistant (Finance & Accounts) Grade-II (Rs. 4000-100-6000)**

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each Laboratory/Institute as follows:-

100% by promotion on local basis from amongst the Assistants (Finance & Accounts) Grade-III who have completed not less than 3 years approved service as Assistant (Finance & Accounts) Grade-III on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

**7. Assistant (Finance & Accounts) Grade-III (Rs. 3050-75-3950-80-4590)**

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and its National Laboratories/Institutes by direct recruitment, on the basis of result of competitive examination from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent with Commerce as one of the subjects and of 30 w.p.m. in English or 25 w.p.m. in Hindi typewriting. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not exceed 25% of the total prescribed marks.

Provided that:

- (i) 10% of the vacancies in the cadre of Assistant (Finance & Accounts) Grade-III in National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service, on the basis of seniority-cum-fitness.
- (ii) 10% of the vacancies in the cadre of Assistant (Finance & Accounts) Grade-III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (non-technical) employees borne on the regular establishment subject to the following conditions:-  
Selection shall be made through a departmental competitive examination in General Hindi/General English and General Knowledge and Proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English, confined to such Group 'D' (non-technical) employees who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent with Commerce as one of the subjects.

**PART-V**  
**STORES AND PURCHASE CADRE**  
**SECTION I -GRADES AND SCALES OF PAY**

1. Posts in the Stores & Purchase Cadre shall be classified in the following grades and designated as shown below:

| <b>S.No</b> | <b>Designation</b>                      | <b>Scale of Pay</b>      | <b>Group</b> |
|-------------|---|--------------------------|--------------|
| 1.          | Senior Stores & Purchase Officer (SG)   | Rs. 14300-400-18300      | A            |
| 2.          | Senior Stores & Purchase Officer        | Rs. 12000-375-16500      | A            |
| 3.          | Stores & Purchase Officer               | Rs. 10000-325-15200      | A            |
| 4.          | Deputy Stores & Purchase officer        | Rs. 6500-200-10500       | B            |
| 5.          | Assistant (Stores & Purchase) Grade I   | Rs. 5500-175-9000        | B            |
| 6.          | Assistant (Stores & Purchase) Grade II  | Rs. 4000-100-6000        | C            |
| 7.          | Assistant (Stores & Purchase) Grade III | Rs. 3050-75-3950-80-4590 | C            |

**SECTION II-RECRUITMENT AND PROMOTION**

1. **Senior Stores & Purchase Officer (SG) (Rs.14, 300-400-18,300)**

Recruitment to this Grade shall be made by promotion on the basis of merit on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the Senior Stores & Purchase Officers in the grade of Rs.12000-375-16500 and who have rendered not less than 5 years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

2. **Senior Stores & Purchase Officer (Rs. 12000-375-16500)**

Recruitment to this Grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the Stores & Purchase Officers in the grade of Rs. 10,000-15,200 who have rendered not less than five years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

3. **Stores & Purchase Officer (Rs. 10000-325-15200)**

Recruitment to this Grade shall be made by promotion from amongst the Deputy Stores & Purchase officers in the grade of Rs.6,500-10,500 who have rendered not less than 8 years

approved service on the basis of merit and on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates.

Notwithstanding anything to the contrary, the appointment to the posts of this grade may be made by borrowing officers for a fixed period from Central Government, allied R&D institutions and from organized service holding comparable grade or who have rendered 8 years service in the grade of Rs.6500-10500 or equivalent subject to a maximum of 33-1/3% of the number of vacancies in a year. Officers taken on deputation for fixed period would not be eligible for permanent absorption in CSIR.

**4. Deputy Stores & Purchase Officer (Rs. 6500-200-10500)**

- (i) 33-1/3% by promotion from amongst the Assistants (Stores & Purchase) Grade-I in the scale of pay of Rs.5,500-9,000 who have rendered not less than 8 years approved service in that Grade on the basis of Selection-cum-Seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.
- (ii) 33-1/3% by promotion on the basis of departmental competitive examination from amongst the Assistants (General) Grade-I, Assistants (F&A) Grade-I, Assistants (Stores & Purchase) Grade I and Senior Stenographers who have a University Degree in any discipline and have completed not less than 3 (three) years qualifying service in that grade. However, in the event of non-filling up of vacancies under the departmental examination quota, these vacancies shall be filled up by direct recruitment.
- (iii) 33-1/3% by direct recruitment on the basis of result of an open competitive examination and interview from amongst the candidates possessing University Degree. Age not exceeding 28 years, relaxable in the case of SC/ST/OBC candidates as per rules. Departmental candidates fulfilling the educational qualifications will also be eligible to appear in the examination and there will be no age restriction in their case. Those who qualify in the examination will be called for interview.

**5. Assistant (stores & Purchase) Grade-I/Stores Verification Assistant Grade-I (Rs. 5500-175-9000)**

Recruitment to this Grade shall be made as follows:

- (i) 50% by promotion from amongst Assistants (Stores & Purchase) Gr.II in the grade of Rs.4000-6000 who have rendered not less than 5 years service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of Departmental Promotion Committee.
- (ii) 25% by means of Limited Departmental Competitive examination from amongst Assistants (General) Grade-II / Assistants (F&A) Grade II / Assistants (S & P)) Grade-II / Jr. Stenographers possessing University Degree and having not less than 3 years approved service in that grade.

- (iii) 25% by Direct Recruitment from amongst candidates possessing University Degree, on the basis of result of open competitive examination and interview. Age not exceeding 28 years relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they have the prescribed educational qualification.

**6. Assistant (Stores & Purchase) Gr. II (Rs.4000-100-6000)**

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each Laboratory/Institute as follows:-

100% by promotion from amongst Assistants (Stores & Purchase) Grade III who have completed not less than 3 years approved service in that Grade on the basis of seniority subject to rejection of unfit, and on the recommendations of the Departmental Promotion Committee.

**7. Assistant (Stores & Purchase) Grade-III (Rs. 3050-75-3950-80-4590)**

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and its National Laboratories/Institutes by direct recruitment, on the basis of result of competitive examination from amongst candidates possessing minimum educational, qualification of 10+2/XII or its equivalent and speed of 30 w.p.m. in English or 25 w.p.m. in Hindi typewriting. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage of interview would not exceed. 25% of the total prescribed marks.

Provided that:

- (i) 10% of the vacancies in the cadre of Assistant (Stores & Purchase) Grade-III in National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service, on the basis of seniority-cum-fitness and on the recommendation of the DPC.
- (ii) 10% of the vacancies in the cadre of Assistant (Stores & Purchase) Grade-III in National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (non-technical) employees borne on the regular establishment subject to the following conditions:

Selection shall be made through a departmental competitive examination in General Hindi/General English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English, confined to such Group 'D' (non-technical) staff who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent.

**PART VI**  
**MISCELLANEOUS**

**(A) Selection/Departmental Promotion Committee (for Group 'A' Posts in General/Finance & Accounts Cadres):-**

The Selection/Departmental Promotion Committee for the posts of Officers of Group 'A' in General/Finance & Accounts Cadres shall be constituted from time to time by the Controlling Authority as follows:-

|    |   |                     |
|----|---|---------------------|
| 1. | DG, CSIR or his nominee   | Chairman            |
| 2. | Two Directors of National Laboratories/Institutes   | Members             |
| 3. | A representative of the Ministry of Home Affairs (for posts in the General Cadre) or Comptroller & Auditor General of India/Director of Audit, Central Revenues (for posts in Finance & Accounts Cadre) | Member              |
| 4. | Joint Secretary (Administration), CSIR  | Member (Ex-Officio) |
| 5. | Financial Adviser, CSIR   | Member (Ex-Officio) |
| 6. | Such other Member or Members as may be nominated by the DG, CSIR  | Member              |
| 7. | Representative of SC/ST   | Member              |

**(B) Selection/Departmental Promotion Committee (for Group 'A' posts in Stores & Purchase Cadre):-**

The Selection/Departmental Promotion Committee for the posts of Officers of Group 'A' in the Stores & Purchase Cadre shall be constituted from time to time by the Controlling Authority as follows:

|    |  |                     |
|----|--|---------------------|
| 1. | One outside expert to be nominated by the DG, CSIR                                 | Chairman            |
| 2. | Three outside experts to be nominated by the DG, CSIR                              | Members             |
| 3. | One Director from a National Laboratory/Institutes to be nominated by the DG, CSIR | Member              |
| 4. | Joint Secretary (Administration), CSIR   | Member (Ex-Officio) |
| 5. | Financial Adviser, CSIR  | Member (Ex-Officio) |
| 6. | Representative of SC/ST  | Member              |

**(C) Selection/Departmental Promotion Committee (for Group 'B' gazetted - all Cadres):-**

The Selection/Departmental Promotion Committee for all Grades of Group 'B' (Gazetted) shall be constituted as follows:

- (i) Joint Secretary (Administration), CSIR
- (ii) Financial Adviser, CSIR
- (iii) Representative of SC/ST

**(D) Selection/Departmental Promotion Committee (for Group 'B' (non-gazetted) and Group 'C' posts – all cadres):-**

The Selection/Departmental Promotion Committee for all Grades of Group 'B' (non- Gazetted) and Group 'C' shall be constituted as follows:

|    |  |          |
|----|--|----------|
| 1. | Director* or his nominee   | Chairman |
| 2. | Three Officers from amongst the following officers   | Members  |
|    | a) Sr. Deputy Secretary/Senior Controller of Administration/ Deputy Secretary/Controller of Administration/ Under Secretary/Administrative Officer |          |
|    | b) Deputy Secretary/Under Secretary from CSIR Hqrs./Laboratory/Institute   |          |
|    | c) Deputy Financial Adviser/Finance & Accounts Officer   |          |
| 3. | Representative of SC/ST as per rules   | Member   |

\*Joint Secretary (Admn.) in the case of CSIR Hqrs.

Note:

1. Selection/Departmental Promotion Committees for posts borne on "Local Cadres" shall be constituted by the Joint Secretary (Admn.), CSIR in the case of CSIR Headquarters and by the Directors in the case of National Laboratory/Institute.
2. The authority authorized to hold competitive/qualifying examinations, wherever provided in the rules, shall be prescribed by the Controlling Authority.
3. \*Age Relaxation: The upper age limit prescribed for direct recruitment would be:(i) 28 years relaxable for SC/ST/OBC and certain other categories as notified by the Central Govt. from time to time, (ii) relaxable cumulatively with any other age relaxation for SC/ST/OBC.

**4. General conditions of service:**

- (i) Officers recruited in or promoted to a Grade shall be placed on probation for a period of one year from the date of appointment and the probationary period may be extended or curtailed at the discretion of the appointing authority.
- (ii) Officers recruited direct or promoted to a Grade shall undergo such training as may be prescribed from time to time.
- (iii) Officers holding posts under the CSIR shall be liable to serve anywhere in India.

- (iv) Reservations shall be made for members of the Scheduled Castes/Scheduled Tribes/OBC/Physically Handicapped in vacancies filled by direct recruitment and for Scheduled Castes/Scheduled Tribes/Physically Handicapped persons by promotion in accordance with the orders issued by the Govt. of India/ CSIR from time to time.
5. **Appointment to short-term vacancies:** Notwithstanding the provisions contained in these Rules, short-term vacancies may be filled locally subject to such orders as may be issued by the Controlling Authority from time to time.
6. **Recruitment through Employment Exchange:** Notwithstanding the provisions contained in these rules, posts in the categories of Assistant (General) Grade III / Assistant (Finance & Accounts) Grade-III, Assistant (Stores & Purchase) Grade-III and Junior Stenographers shall normally be filled from amongst the identified casual workers of CSIR and its Laboratories/Institutes or through Employment Exchange (as per instructions issued from time to time), other conditions for recruitment being the same as prescribed for direct recruitment.
7. The Director-General, CSIR may from time to time issue such general or special directions as may be necessary to relax or remove the difficulties in the operation of any of the provisions of these Rules.
8. Where any doubt arises with regard to interpretation of any of the provision(s) of these Rules, the matter shall be referred to the Director-General, CSIR whose decision shall be final.
9. **Procedure for Departmental Examination:** A common examination for all the vacancies up to the level of Section Officer in all the cadres in CSIR Hqrs. and its National Laboratories/Institutes shall be conducted by the CSIR Headquarters and the names of candidates qualifying in the examination will be selected for making appointments as far as possible on the basis of preferences shown by the candidates in their applications.

#### 10. Pay fixation

The pay of Officers and staff shall be fixed as per rules and CSIR instructions issued on the subject.

**(1)**

**Sub:- Recommendations of the Sidhu Committee for career development of administrative staff of CSIR – Implementation thereof.**

On the recommendations of the Sidhu Committee for career development of the CSIR has approved that the posts of Assistants hitherto borne on the common cadre shall hereinafter be treated as "local cadre" posts. The recruitment to these posts will be made as per the procedure outlined in the revised CSIR Administrative Services (Recruitment & Promotion) Rules 1981 being circulated separately.

The above orders shall come into force with immediate effect.

*Copy of CSIR letter No. 33(89)/81-E.I dated 12.11.1981*

**(2)**

**Sub:- Constitution of Screening Committees.**

I am directed to state that as per laid down procedure Screening Committee for shortlisting the applicants to be called for trade test/interview are required to be constituted. It has, however, been noted that in some cases, the Screening Committees are neither constituted as per procedure nor is screening done based on some uniform criterion, thereby resulting in grievance from some applicants. Accordingly, the position is clarified as under:-

- (i) The Screening Committees should invariably be constituted from among the members of the Selection Committee. These Committee should also have a member belonging to SC/ST community for screening/selection where reservation is applicable and also where SC/ST candidates are being considered.
- (ii) The Screening Committee should screen applicants, classify them in various categories according to their plus qualifications and/or experience and call for interview only those candidates who fall within those categories eliminating those who do not satisfy those criterion. This would mean that screening committees should fix some uniform criterion before screening the applications.

The relevant circulars issued regarding relaxed standards were forwarded to you vide this office letter No. 2/B9/SC/ST-Cell dated 7.3.1990. I would request you kindly to ensure that the guidelines laid down in these communication are scrupulously followed till such time changes, if any, considered necessary are made and circulated to the Labs./Instts.

*Copy of CSIR letter No. 2(Misc.)-Rectt./90-R&A dated 21.7.1993*

**(3)**

**Sub:- Admissibility of transfer TA to the Council employees appointed on the basis of Competitive Examination/Selection.**

I am directed to state that at present the transfer TA to the Central/State Government Employees competitive examination is admissible if they have been allowed to retain lien in their parent department, as per decision communicated vide CSIR letter No. 8(325)4/85-E.I dated 24<sup>th</sup> Dec. 1986. However, with the revision of the Policy for the Central/State Government/Autonomous Bodies/University employees who are relieved to join CSIR service on the basis of competitive examination/after selection either on technical resignation or immediate absorption basis are not eligible for transfer TA, which is adversely affecting the mobility of Scientific talent.

The matter was accordingly placed before the Government Body at its meeting held on 12<sup>th</sup> Jan., 1994 for consideration. The Governing Body has approved that the employees of Central and State Government/Universities/Public Sector Undertakings/Autonomous Bodies joining CSIR service on the basis of competitive examination/after selection may be allowed the benefit of the transfer TA in relaxation of SR-114.

The above decision of the Governing Body may kindly be brought to the notice of all concerned officers of your Labs/Instts. for their information, guidance and necessary action.

*Copy of CSIR letter No. 14(13)/13-DBTP/92-E.II dated 23.3.1994*

**(4)**

**Sub:- CSIR Administrative Services (Recruitment & Promotion) Rules, 1982-amendment thereof.**

I am directed to state that the Governing Body of CSIR, at its meeting held on 12.1.1994, has approved the amendment to the existing provision for recruitment to the post of Under Secretary/Administrative Officer (Gr.I). Accordingly, the following additions be made:-

i) Vacancies in this grade occurring in a year be filled in the ratio of 2:1 from amongst Section Officers (Gen.) and Sr. Personal Asstts. (now re-designated as Private Secretaries). In the event of non-availability of suitable officers for filling up vacancies earmarked for a Cadre, such unfilled vacancies will not be filled up from officers of another Cadre; and

(ii) 25% of the Private Secretaries who have completed minimum six years of approved service as Sr. Personal Asstts. (now re-designated as Private Secretaries) be made to work as Section Officer (Gen.) for a period of one year before they are considered for promotion to the post of Under Secretary/Administrative Officer.

Note: Governing Body also approved appointments/selections made so far as Sr. Personal

Asstts., now re-designated as Private Secretaries to the post of Under Secretary/Administrative Officer (Gr.I) in the scale of Rs.3000-4500.

*Copy of CSIR letter No.33(113)/87-E.I dated 5.4.1994*

(5)

**Sub:- Application fee for selection to various posts in CSIR.**

With reference to your letter No.1-26/90-PL .dated 24th August, 1994 and in continuation of this office letter of even No. dated 8<sup>th</sup> August, 1994 on the subject cited above, I am directed to clarify that the application fee of Rs.25/- is not payable by the departmental candidates i.e. regular employees working in CSIR Labs./Instts.

As regards your query - whether selection can be made if there is only one candidate; your attention is invited to Rule 10.2 of the CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff which provides that as far as possible a minimum of 3 candidates per post should be shortlisted for interview/trade test. You are, therefore, requested to take action accordingly.

*Copy of CSIR letter No. SDS/S&T. Rules/92-R&A dated 19.9.1994*

(6)

**Sub:- Verification/ acceptance of caste certificates produced by the candidates.**

I am directed to forward herewith a copy of Office Memorandum No. 36019/2/94-Estt. (SCT) dated 23.2.1995 received from Government of India, Ministry of Personnel, Public Grievances and Pensions (DOPT) on the above subject for your information, guidance and compliance.

*Copy of CSIR Endorsement No.28/94/SC/ST-CELL dated 9.3.1995*

Kindly refer to this Department's OM No. 36012/6/88-Estt.(SCT) dated 24.4.90 on the above subject wherein it was indicated inter-alia that the caste/tribes certificates issued by the Revenue Officer and not below the rank of Tehsildar should be accepted for the purpose of employment in Central Government. The Govt. of Tamil Nadu vide their GOMS No. 2137 dated 11.11.89 and issued instruction that the community certificate in respect of community included in the list of Scheduled Tribes for the purpose of appointment in public services under the Central Govt./State Govt. etc. shall be issued only by the Revenue Divisional Officer. The above said orders will be issued in consultation with the Ministry of Welfare vide their letter No. 12017/5/89-SCD, (R Cell) dated 28.9.89.

It is clarified that in so far as the Scheduled Tribes community of Tamil Nadu is concerned the certificate given by the Revenue Divisional Officer instead of Tehsildar should only be accepted for the purpose of employment under the Govt. of India.

(7)

**Sub:- Verification of Character and antecedents.**

I am directed to draw your attention to this office letter of even number dated 11.5.1992 and DO dated 7.7.1995 from the DG, CSIR forwarding a format for making appointment under

the externally funded projects and to state that keeping in view the fact that for security reasons verification of character and antecedents is a pre-requirement for appointment of staff as per instructions issued by the Govt. of India, it has been approved by the competent authority that this pre-appointment formality should also be completed in respect of the persons engaged for the externally funded projects. It has accordingly been decided that the following clause may be inserted as (c) under para 7 of the said format:-

(c) Verification of character and antecedents from competent authority.

It is, therefore, requested that the above clause may invariably be incorporated in the offer of appointment to be issued to the persons to be engaged under the externally funded projects and character and antecedents should be got verified through detailed or simple verification procedure, as the case may be, in accordance with the instructions issued by the GOI on the subject from time to time. The above decision may kindly be brought to the notice of all concerned in your lab./Instt. for their information, guidance and strict compliance.

*Copy of CSIR letter No.5/8/90-E.II dated 16.5.1996*

**(8)**

**Sub:-Representation of scheduled Castes and Schedule Tribes in Govt. services.**

I am directed to forward herewith a copy of O.M. No.36027/67/95-Estt(Res.) dated 12.3.1996 with its enclosures i.e. O.M.Nos.7(7)-E(Coord)/93 dated 3.5.1993 and OM No.7(7)-E(Coord)/93 dated 6.4.1994 received from the Ministry of Personnel, P.G.& Pensions(DOPT) regarding reviewing the Quota of representation of SC/ST in Govt. services with reference to the vacancies filled up by general category candidates. The reservation policy of Government of India is also applicable in CSIR services and, as such, instructions enclosed may kindly be followed strictly.

It is also clarified that the ban imposed on creation of posts/filling up the vacancies is not applicable for the post reserved for SC/ST vacant for one year or more to the extent necessary for maintaining the reservation quota taking into account filled up general quota post/vacancies.

*Copy of CSIR letter No.20/96/SC/ST-Cell dated 10.6.1996*

**(9)**

**Sub:- Verification of Character and antecedents.**

In continuation of this office letter of even number dated 16.5.1996, I am directed to state that as per GOI instructions on the subject mention above, for the non sensitive projects, the procedure for prior detailed verification of character and antecedents could be initiated

simultaneously with selection of persons concerned( such as getting the Attestation Form filled and sending it to the concerned authorities for verification), and the appointment may itself not wait till the result of the verification of character and antecedents. In cases where the adverse finding is reported, termination simpliciter is resorted to before the completion of probation. (Since the persons on sponsored project are engaged on contract without any probationary period, the services of concerned persons engaged under such project may be dispensed with immediately on receipt of the adverse report from the concerned authorities). No reference should be made in the order to police Report etc. However, for the sensitive Projects, the procedure of prior detailed verification has to be followed scrupulously.

The above instructions may kindly be kept in view while engaging persons under the externally funded projects, in the interest of timely completion of the time targeted sponsored projects. However, the appointment against the vacancies be made only after completion of all the pre-appointment formalities including verification of character and antecedents.

*Copy of CSIR letter No.5/8/90-E.II dated 20.6.1996*

**(10)**

**Sub:- CSIR Administrative Service (R&P) Rules, 1982.**

I am directed to state that the question regarding constitution of selection/Departmental Promotion Committee for the post of Assistant (Gen), Sr. Stenographer and Stores & Purchase Assistants (Gr. III) consequent upon the retrospective revision of the pay scale of pay of these posts from 1400-2600 to 1640-2900 has been under consideration of CSIR.

Keeping in view the fact that these posts are still borne on and are to be filled up at the local labs./instts. level, it has been decided to retain the same composition of Selection/Departmental Promotion Committee as has been prescribed under the CSIR Administrative Services (R&P) Rules, 1982 for Group C posts as was the case prior to the revision of the scales.

*Copy of CSIR letter No. 33(113)/95-E.I dated 21.6.1996*

**(11)**

**Sub:- Grant of higher start for departmental promotees to Section Officers (Gen.)/Private Secretary grade and grant of minimum increase in the basic pay in case of promotion from Under Secretary level to Deputy Secretary level.**

I am directed to state that the Governing Body of CSIR at its first meeting held on 26.4.1996 has approved the following:

- (i) Grant of higher start in the form of two advance increments to Assistants/Sr. Stenographers in CSIR on their promotion to the post of Section Officer (Gen.)/Private Secretary respectively in terms of Government of India, DoPT OM No.5/16/88-CS-I dated 21.3.1994. These orders shall take effect from 1.1.1986. However, the actual payment shall be effective from 26.10.89;
- (ii) Grant of minimum increase in basic pay of Rs.250/- per month in case of promotion from Under Secretary level to Deputy Secretary level in terms of Government of India DoPT. OM No.5/3/89-Estt. (Pay-I) dated 6.3.1991. These orders shall take effect from 1.1.86.

A copy each of the Govt. of India, DoPT OMs dated 21.3.1994 and 6.3.1991 respectively cited above and subsequent OM No.5/3/89-Estt. (P.I) dated 6.8.1991 issued on the subject are also enclosed for ready reference.

Accordingly, the notes (i) & (iii) appearing under Part II Section I (General Cadre) in the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 stand amended as under effective from 1.1.1986:-

| S.No. | Existing Provision   | Revised Provision  |
|-------|--|--|
| i)    | The pay of an Officer of Grade. I of the service promoted to the Selection Grade shall be fixed at such stage in the scale as shall give him an increase of not less than Rs.150/- p.m. over his pay in Grade-I. | The pay of an Officer of Grade-I of the service promoted to the post of D.S. level shall be fixed at such stage in the scale as shall give him an increase of not less than Rs.650/- p.m. over his pay in Grade-I  |
| ii)   | The pay of an Officer appointed on promotion from Grade-III to Grade-II shall be fixed under the Fundamental Rules of Govt. of India subject, however, to a minimum of Rs.710/-p.m.                              | The pay of an Officer appointed on promotion from Grade. III to Grade-II (Asstt.(G)/Sr. Stenographer on their promotion to the post of Section Officer (G)/Private Secretary, respectively) shall be fixed under the fundamental rules of Govt. of India subject, however, to a minimum of Rs.6900/-p.m. |

The pay fixation shall be subject to such other restrictions/clarifications etc. as may be issued by Government of India from time to time.

The above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

*Copy of CSIR letter No.33(81)/96-E.I dated 12.7.1996*

**(12)**

**Sub:- Amendment to "CSIR Administrative Services (Recruitment & Promotion) Rules, 1982.**

The Governing Body of CSIR in its 141st meeting held on 26th April, 1996 has approved the following amendment to "CSIR Administrative Services (Recruitment & Promotion) Rules, 1982:-

| Existing Rule  |    | Amended Rule   |
|--|----|--|
| The upper age limit prescribed for direct recruitment may be relaxed up to a maximum of 5 years if a candidate belongs to SCs/STs. |    | The upper age limit prescribed for direct recruitment would be:-   |
|  | 1. | Relaxation for SCs/STs/OBCs and certain other categories as notified by the Central Govt. from-time to time. |
|  | 2. | Relaxable cumulatively with any other age relaxation for SCs/STs/OBCs.                                       |

The aforesaid amendment to Recruitment Rules will come into force with immediate effect.

*Copy of CSIR letter No.2(Misc.)/Rectt./94-R&A dated 5.8.1996*

**(13)**

**Sub:-Amendment in the CSIR Administrative Services (Recruitment and Promotion) Rules, 1982-Consideration of seniors who have not completed the qualifying service for promotion in cases where the juniors who have completed the requisite service are being considered.**

I am directed to state that the Governing Body of the CSIR has approved the insertion of the following "Note" in the CSIR Administrative Services (Recruitment and Promotion) Rules, 1982 in Part-I, General, Section-I, Preliminary below sub-clause (viii) of point No. 2 definitions:

"Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for

promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service."

The above amendment in the said Rules shall be applicable with prospective effect from the date of issue of this letter.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt.

*Copy of CSIR letter No. 33(113)/87-E.I dated 18.12.1996*

**(14)**

**Sub:- Ad-hoc appointment/Promotions.**

I am directed to state that references were being received from the Labs./Instts. The matter was therefore placed before the Governing Body for its consideration.

The GB considered the matter at its 142nd meeting held on 26.10.96 and approved making of ad-hoc appointments on administrative posts in CSIR strictly in accordance with the instructions contained in DOPT OM No. 28036/8/87-Estt.( D) dated 30.3.1988\* for a period not exceeding one year. A copy of the said OM dated 30.3.1988 which was also forwarded earlier vide this office circular of even number dated 30.9.1993 is again enclosed for ready reference.

It is requested that the above decision may kindly be brought to the notice of all concerned in your lab./instt. for information, guidance and necessary action.

\*Please refer to order No. 308 at page 398 of Swamy's Annual 1988.

*Copy of CSIR letter No. 14 (6)/22/88-E.II dated 7.2.1997*

**(15)**

**Sub: - Verification of Character and antecedents of candidates selected for appointment to Group –A&B In CSIR- reg.**

I am to invite a reference to this office 'Secret' letter of even number dated 23<sup>rd</sup> Feb; 1993 wherewith a copy of the updated Brochure on Verification of Character and Antecedents Third Edition 1992, brought out by the Ministry of Personnel. Public Grievances and Training was sent to you for information, guidance and compliance The Brochure also embodies procedures inter-alia relating to appointment in higher level posts equivalent to Group 'A' and 'B' other than sensitive posts in non-sensitive organizations.

2. Of late however instances have come to the notice of DGCSIR where undue delay has occurred in making appointments to non-sensitive posts in some laboratories.
3. With a view therefore to remove ambiguity or difficulty experienced in this regard, DGCSIR has directed that procedure outlined vide sub-para (2) of para III of the DP&AR OM No 18011/10(s)/83-Estt.(B) dated 15<sup>th</sup> February 1984 at page 91 of the said Brochure, as reproduced below may be adopted uniformly:-

While the procedure for prior detailed verification of character and antecedents is initiated simultaneously with the selection of the persons concerned (Such as getting the attestation form filled and sending it to the concerned authorities for verification), the appointment may itself not wait till result of the verification of character and antecedents. In' cases where the adverse finding is reported termination simplicitor should be resorted to before the completion of probation. No reference should be made in the order to Police reports etc.

4. Prior verification of character and antecedents as at present though Record and Simple Verification would continue in respect of non-sensitive posts equivalent to Group 'C' and Group 'D'.
5. In the case of appointment of candidates living abroad however at the time of selection or in the preceding five years which requires clearance from the Intelligence Bureau and in cases where the appointments are to be made in sensitive areas irrespective of the rank, the extant procedure of prior detailed verification of character and antecedents will continue to be followed.
6. The classification of post and the certificate that the appointment's being made against a non-sensitive post will be formally put on record by the Director on the recommendation of the concerned Head of Division. Accordingly under no circumstance such an appointee would be assigned work/project of a sensitive nature until after receipt of clear report on the detailed verification from the concerned authorities.
7. DGCSIR has further directed that COA/AO of the respective Lab./Instt. would be personally responsible for ensuring strict observance of the afore-said procedure and any violation or deviation there from would invite serious view of the lapse on the part of concerned officer.

*Copy for CSIR letter No. (2)/74-O&M dated 15.5.1997*

**(16)**

**Sub:- Vacancy based roster shall be replaced by posts based rosters.**

The Ministry of Personnel, Public Grievance and Pensions (Department of Personnel & Training) vide their order no. 36012/2/96-Estt. (Res) dated 2<sup>nd</sup> July 1997 (Copy enclosed) have

issued instructions about the preparation of rosters based on the posts available in each cadre/group. Hitherto, the rosters were being maintained based on the vacancies available in each cadre/group. The above mentioned order stipulates that the vacancy based rosters shall be replaced by posts based with immediate effect. Detailed instructions about the preparation of the new rosters are given at annexure of the order. Immediate action may kindly be initiated for preparation of the new rosters. Recruitment should be with-held till the revised rosters are brought into operation and the recruitment carried out according to the instructions contained in the order.

With kind regards,

*Copy of CSIR letter No. 20/95/SC/ST Cell dated 25.7.1997*

**(17)**

**Sub:- Maintenance of records relating to the Selection/Assessment/Departmental Promotion Committee.**

I am directed to state that with a view to obviate allegations of malafide against the Selection/Assessment/Department Promotion Committee, the DG., CSIR has been pleased to approve that in future in addition to all the other related documents/ records already being maintained as per retention schedule prescribed under the relevant Rules/instructions, the original work sheets on which the marks have been recorded by each member of the selection/assessment/departmental promotion Committee should also be maintained for a minimum period of one year after the meeting of the Committee.

The above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and strict compliance.

*Copy of CSIR letter No. 17/66/94-PPS dated 17.10.1997*

**(18)**

**Sub:- Representations from Council employees on service matters.**

I am directed to invite your kind attention to the provisions under Rule-20 of the CCS(Conduct) Rules 1964 as made applicable to the Council employees, according to which no employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

Instructions have also subsequently been issued by the GOI/CSIR from time to time that whenever, in any matter connected with his service rights or conditions, an employee wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level

as is competent to deal with the matter. No appeal or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities e.g. those addressed to President or Vice-President must not be made unless all means of securing attention or redress from lower authority have been exhausted, and even in such cases the representations must be submitted through the proper channel.

It has been observed that inspite of reiteration of the above instructions time and again, representations continue to be addressed by the employees to the DG, CSIR and other higher authorities. This is not only undesirable but also contrary to official propriety and subversive of discipline constituting breach of Rule 20 of the CCS(Conduct) Rules referred to above.

It is requested that the above instructions may again be brought to the notice of all the employees of your Labs./Instts. for their information/guidance and strict observance. Any breach of these rules/instructions shall be viewed very seriously and the employee concerned shall render themselves liable for disciplinary action under the relevant rules.

*Copy of CSIR letter No. 17(226)/97-E.II dated 24.11.1997*

(19)

**Sub:- Recruitment to the posts in the pay scale below Rs.1400-2300 (Pre-revised) through Employment Exchange.**

I am directed to enclose here with a copy of the judgment dated 26<sup>th</sup> March, 1998 delivered by the Central Administrative Tribunal, Principal Bench, New Delhi in OA 826/97(Kulwant Singh and Tanwir Ahmed Qureshi Vs. Director, Indian Institute of Petroleum, Dehradun) on the above subject for your information and guidance.

In the above context it may also be mentioned here that as per Scheme formulated based on the directions of the Hon'ble Supreme Court in the case filed by some of the casual workers and approved by the Governing Body circulated vide CSIR letter No. 2/28/91-EII dated 6.12.1995, all the vacancies in Groups — I & II (Technical) and Groups - C & D (Non-technical) are to be utilized for regularization of the casual workers identified for absorption under the said Scheme and no direct recruitment from outside candidates is to be made till such time all the eligible casual worker engaged by the different Labs./Instts. are regularized. This condition also applies to the Labs./Instts. Where there may not be any eligible casual workers. In their cases, if any of the vacancies in Groups I&II (Technical) and Groups C&D (Non-technical) is to be filled up with the approval of the competent authority, the names of the eligible casual workers have to be obtained from other Labs./Instts. For this purpose, the vacancies should be notified to all the Labs./Instts. through the letters addressed to the Directors by Registered post requesting them to bring the same to the notice of all the eligible Casual workers and to send back the applications received in response from the concerned casual workers.

It has been noted that some of the Labs./Instts. are still restoring to the recruitment to the above category of posts from outside candidates which is not in order. It is, therefore, requested that the above instructions may kindly be brought to the notice of all concerned in your Lab./Instt. once again for information, guidance and strict compliance.

*Copy of CSIR letter No. 2(28)/91-E.II dated 20.5.1998*

**(20)**

**Sub:- CSIR Administrative Services (Recruitment and Promotion) Rules, 1982 - amendment thereof.**

I am directed to state that the Governing Body of CSIR at its 144th meeting held on 18.2.1998 has accorded approval for re-classification of the following posts as Group-B posts (from Group-C) consequent on the revision of the scales of pay of the posts of Rs.5500-9000.

1. Asstt.(General)
2. Asstt. (Finance & Accounts)
3. Senior Stenographer
4. Stores & Purchase Assistant Gr.III

Accordingly, the Group mentioned against the said posts in the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982, as amended from time to time, may be read as "B".

*Copy of CSIR letter No.33(113)/87-E.I dated 8.6.1998*

**(21)**

**Sub:- Compassionate Appointments.**

I am directed to refer to this office letter of even number dated 17.11.1997 regarding compassionate appointments and to state that on the recommendations of the Working Group and the Standing Committee at CSIR Hqrs., constituted for redressal of issues of common interest of the staff members, DG, CSIR has been pleased to accord approval for taking the following measures to ensure proper monitoring and expeditious finalization of compassionate appointment cases:

1. The meetings of the Compassionate Appointment Committee as prescribed under the letter referred to above should be convened regularly even if there is no case and a quarterly return sent to CSIR; and
2. In the event of non-availability of vacancies in the appropriate grades/group of the Labs/Instts may explore the possibility of providing compassionate appointments against vacancies available in higher grades/groups in cases of extreme hardship subject to

subsequent adjustment in future as & when the vacancies in the appropriate grades/group become available.

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

*Copy of CSIR letter No. 17/108/78-E.II dated 11.6.1998*

**(22)**

**Sub:- Guidelines for transfers and posting of Common Cadre Officers of CSIR.**

The Director-General, CSIR, on the recommendation of the Committee constituted for review of the existing guidelines for transfers and posting of common cadre officers of CSIR, has approved the following guidelines :-

**GUIDELINES FOR TRANSFERS/POSTING OF COMMON CADRE OFFICER OF CSIR.**

**I      Transfers in public interest**

1. Officers on promotion will be transferred out of their present station.
2. Officers will ordinarily be considered for transfer after three years of stay at a Laboratory/Institute. In case of difficult stations, transfer can be considered after 2 years.
3. Officers appearing for interview for promotion will be required to provide their choice of three stations in order of preference of posting. In respect of Gr. A Officers, they will be required to give their choice for regions. The TPC will give due weightage to the order of preference for posting of the individual in the overall background of availability of vacancies and the felt needs at the time of consideration of such cases.
4. Officers having only three years or less service before retirement will, as far as possible, be retained at the same station even on promotion or otherwise barring exceptions at the discretion of the competent authority.
5. An officer who has already spent more than 1/3rd of his qualifying service for pension at different stations outside his present place of posting may be allowed to continue beyond five years as an exceptional case on merit of each case and in larger interest of CSIR with the specific approval of DG, CSIR for every year of extension.
6. Female employees will, as far as possible, be transferred within the station/region subject to felt need and availability of vacancies.

7. Whenever the spouse of an Officer is also working in the CSIR system, the transfer will be effected, as far as possible, in the same station subject to the felt needs and availability of vacancies.
8. Transfer orders will be issued well before the start of academic session preferably in the month of February/March.

## **II      Request Transfers:**

1. Transfers on request from the officers will be considered subject to availability of vacancies provided an officer has served the minimum residency period of 3 years in a Laboratory /Institute or 2 years in a Laboratory/Institute at a difficult station. Such requests can only be on medical emergency or other genuine personal reasons. The genuineness of medical ground has to be certified by the duly constituted medical board.
2. Officers transferred on their request will be eligible for T.A., Joining time and other allowances as per rules if they have served 3 years or more at a normal station or 2 years or more at a difficult station. In other cases of transfers on personal request, the officers will not be eligible for T.A. and Joining time etc.
3. Officers with less than 3 years service left before retirement, may be transferred to their choice stations subject to felt needs and availability of vacancies.
4. The laboratories/Institute of CSIR falling under the category of difficult stations and the grounds on which personal requests for transfer could be considered, will be communicated separately.

Notwithstanding the above guidelines, any officer of the common cadre can be transferred by DG, CSIR at any time in public interest.

The above guidelines are issued in supersession of all the earlier guidelines issued on the subject and are with immediate effect.

*Copy of CSIR letter No. 33(51)775-E.I dated 10.7.1998*

**(23)**

### **Sub:- Provision of a higher start for Departmental promotee Section Officers and Private Secretaries of CSIR and its National Labs./Intts.**

The Joint Secretary (Admn.) CSIR in consultation with Finance has been pleased to accord approval to the adoption of GOI, DOPT OM No. 21/18/97-CS.I dated 1.1.98 on the subject noted above and to allow the benefit of higher start to the Departmental promotee Section Officers

and Private Secretaries of CSIR and its National Labs./Instts. as per the terms of the GOI OM referred to above.

*Copy of CSIR letter No. 33(1)/Misc./98 dated 14.7.1998*

**(24)**

**Sub:- Admissibility of transfer TA to Council employee on appointment against an Advertised post on the basis of competitive exam/selection-reg.**

With reference to your letter No. 3-GC(1423)/97-E.II dated 18.5.1998 on the subject cited above, I am directed to state that transfer TA will be admissible to a CSIR employee joining another sister Lab./Instt. located at another station on the basis of Open Competitive Exam/Interview as already being extended to employees of Central Govt./State Govt./PSUs/Universities joining CSIR in relaxation of SR-114 in terms of CSIR circular letter of even number dated 23.3.1994(copy enclosed).

*Copy of CSIR letter No. 14(2)/13/DBTP/92-E.II dated 28.7.1998*

**(25)**

**Sub:-Amendment to CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 - Part V Stores & Purchase Cadre.**

I am directed to convey the approval of the Director General, CSIR for the amendment of para 5(iii) under Section II of Part V Stores & Purchase Cadre of CSIR Administrative Services (R & P) Rules, 1982, as amended from time to time, as given below subject to ratification by the Governing Body.

| Existing Rules  | Amended Rules  |
|---|--|
| 5.<br>(iii) 25% by direct recruitment by advertisement from amongst candidates possessing bachelors degree or equivalent on the basis of result of competitive test. Age not exceeding 28 years. Departmental candidates fulfilling the above condition of educational qualifications will be eligible to compete and there will be no age restriction in their case. | 5.<br>(iii) 25% by direct recruitment by advertisement from amongst candidates possessing bachelors degree or equivalent on the basis of result of competitive examination and interview. Age not exceeding 28 years. Departmental candidates fulfilling the above condition of educational qualifications will be eligible to compete and there will be no age restriction in their case.<br>Procedure for examination<br><br>A common examination for all vacancies in the laboratories/institutes including CSIR Hqrs. will |

|  |   |
|--|---|
|  | be conducted by the CSIR and the names of the candidates qualifying in the said examination will be forwarded to the labs./instts. for making appointment on the basis of preference shown by the candidates in their applications for a particular lab./instt. |
|--|---|

The amendment will come into force with immediate effect.

In view of the above amendments, all selections to the posts of Stores & Purchase Assistants/Stores Verification Assistants Gr. III falling under Departmental and Direct recruitment quota will henceforth be done by the CSIR Hqrs. However, where selections have already been finalised, appointments may be made accordingly. In all other cases, recruitment to the above mentioned posts, if in process, may be cancelled and the vacancy position for the different quota with details of categories such as SC/ST/OBC/General may be communicated to CSIR Hqrs. for initiating the recruitment action.

It is requested that this may kindly be brought to the notice of all concerned in your lab./instt. for information.

*Copy of CSIR letter No. 33(113)/87.E.I dated 1.9.1998*

(26)

**Sub:- Scheme for Compassionate Appointment under the Central Government – Revised Consolidated instructions.**

I am directed to forward herewith a copy of Scheme for Compassionate Appointment received from the Govt. of India vide Deptt. of Personnel and Training OM No. 14014/6/94-Estt(D) dated 09.10.1998 for your information, guidance and compliance please.

*Copy of CSIR letter 17(109)/78/E.II dated 18.11.1998*

No. 14014/6/94-Estt(D) dated 9<sup>th</sup> October, 1998 of Government of India, Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training)

Subject:- Scheme for compassionate appointment under the Central Government – Revised consolidated instructions.

The undersigned is directed to say that the existing instructions for making compassionate appointment under the Central Government have since been reviewed in the light of the various court judgements and other decisions including those taken on the various recommendations contained in the Fifth Central Pay Commission Report as well as the Study

Reports of 1990 and 1994 prepared by the Department of Administrative Reforms and Public Grievances on the subject and they have accordingly been revised/simplified and consolidated as in the enclosed scheme which will super cede all the existing instructions on the subject. This may be brought to the notice of all concerned for information, guidance and necessary action.

## **SCHEME FOR COMPASSIONATE APPOINTMENT**

### **1. OBJECT**

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

### **2. TO WHOM APPLICABLE**

To a dependent family member —

(A) of a Government servant who —

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or

(B) of a member of the Armed Forces who —

- (a) dies during service; or
- (b) is killed in action; or
- (c) is medically boarded out and is unfit for civil employment.

**Note I** "Dependent Family Member" means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried Government servant or
- (e) member of the Armed Forces referred to in (A) or (B) of this para,

-- who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

**Note II "Government servant"** for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or reemployment basis.

**Note III "Confirmed work-charged staff"** will also be covered by the term 'Government servant' mentioned in Note III above.

**Note IV "Service"** includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

**Note V "Re-employment"** does not include employment of ex-serviceman before the normal age of retirement in a civil post.

### **3. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT**

- (a) Joint Secretary in-charge of administration in the Ministry/Department concerned.
- (b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.
- (c) Secretary in the Ministry/Department concerned in special types of cases.

### **4. POSTS TO WHICH SUCH APPOINTMENTS CAN'T BE MADE**

Group 'C' or Group 'D' posts against the direct recruitment quota.

### **5. ELIGIBILITY**

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

### **6. A. EXEMPTIONS**

Compassionate appointments are exempted from observance of the following requirements:-

- (a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.

- (b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.
- (c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

## **B.RELAXATIONS**

- (a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

**Note I** Age eligibility shall be determined with reference to the date of application and not the date of appointment;

**Note II** Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

- (b) Secretary in the Ministry/Department concerned is competent to relax temporarily educational qualification as prescribed in the relevant recruitment rules in the case of appointment at the lowest level e.g. Group 'D' or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted upto a period of two years beyond which no relaxation of educational qualifications will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.

**Note** In the case of an attached/subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.

- (c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard.-
  - (i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or
  - (ii) by the Establishment Division of the Department of Personnel and Training if the post is not included in the Central Secretariat Clerical Service.
- (d) Where a widow is appointed on compassionate ground to a Group 'D' post, she will be exempted from the requirement of possessing the educational qualification prescribed

in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

## **7. DETERMINATION/AVAILABILITY OF VACANCIES**

- a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- b) Compassionate appointments can be made upto a maximum of 5% of vacancies failing under direct recruitment quota in any Group 'C' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz. SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
- c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments.
- d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilizing any other vacancy e.g. sports quota vacancy.
- e) Employment under the scheme is not confined to the Ministry/Department/Office in which deceased/medically retired Government servant had been working. Such an appointment can be given anywhere under the Government of India depending upon availability of a suitable vacancy meant for the purpose of compassionate appointment.
- f) If sufficient vacancies are not available in any particular officer to accommodate the persons in the waiting list for compassionate appointment, it is open to the administrative Ministry/Department/Office to take up the matter with other Ministries/Departments/Offices of the Government of India to provide at an early date appointment on compassionate grounds to those in the waiting list.

## **8. BELETED REQUESTS FOR COMPASSIONATE APPOINTMENT**

- (a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place

long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.

- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.

#### **9. WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED**

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

#### **10. WHERE THERE IS AN EARNING MEMBER**

- (a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.
- (b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

#### **11. MISSING GOVERNMENT SERVANT**

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:
- (i) an FIR to this effect has been lodged with the Police,
  - (ii) the missing person is not traceable, and
  - (iii) the competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to the case of a Government servant:-
- (i) who had less than two years to retire on the date from which he has been missing; or
  - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
- (d) While considering such a request, the results of the Police investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

## **12. PROCEDURE**

- (a) The proforma as in Annexure may be used by Ministries/Departments/ Offices for ascertaining necessary' information and processing the cases of compassionate appointment.
- (b) The Welfare Officer in each Ministry/Department/Office should meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.
- (c) An application for appointment on compassionate grounds should be considered in the light of the instructions issued from time to time by the Department of Personnel and Training (Establishment Division) on the subject by a committee of officers consisting of three officers - one Chairman and two Members - of the rank of Deputy Secretary/ Director in the Ministry/Department and officers of equivalent rank in the case of

attached and subordinate offices. The Welfare Officer may also be made one of the Members/Chairman of the committee depending upon his rank. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.

- (d) Recommendation of the committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to the next higher authority for a decision.

### **13. UNDERTAKING**

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.

### **14. REQUEST FOR CHANGE IN POST/PERSON**

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, -

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

### **15. SENIORITY**

- (a) The inter-se seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits/promotees.
- (b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

## **16. GENERAL**

- a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group 'D' Government servant to a erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
- c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.
- d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/ Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- e) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status.
- g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Government servants and to bring it at par with the upper age-limit of 57 years prescribed therein for erstwhile Group 'D' Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for

Group 'A'/'B'/'C' Government servants (which is at par with the age of retirement of 60 years applicable to erstwhile Group 'D' Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for erstwhile Group 'D' Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.

## **17. IMPORTANT COURT JUDGEMENTS**

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:-

- (a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor General of India and others vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.
- (b) The Supreme Court's judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:
  - (i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.
  - (ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e. in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.
  - (iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
  - (iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.
  - (v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds

it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.

(vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.

(vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.

(c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.

(d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and Hindustan Aeronautics Limited vs. Smt A. Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

(e) The Supreme Court has held in its judgement in the case of State of Haryana and others vs. Rani Devi and others [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.

**(27)**

**Sub:-Grant of advance increments/incentives to those who qualify in ICWA/AICA Examinations.**

I am directed to state, that the Governing Body of CSIR at its 145th meeting held on 27<sup>th</sup> July, 1998 has approved the adoption of the Scheme of financial incentives for those who qualify in ICWA/AICA Examinations as contained in Government, of India/C&AG Circulars No.178-PC(Coord.)I-87 dated 7.9.1987 and 45-NGE(Entt.)/45-93-III dated 24.1.1996 (copies enclosed)\* in CSIR.

This may kindly be brought to the notice of all concerned.

\*Govt. of India circulars Nos. 178-PC(Coord)1-87 dated 7.9.1987 is incorporated as Order No. 252 in Swamy's Annual, 1987 and 45-NGE(Entt.)/45-93-III dated 24.1.1996 as Order No. 116 in Swamy's Annual 1996

*Copy of CSIR letter No.33(I)/Misc/98 dated 24.11.1998*

**(28)**

**Sub:-Amendment to CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 Deletion of "Note" in Part I-General, Section-I, Preliminary below sub-clause (viii) of Point No. 2 Definitions' inserted vide CSIR letter No.33(113)/87-E.I dated 18.12.1996.**

I am directed to state that the General Body of CSIR at its 145th meeting held on 27<sup>th</sup> July, 1998 has approved the deletion of the "Note in Part I-General, Section-I, Preliminary below Sub-Clause (viii) of Para No. 2 Definitions-of the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 inserted vide CSIR letter No.33(113)/87-E.I dated 18.12.1996.

This may kindly be brought to the notice of all concerned.

*Copy of CSIR letter No.33(113)/87-E.I dated 27.11.1998*

**(29)**

**Sub:- Deputation of Administrative staff-retention of lien - regarding.**

I am directed to state that the Governing Body of CSIR at its 146th meeting held on 29.12.1998 has accorded approval for relieving Common Cadre Officers of CSIR to join Autonomous bodies on lien basis by DG, CSIR in exceptional circumstances, in consultation with the Financial Adviser. CSIR subject to reporting such cases to Governing Body for information, following the same guidelines made in respect of S&T staff as per CSIR letter No.14(25)/89-E.II dated 25.11.1993 to the extent applicable to Administrative Cadre.

This may kindly be brought to. the notice of all concerned.

*Copy of CSIR letter No.33(113)/87-E.I dated 9.2.1999*

**(30)**

**Sub:- Grant of higher start to departmental promotee Section Officers (Finance & Accounts) and Deputy Stores & Purchase Officers.**

I am directed to state that the Government Body, CSIR at its 146th meeting held on 29.12.1998 has approved the grant of higher start with two increments above the minimum of the basic pay in the pay scale of Rs.6500-10500 to departmental promotee Section Officers

(Finance & Accounts) and Deputy Stores & Purchase Officers with effect from 1.1.1996 as admissible to departmental promotee Section Officers (G) and Private Secretaries vide CSIR letter No.33(I)/Misc/98-E.I dated 14.7.1998.

This may kindly be brought to the notice of all concerned.

*Copy of CSIR letter No.33(I)/Misc.98-E.I dated 9.2.1999*

**(31)**

**Sub:- Creation of Scale of Rs. 2000-3000 for the post of Assistant (F&A) Special grade-reg.**

I am directed to state that the Governing Body of CSIR at its 146<sup>th</sup> meeting held on 29.12.98 has accorded approval for creation of scale of Rs. 2000-3000 as the pay scale for Assistant (F&A) Special Grade for the period from 1.1.86 to 31.7.87.

The creation of new scale is only for the limited period from 1.1.86 to 31.7.87. The scale will cease to exist w.e.f. 1.8.87.

The benefit accruing to the eligible individuals will remain personal to them.

This may kindly be brought to the notice of all concerned.

*Copy of CSIR letter No. 31(11)/95-E.I dated 9.2.1999*

**(32)**

**Sub:- Creation of Scale of Rs.2000-3000 for the post of Assistant (F&A) Special grade- Rate of increment -Reg.**

In continuation to this office letter of even No. dated 9.2.99 on the above noted subject, I am directed to state in consultation with Finance that the scale of RS.2000-300 may be read as 2000-60-2300-75-2975.

*Copy of CSIR letter No. 31(II)/95-E.I Dated 9.2.1999*

**(33)**

I am directed forwarding the OM No. 36036/8/98-Estt.(Res) dated 16.3.1999 of Government of India, Ministry of Personnel, P.G. and Pensions (Department of Personnel & Training)

**Subject:- Verification/acceptance of caste certificates produced by candidates.**

The undersigned is directed to say that the Government has decided to accept the following recommendation of the National commission for scheduled Castes and scheduled Tribes contained in its Third report:-

"The Government of India should also issue and reiterate instructions to all its Ministries/departments and Public Sector Enterprises educational and professional institutions and other bodies under its control to take necessary steps for proper verification of Caste/community certificates and for taking suitable action against the offenders, suitable instructions on similar lines should also be issued to the State/UTs. It is all the more necessary to check the certificates at the time of entry in educational institutions, where the false caste certificates holders can really deprive the deserving candidates of an opportunity to gain knowledge and skills and subsequently to secure employment."

2. attention is invited to-Ministry of Home Affairs O.M.NO.42/34/52-WGS dated 17th April, 1953 according to which the Scheduled Castes and scheduled Tribes should be appointed provisionally on the basis of whatever prima facie evidence they are able to produce in support of their claim to be belonging to SCs or STs and that such claim should then be verified through the District Magistrates of the places where they and/or their families are ordinarily resident in the prescribed manner. If in any particular case the verification reveals that the candidate's claim is false, his services should be terminated.
3. Attention is also invited to O.M.No.36012/6/88-Estt. (SCT) dated the 24.4.90, according to which the appointing authorities should, in the offer of appointment, include a clause as follows:-  
"The appointment is provisional and is subject to the castes/tribe certificates being verified through the proper channels and if the verification reveals that the claim to belong to scheduled caste and scheduled Tribe, as the case may be is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate."

Ministry of agriculture etc. are requested to strictly observe the above quoted instructions regarding verification of caste certificates and also bring the same to the notice of all concerned.

*Copy of CSIR letter No. 230/96/SC/ST-Cell dated 23.3.1999*

**(34)**

**Sub:- Implementation of revised Rules, Regulations and Bye-laws of CSIR.**

I am directed to refer to CSIR Office Memorandum No. 6/1/99-Cte. dated 4<sup>th</sup> June 1999 from Joint Secretary (Admn.) forwarding therewith a copy of the amended Rules & Regulations

and Bye-Laws of CSIR and to draw your specific attention to the following amendments which are directly related to your day-to-day functioning:

A new Rule—53A prescribing the responsibilities of the Director has been added to the Rules & Regulations, which reads as under:

"In each National Laboratory, there shall be a Director, who shall supervise and exercise administrative control on the staff of the Laboratory and shall be responsible for:

- i) Realising the mission of the National Laboratory.
- ii) Creating an environment in the National Laboratory conduct to nurturing of innovation and high class R&D and the other S&T activities of the Laboratory;
- iii) Managing the affairs of the National Laboratory as per the decisions of the Management Council.

Director shall in all matters have powers delegated to him by Governing Body.

(2) bye-Law 17 has been modified to reads as under:

"Director of each National Laboratory/Institute shall be assisted by a Controller of Administration, Sr. Finance & Accounts Officer and Stores & Purchase Officer who shall advise the Director on all administrative and financial matters and be responsible for providing support services to all the Scientific Staff and bench level Scientists. Director shall have the power to over-rule the advice of aforesaid functionaries after recoding reasons therefore. A report of such cases shall be sent to Director-General."

With the above modification in Bye-Law 17 the Controller of Administrative: Sr. Finance & Accounts Officer; and Stores & Purchase Officer will now be reporting independently directly to the Director Consequently, the Confidential Reports of these officers will also be written by the Director himself as Reporting Officer and reviewed by the DG, CSIR. Similarly, in respect of the reports written by these officers, Director will be the Reviewing Officer.

3. As per the revised functions of the Management Council, Selection Committees and Assessment Committees for all Technical staff will now be constituted by the Management Council. Consequently, the provision relating to constitution of Assessment Committees in respect of Technical staff in Group III(3) to Group III(6) under para 4.3 of the Revised Manas stands modified to the above extent.

It is requested that the above position arising out of the amendments in the Rules & Regulations and Bye-Laws may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action. A report of the cases in which the advice of COA, Sr. F&AO or SPO is over-ruled by the Director should also invariably be sent to the DG, CSIR, as required under the amended Bye-Law 17 by the Director.

*Copy of CSIR letter No. 17/66/94-PPS dated 5.7.1999*

(35)

**Sub:-Grant of Advance increments/incentive to those who qualify in ICWA/AICA Examinations.**

**Ref: CSIR letter No.33(I)/Misc/98 dated 24.11.1998.**

I am directed to state that following the notification of the decision of the GB, CSIR regarding grant of advance increments/incentives to those who qualify in ICWA/AICA examination vide letter referred to above, some doubts were raised by some labs./Instts of CSIR about the categories of employees who would be entitled to the benefit and the date of grant of incentive to the eligible employees.

These issues have been taken up and in consultation with FA, CSIR, it is now clarified that the scheme of financial incentives as approved by the GB CSIR will be applicable:

- (i) to CSIR employees who are working in Administration including Stores & Purchase and Finance Cadres.
- (ii) From the dates these orders/instructions are applicable to Government of India /Comptroller and Auditor General employees.

This may kindly be brought to the notice of all concerned.

*Copy of CSIR letter No.33(I)/Misc./98-E.I Dated 6.8.1999*

(36)

**Sub:- The Assured Career Progression Scheme for the central government Civilian Employees.**

I am directed to forward herewith a copy of the Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, O.M. No. 35034/1/97-Estt. (D) dated 9<sup>th</sup> August, 1999 on the above subject and to state that the Assured Career Progression (ACP) Scheme under reference, as introduced by the Government of India, has been adopted with the approval of the competent authority for implementation in CSIR for the Cadre based employees. The holders of the isolated category of posts will continue to be governed by the existing scheme made applicable for them under the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982.

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.

*Copy of CSIR letter No. 17/68/97-PPS dated 13.9.1999*

(37)

**Sub:- Revision in qualifying service by Assistants (General), Assistants (Finance & Account, Stores & Purchase Assistants Gr.II and Sr. Stenographers for the purpose of determining eligibility for Departmental Examinations for the posts of Section Officers (General), Dy. Stores & Purchase Officers and Private Secretaries from 5 years to 3 years.**

I am directed to state that the DG, CSIR in his capacity as chairman, GB, CSIR has accorded kind approval to the revision in qualifying service from 5 years to 3 years in respect of Asstts.(G), Asstts. (F&A), SPAs Gr.II and Sr. Stenographers in the scale of Rs.5500-9000 for eligibility for departmental examination for promotion to the post of SO (G), SO(F&A) by SPO and PS in the scale of Rs.6500-10500, subject to modification by GB. CSIR,

*Copy of CSIR letter No.33(III)/87-E.I dated 13.12.1999*

ANNEXURE-III

| Cadre   | Existing Rule  | Amended/New Rule   |
|---------|--|--|
| General | Part II Section II (5) (ii) -Section Officer (General)<br><br>33-1/3 % by promotion on the result of Departmental Competitive test limited to Assistants (General/Finance & Accounts/ Stores & Purchase) and Sr. Stenographers in the scale of Rs.5500-9000 who have rendered not less than 3 years approved service in their respective grade | Part II Section II (5) (ii)-Section Officer (General) in the pay scale of Rs.6500-200-10500. 33-1/3 % by promotion on the result of Departmental Competitive test limited to Assistants (General) Grade-I / Assistants (F & A) Grade I / Assistants (S & P)) Grade-I / Sr. Stenographers in the scale of Rs.5500-9000, possessing University Degree in any discipline who have rendered not less than 3 years approved service in their respective grades. |
|         | Part II Section II (6) (ii) - Assistant (General) 25% by means of Limited Departmental examination from amongst UDCs and SPAs Gr.IV possessing University Degree   | Part II Section II (6) (ii) - Assistant (General) Gr.I in the pay scale of Rs. 5500-175-9000, 25% by means of Limited Departmental Competitive examination from amongst Assistants (General) Grade-II/Assistants (F & A) Grade II/Assistants (S&P) Grade-II/Jr. Stenographers possessing University Degree and having not less than 3 years approved service in that grade.  |
|         | Part II Section-II (8) Lower Division Clerk Recruitment to this Grade shall be made on local basis in the Central Office   | Part II Section-II (8)-Assistant (General) Grade-III in the pay scale of Rs. 3050-75-3950-80-4590 Recruitment to this Grade shall be made on local basis in the CSIR Hqrs.   |

|  |  |   |
|--|--|---|
|  | <p>and in each National Laboratory by direct recruitment, on the result of competitive examination held from time to time from amongst candidates possessing minimum educational qualification of Matriculation or its equivalent and typing speed of 30 w.p.m., age not exceed 28 years. The candidates qualifying in the competitive examination may be interviewed by a Selection Committee but the weightage in an interview would not exceed 25% of the total prescribed marks.</p> <p>Provided that 10% of the vacancies in the Cadre of LDC in the National Laboratories / Institutes and 5% of the vacancies in the CSIR Hqrs. shall be filled up from amongst Group 'D' (Non-technical) employees borne on the regular establishment who are Matriculates and have rendered 5 years service on the basis of seniority-cum-fitness and subject to the following conditions:</p> <p>i) Selection shall be made through a departmental competitive examination in English/Hindi and General Knowledge confined to such Group 'D' (Non-Technical) staff who fulfill the minimum educational qualification viz. Matriculation or equivalent and typing speed of 30 w.p.m. in English/25 w.p.m. in Hindi.</p> | <p>and its National Laboratory/Institute by direct recruitment, on the basis of result of competitive examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi typewriting respectively. Age not exceeding 28 years (no age-limit for departmental candidates) relaxable in case of SC/ST/OBC candidates as per rules. The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not exceed 25% of the total prescribed marks.</p> <p>Provided that</p> <p>(i) 10% of the vacancies in the cadre of Assistant(General) Grade. III in the National Laboratories/Institutes and 5% of the vacancies in the CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment, who are 10+2/XII or its equivalent pass and have rendered 5 years approved service, on the basis of seniority-cum-fitness.</p> <p>(ii) 10% of the vacancies in the cadre of Assistant(General) Grade. III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment subject to the following condition Selection shall be made through a departmental competitive examination in General Hindi/English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English, confined to such Group 'D'</p> |
|--|--|---|

|                    |   |   |
|--------------------|---|---|
|                    | <p>ii) At least 5 years experience shall be essential. Employees qualifying in the departmental examination would be interviewed by a Departmental Promotion Committee</p>  | <p>(Non-technical) employees who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII or its equivalent pass</p>  |
| Finance & Accounts | <p>Part IV Section II (5) (i) – Section Officer (Finance &amp; Accounts)</p> <p>33-1/3% from amongst Assistants (General)/Finance &amp; Accounts and Stores &amp; Purchase Cadres) and Senior Stenographers in the grade of Rs.5500-9000, on the result of competitive examination.</p> <p>However, in the event of non-filling up of the vacancies under departmental examination quota, these shall be filled up by direct recruitment.</p> | <p>Part IV Section II (5) (i) - Section Officer (Finance &amp; Accounts) in the pay scale of Rs.6500-200-10500.</p> <p>33-1/3 % by promotion on the result of Departmental Competitive test limited to Assistants (General) Grade-I/Assistants (F &amp; A) Grade/Assistants (S &amp; P)) Grade-I / Sr. Stenographers in the scale of Rs.5500-9000, possessing University Degree in any discipline, who have rendered not less than 3 years approved service in their respective grades.</p> <p>However, in the event of non-filling up of the vacancies under departmental examination quota, these shall be filled up by direct recruitment</p>                  |
|                    | <p>Part IV Section II (6) (i)- Assistant (Finance &amp; Accounts) Recruitment to this Grade shall be made on local basis in CSIR Hqrs. and its National Labs./Instts. as under:</p> <p>i) 75% from amongst LDCs / SPA Gr V who have completed not less than 6 years approved service and Jr. Stenographers/UDCs who have completed not less, than 3 years approved service on the basis of result of departmental qualifying examination</p>  | <p>Part IV Section II (6) (i)- Assistant (Finance &amp; Accounts) Grade I in the pay scale of Rs.5500-175-9000.</p> <p>Recruitment to this Grade shall be made on local basis in CSIR Hqrs. and its National Labs./ Instts. as under:</p> <p>i) 50% by promotion amongst Assistant (Finance &amp; Accounts) Grade-II, who have completed not less than 3 years of approved service as Assistant (Finance &amp; Accounts) Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.</p> <p>ii) 25% by means of Limited Departmental Competitive Examination from amongst Assistants</p> |

|                   |  |   |
|-------------------|--|---|
|                   | <p>ii) 25% by Direct Recruitment of candidates possessing University Degree, age not exceeding 28 years on the result of Open Competitive Examination and interview. Departmental candidates with requisite educational qualification will also be eligible to compete and there will be no age restriction in their case.</p> | <p>(General) Grade-II/ Assistant (Finance &amp; Accounts) Grade-II/Assistants (Stores &amp; Purchase) Grade - II, Junior Stenographers possessing University Degree with three years approved service.</p> <p>iii) 25% by Direct Recruitment by open advertisement amongst candidates possessing University Degree on the basis of result of Open Competitive Examination and interview of the candidates. Age not exceeding 28 years relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidate provided they have the prescribed educational qualification.</p> |
| Stores & Purchase | Part V Section II (5) (ii) -Deputy Stores & Purchase Officer   | Part V Section II (5) (ii) - Deputy Stores & Purchase Officer in the pay scale of Rs.6500-200-10500   |
|                   | 33-1/3 % by promotion on the result of Departmental Competitive test from amongst officers in grade of Rs.5500-9000 with not less than 3 years approved service or combined in their respective grades.  | 33-1/3 % by promotion on the result of Departmental Competitive test limited to Assistants (General) Grade-I / Assistants (F & A) Grade I / Assistants (S & P)) Grade-I / Sr. Stenographers in the scale of Rs.5500-9000, possessing University Degree in any discipline who have rendered not less than 3 years approved service in their respective grades.   |
|                   | <p>Part V Section II (6) (ii) -Stores &amp; Purchase Assistant Gr.III</p> <p>25% by means of limited departmental competitive examination from amongst the persons in the grade of Rs.4000-6000 in Stores and Purchase, General Cadres and Jr. "Stenographers possessing three years experience.</p>                           | <p>Part VI Section II (6) (ii) - Assistant (S&amp;P) Gr.I in the pay scale of Rs.5500-175-9000'. 25% by means of Limited Departmental Competitive examination from amongst Assistants (General) Grade-II / Assistants (F &amp; A) Grade H / Assistants (S &amp; P)) Grade-II / Jr. Stenographers possessing University Degree and having not less than 3 years approved service in that grade</p>   |
|                   | Part V Section-II (9) - Stores & Purchase Assistant Grade-V  | Part V Section-II (9) - Assistant: (Stores & Purchase) Grade -III in the pay scale of Rs. 3050-75-3950-80-4590  |

|  |   |  |
|--|---|--|
|  | <p>Recruitment to this Grade shall be made on local basis by Direct recruitment on the result of competitive examination in General English/General Knowledge and Typing Speed of 30/25 w.p.m. in English/Hindi respectively from amongst the candidates possessing minimum educational qualification of Matriculation or its equivalent and age not exceeding 28 years on the basis of interview and selection by a Selection Committee.</p> <p>Provided 20% of the vacancies in the Cadre of Stores &amp; Purchase Assistants (Grade V) in the National Laboratory/Institute and 10% of the vacancies in the CSIR Hqrs, occurring in a year shall be filled up from amongst the non-technical Group 'D' departmental candidates possessing the same qualifications/experience on the basis of test and interview as for direct recruitment.</p> | <p>Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute by direct recruitment, on the basis of result of competitive examination from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and typewriting speed of 30 w.p.m. in English or 25 w.p.m. in Hindi respectively. Age not exceeding 28 years relaxable in the case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not exceed 25% of the total prescribed marks. Provided that:</p> <ol style="list-style-type: none"> <li>10% of the vacancies in the cadre of Assistant(Stores &amp; Purchase) Gr. III in the National Laboratories/Institutes and 5% of the vacancies in the CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service on the basis of seniority-cum-fitness.</li> <li>10% of the vacancies in the cadre of Assistant (Stores &amp; Purchase) Grade III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment subject to the following conditions:</li> </ol> <p>Selection shall be made through a departmental competitive examination in General Hindi /General English and General</p> |
|--|---|--|

|               |  |   |
|---------------|--|---|
|               |  | Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m, in Hindi / English confined to such Group 'D' (Non-technical) employees who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent. Candidates qualifying in the Departmental Examination would be interviewed by the DPC   |
| Stenographers | <p>Part III Section-II (5) (ii) Sr. Stenographers</p> <p>Recruitment to this Grade shall be made on local basis in the Central Office and in each National Laboratory as follows:</p> <p>I) 50% by promotion from amongst Officers of Grade III (Junior Stenographers) on the basis of seniority subject to the rejection of unfit and on the recommendations of DPC.</p> <p>II) 25% by examination/ proficiency test limited to departmental candidates (Grade-III) having a minimum speed of 120 w.p.m. in shorthand and 40 w.p.m. in typing. The candidates will have to qualify a test in English.</p> <p>III) 25% by direct recruitment by open advertisement from amongst candidates possessing University Degree and minimum speed of 120 w.p.m. in shorthand and 40 w.p.m. in typing and on the basis of competitive test in General English/Hindi</p> | <p>Part in Section-H (5) (ii) Sr. Stenographers in the pay scale of Rs. 5500-175-9000</p> <p>Recruitment to this Grade shall be made on local basis in the Central Office and in each National Laboratory as follows:</p> <p>(i) 50% by promotion from amongst the Junior Stenographers who have rendered a minimum of 5 years of approved service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of Departmental Promotion Committee;</p> <p>(ii) 25% by examination &amp; Proficiency test limited to departmental candidates (Junior Stenographers) having minimum speed of 100 w.p.m. in shorthand and 35/40 w.p.m. in Hindi/English typing. The candidate will have to qualify a test in General Hindi/ General English.</p> <p>iii) 25% by direct recruitment by open advertisement from amongst candidates possessing University Degree and minimum speed of 100 w.p.m. in shorthand and 35/40 w.p.m. in Hindi/English typing and on the basis of competitive test in General English/Hindi. Age not exceeding 28 years,. relaxable in case of SC/ST/OBC candidates as per rules. In case of Departmental candidates</p> |

|               |  |   |
|---------------|--|---|
|               | (where there are Hindi Stenographers) and proficiency test, age not exceeding 28 years. In case of Departmental candidates otherwise qualified, age may be relaxed   | otherwise qualified, age may be relaxed   |
| Miscellaneous | The Selection / Departmental Promotion Committee for posts borne on "Local Cadres" shall be constituted by the Director-General, CSIR in the case of CSIR Hqrs. and by the Directors in the case of National Laboratory/Institute. | The Selection / Departmental Promotion Committee for posts borne on "Local Cadres" shall be constituted by the Joint Secretary (Admn.), CSIR in the case of CSIR Hqrs. and by the Directors in the case of National Laboratory/Institute. |

**(38)**

**Sub:-Grant of minimum increase in the basic pay in the case of promotion from the Under Secretary level to the Deputy Secretary level.**

**Ref: CSIR letter No. 33(81)/96-E.I dated 12.7.1996.**

I am directed to refer to GOI, DOPT OM No. I/5/97-Estt.(Pay) I dated 4.8.1999 (copy enclosed) and to state that the DG, CSIR has been pleased to accord approval to the adoption of the same for implementation in CSIR.

The pay fixation in respect of the officers entitled to get the benefit under the DoPT OM referred to above shall, however, be subject to such other restrictions/clarifications etc. as may be issued by the GOI from time to time.

The above decision may kindly be brought to the notice of all concerned in your lab./instt. for their information, guidance and necessary action.

*Copy of letter No. 33(81)/96-E.I dated 28.1.2000*

**(39)**

**Sub:- ACP Scheme - Clarification regarding.**

In continuation of this office letter of even number dated 13.9.1999 forwarding the Scheme on Assured Career Progression, I am directed to state that references have been

received from various Labs./Instts. seeking clarification on different points. The matter has been considered in consultation with Finance. The points raised are clarified as under:-

| S.No. | Point raised  | Clarification   |
|-------|---|---|
| 1.    | Whether CSIR or the Labs./Instts. locally will constitute the Departmental Screening Cte. for financial up-gradation  | Screening Committee for financial up-gradation upto the scale of Rs.5500-9000 may be constituted with the approval of the Director. The cases of employees in the scale of Rs.5500-9000 for financial up-gradation to the scale of Rs.6500-10500 will be considered centrally by CSIR Hqrs.   |
| 2.    | Manner of fixation of pay on implementation of ACP Scheme and date of financial benefit.  | As explained in para 8 of O.M. dated 9.8.1999 the ACP Scheme will be operational from the date of issue of this O.M. As regards fixation of pay, on up-gradation under the ACP Scheme, pay of an employee will be fixed under the provisions of FR 22(1) a (i) subject to a minimum financial benefit of Rs.100/-as per DoPT O.M. No. 1/6/99-Pay. I dated 5.7.99. The financial benefit allowed under the ACP Scheme shall be final and no pay fixation benefit shall accrue at the time of regular promotion i.e. posting against a functional post in the Higher grade. |
| 3.    | Whether Ad-hoc service can be counted for the financial up-gradation under the ACP Scheme?  | No.   |
| 4.    | Whether an employee who is promoted to a post in the laboratory seeks transfer to another laboratory on reversion to the lower post can be eligible for counting of the service rendered in the lower and higher grade under ACP? | Yes. The service rendered by the individual from the date of original appointment shall count for financial upgradation.  |
| 5.    | Whether the scale at S-4 (2750-4400) and S-8 (4500-7000) are operative in the administrative cadre?   | No. These scales are not in operation for Cadre based non technical posts.  |
| 6.    | Whether the benefits under the scheme shall be granted from the date completion of eligibility period or from the date of issue of the scheme?  | Para 3 of the conditions is self explanatory, according to which the financial benefits shall be granted from the date of completion of the eligibility   |

|     |   |  |
|-----|---|--|
|     |   | period prescribed under the ACP or from August 9, 1999 whichever is later.   |
| 7.  | Whether selection grade given to some employees under the then Selection Grade Scheme on completion of 11 years of service shall be counted as promotion or not:  | In cases where the benefit of FR 22© has been allowed while fixing the pay on placement in the special grade this will be treated as a promotion for the purpose of ACP.   |
| 8.  | Whether the employees who were initially appointed as Steno-typist and redesignated as Jr. Stenographer w.e.f. 1.1.1973 can be allowed the benefit of ACP   | As per CSIR circular No. 16(205)/72-E.I dated 18.3.1974 the post of Steno-typist was upgraded to the post of Jr. Steno with fixation of pay under the normal rules. As such this will be treated as a promotion. |
| 9.  | Whether an employee who is given the benefit under the scheme shall continue to be shown in the seniority list of lower post and his name shall be considered for promotion in the higher grade on occurrence of vacancies; | Yes, Paras 4 & 5 of the GOI OM dated 9.8.99 are self-explanatory in this regard.   |
| 10. | Whether the designation will also be changed on financial upgradation.  | No, However "ACP" may be written in bracket after the original designation as Jr. Steno (ACP), etc.  |
| 11. | Whether the ACP scheme will also be applicable to Canteen Staff or not.   | As per clarification received from GOI the matter is under consideration and necessary orders as and when issued by the Govt. will be implemented for the canteen employees.                                     |

Further necessary action may now be taken as per clarification above.

*Copy of letter No. 17(68)/97-PPS dated 10.2.2000.*

**(40)**

**Sub:- Scheme for direct recruitment-Incentives for sports persons in CSIR.**

I am directed to state that as communicated vide CSIR circular letter No.1(3)/84-Cte. dated 19.1.1985, the G.B. at its meeting held on 2nd May, 1984, while approving giving the incentives to the deserving sports persons of CSIR, had desired that the regular sports quota for direct recruitment of sports persons may also be fixed. However, no such quota has been fixed so far.

The matter was, therefore, placed before the G.B. for consideration at its 147th meeting held on 9th December, 1999. The Governing Body considered the matter and approved the

adoption of the Govt. of India Scheme on the subject, in toto, in supersession of the existing Scheme on incentive for working sports persons.

With the adoption of the Govt. of India Scheme as above, now the CSIR Labs./Instts. may individually recruit meritorious sports persons fulfilling the conditions stipulated in the Govt. of India Scheme for such appointment at their own level, in relaxation of the conditions of obtaining the prior approval of the DG., CSIR and utilizing the Group-C and D vacancies( both technical as well as non-technical) only for absorption of identified casual workers.

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

*Copy of CSIR circular letter No.3(I)/98-E.II dated 8.3.2000*

**(41)**

**Sub:- ACP Scheme -Clarification regarding financial upgradation to the grade of Rs. 6500-10,500.**

I am directed to refer to this office letter No. 17(68)/97-PPS dated 10.2.2000 clarifying certain points on the above subject and to state that in partial modification of the clarification given vide item No. 1 of CSIR circular under reference, it has now been decided by the competent authority that the cases of the employees in the grade of RS. 5500-9000 for their financial up-gradation to the grade of RS. 6500-10,500 may also be considered at the Lab./Instt. level without any element of interview just like in the cases of the employees in the lower grades.

The competent authority has also decided that the Screening Committee for considering the concerned employees in the grade of RS. 5500-9000 for their financial up-gradation to the grade of RS. 6500-10,500 may be constituted as per composition of the DPC prescribed under the CSIR Administrative Services (Recruitment & Promotion) Rules, for considering the cases of employees for promotion to the grade of RS. 5500-9000.

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.

*Copy of CSIR letter No. 34(2)/2000- E.I dated 10.4.2000*

(42)

**Sub: CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 -- crucial date regarding eligibility and approved service.**

**Ref: CSIR letter No.33(118)/91-E.I dated 7.2.1991.**

The Governing Body of CSIR at its meeting held on the 9th December, 1999 has accorded kind approval to the adoption of GOI, DoPT OM No.22011/9/98-Estt(D) dated 8.9.1998. The CSIR letter dated 7.2.1991 cited above, therefore, stands superseded. Accordingly, the crucial date for the purpose of determining eligibility in terms of approved service for Departmental promotion and also for Departmental Competitive Examination shall be the 1st of January of the year instead of 1st October.

*Copy of CSIR letter No.33(117)/87-E.I dated 17.05.2000*

(43)

**Sub:- Adoption of OM No. 1/2/89-Estt. (Pay-I) dated 9.4.1999 received from Department of Personnel & Training, Ministry of Personnel, Public Grievance and Pensions regarding incentive for acquiring fresh higher qualification.**

I am directed to forward herewith a copy of Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India OM No. 1/2/89-Estt. (Pay-1) dated 9.4.1999\* regarding grant of lumpsum incentive on acquiring fresh qualifications as listed in the Annexure to the said Govt. of India and to state that the same has been adopted with the approval of the Governing Body accorded at its 148<sup>th</sup> meeting held on 2.6.2000 for extending similar benefits for grant of lumpsum incentives to the eligible non-technical employees of CSIR.

As per proposal approved by the GB, the scheme will be operated centrally at CSIR Hqrs. and any incentive that may be admissible to any employee under the provisions of the Govt. of India under reference shall be granted with the concurrence of FA and approval of the DGSIR. For this purpose, the proposals in respect of the eligible employees shall be forwarded by the Labs./Instts. to CSIR Hqrs. for further necessary action.

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.

- Please refer to order No. 168 (Page 54) Swamys Annual 1999

*Copy of CSIR letter No. 14(14)/99-E.II dated 3.8.2000*

(44)

**Sub:-Treatment of backlog vacancies reserved for SCs & STs as a distinct group and on-applicability of 50% ceiling thereon.**

I am directed to forward herewith a photocopy of OM No. 36012/5/97-Estt (Res) Vol.11 dated 20.7.2000 received from Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel & Training, New Delhi on the subject cited above for your kind information, guidance and compliance etc.

As you are aware, reservation w.e.f. 2.7.1997 is linked to post based rosters. The backlog of vacancies would be determined with reference to the post based rosters keeping in view the instructions issued vide DoPT OM No. 36012/2/96-Estt. (Res) dated 2<sup>nd</sup> July 1997. You are, therefore, requested to kindly carry out a review for early assessment of the backlog vacancies in respect of SCs & STs both by way of direct recruitment and promotion and make concerted efforts to fill up backlog vacancies as early as possible and furnish a compliance report to this effect.

Kindly acknowledge the receipt.

(Reference to Swamys News (to be inserted when received)

*Copy of CSIR letter No. 25 Cir.(03)/2000/SC/ST-Cell dated 22.8.2000*

(45)

**Sub:- Reservation in promotion - Prescription of lower qualifying marks / lesser standard of evaluation.**

Kindly refer to the DoPT Om No. 36012/23/96-Estt.(Res.)-Vol.II dated 3rd October, 2000 endorsed and circulated vide CSIR letter of even no. dated 30.10.2000 to all the national labs. /Instts. of CSIR.

This is for kind information that the OM Nos. 8/12/69 Estt. (SCT) dated 23.12.1970, 36021/10/76 Estt., (SCT) dated 21.1.1977 and para 6.3.2 of the DPC guidelines contained in DoPT O.M No. 22011/5/86- Estt. (D) 10.04.89 mentioned in the above said DoPT OM may be referred to on Internet website at csiradmin.res.in.

*Copy of CSIR letter No. 25/Cir.(5)/2000/SC/ST-Cell dated 8.11.2000*

No.36012/23/96-Estt.(Res)-Vol. II, 3rd October, 2000 Government of India Ministry of Personnel. Public Grievances & Pensions (DEPARTMENT OF PERSONNEL & TRAINING)

Subject:-Reservation in promotion — Prescription of lower qualifying marks/lesser standard of evaluation.

The undersigned is directed to refer to Department of Personnel & Training's OM No. 36012/23/96-Estt. (Res) dated 22nd July, 1997 vide which various instructions of the

Government providing for lower qualifying marks/lesser standards of evaluation in matters of promotion for candidates belonging to the Scheduled Castes and Scheduled Tribes had been withdrawn, on the basis of Supreme Court's judgement in the case of S. Vinod Kumar Vs. Union of India.

2. The undersigned is further directed to say that the matter has been reviewed, consequent to which the following proviso to Article 335 has been incorporated by the Constitution, (Eighty-Second Amendment) Act, 2000:-

"Provided that nothing in this Article shall prevent in making of any Provision in favour of the members of the Scheduled Castes and Scheduled Tribes for relaxation in qualifying marks in an examination or lowering the standards of evaluation, for reservation in matters of promotion to any class or classes of services or posts in connection with the affairs of the Union or of a State."

3. In pursuance of the enabling proviso of Article 335 of the Constitution, it has now been decided to restore, with immediate effect, the relaxations/ concessions in matters of promotion for candidates belonging to SCs/STs by way of lower qualifying marks, lesser standards of evaluation that existed prior to 22.7.1997 and as contained in the instructions issued by the Department of Personnel and Training from time to time including OM No. 8/12/69-Estt. (SCT) dated 23.12.1970, No. 36021/10/76-Estt. (SCT) dated 21.1.1977 and para 6.3.2 of the DPC guidelines contained in Department of Personnel and Training's OM No. 22011/5/86- Estt..(D) dated 10.4.1989. In other words, the effect of these instructions would be that the Department of Personnel and Training's OM No. 36012/23/96- Estt.(Res) dated 22rd July, 1997 becomes inoperative from the date of issue of this OM.

4. These orders shall take effect in respect of selections to be made on or after the date of issue of this OM and selections finalised earlier shall not be disturbed.

5. All Ministries/Departments are requested to bring these instructions also to the notice of their Attached/Subordinate Offices and Autonomous Bodies/ Public Sector Undertakings under their control for compliance.

(46)

**Sub:- Procedure for conducting of examinations for recruitment Purposes Clarification reg.**

I am directed to state that as per circulars issued by CSIR in the past, appointment of examiner for conducting the examinations/tests for recruitment purposes should be made from the relevant State/Central Government recognized institutions only and that In no case the departmental officers should be entrusted the work relating to such examinations.

Instances have come to the notice of CSIR where these Instructions are not being strictly followed by some of the Labs/Instts. in as much as they are assigning the task of paper setting and evaluations etc. to the departmental CSIR officers resulting in complaints/ allegations of unfairness and favoritism.

The matter has been considered and it has been decided with the approval of the competent authority that henceforth for conducting any examination wherever the same has been prescribed under the rules for recruitment to direct as well as departmental quota posts in CSIR system, the Job of paper setting and evaluation of answer sheets should invariably be assigned to the outside experts in the relevant disciplines from the State/ Central Govt. recognized educational/professional Institutions only.)

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

*Copy of CSIR Letter No. 14(6)/2000/E-II dated 4.1.2001*

**(47)**

**Sub:-Appointment of persons holding the posts of Sweeper, Farash, etc. as peon - Reg.**

The National Commission of Safai Karamcharis has been examining the implementation of DoP&AR instructions issued vide OM No. 42015/1/76 -Estt. © dated 2.2.77 providing for reserving 25% of the vacancies occurring in the cadre of peons for being filled by transfer from sweepers, farashes, chowkidars, etc. who have put in a minimum of five years service and who may not be possessing the qualifications prescribed for direct recruitment to the post but who may possess elementary literacy and give proof of ability to read either English or Hindi or Regional language etc.

However, from the information collected on the subject matter recently from CSIR Labs. Instts. it has been observed that Govt. of India instructions which are duly adopted for implementation in CSIR are not being followed strictly by them. One of the reasons for not taking cognizance of special scheme of Govt. of India about filling 25% of vacancies in the peon cadre by transfer from sweepers, farashes, etc. could be that Labs./Instts. had been following the Governing Body's decision, taken in pursuance of Hon'ble Supreme Courts direction to fill up all Group C and D vacancies by absorbing the identified casual workers.

The matter having been reviewed and re-examined it has been decided with the approval of the Joint Secretary (Admn) that the Govt. of India instructions on the above subject have to be followed in toto and vacancies in the cadre of peons are to be filled up by two modes viz. 25% by transfer from eligible safaiwalas and farashes as mentioned in the GOI OM dated 2.2.77 and the remaining 75% by absorption of identified casual workers henceforth.

You are requested to bring this to the notice of all concerned and ensure proper and strict implementation of the GOI orders on the subject.

*Copy of CSIR OM. No. 36(01)/2001/ST-Cell dated 15.3.2001*

**(48)**

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

In pursuance of the amendment to the Bye-law 17 of the CSIR Rules, Regulations & Bye-laws duly notified vide Office Memorandum No.6/1/99-Cte. Dated 4.6.1999, the Governing Body (GB) at its 150th meeting held on 15th February, 2001 considered the proposal for amendment to the ASRP Rules, 1982.

The GB considered and approved the amendment to the ASRP Rules, 1982 in regard to the posts at the level of Senior Deputy Secretary. (Sr. DS)/Senior Controller of Administration (Sr.CO.A) and Deputy Secretary (DS) Controller of Administration (COA) in the three cadres viz. General, Finance & Accounts and Stores & Purchase, as under:

A. For the posts at the level of Sr. DS/Sr. COA in the grade of Rs.14,300-18,300:

| Existing Rule   | Amended Rule  |
|---|---|
| Recruitment to this grade shall be made by promotion on the basis of merit from amongst permanent officers holding designations of Deputy Secretary/Controller of Administration/Deputy Financial Adviser/Senior Finance & Accounts Officer (SG) in the grade of Rs. 12,000-16,500 who have rendered not less than five years of approved service on the grade and on recommendations of the Departmental Promotion Committee which shall interview the eligible candidates. If in a particular year, sufficient number of eligible officers are not available, DG, CSIR may at his discretion, relax the qualifying service to four years. | Recruitment to this grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers of the respective cadres on the grade of Rs. 12,000-16,500 who have rendered not less than five years of approved service in that grade i.e. <ul style="list-style-type: none"> <li>i) General Cadre - from amongst the Deputy Secretaries/Controllers of Administration for the post of Senior Deputy Secretary/Senior Controller of Administration.</li> <li>ii) Finance &amp; Accounts Cadre- from amongst Deputy Financial Advisers/ Senior Finance &amp; Accounts Officers (SG) for the post of Senior Deputy Financial Advisor.</li> <li>iii) Stores &amp; Purchase cadre - from amongst the Senior Stores &amp;</li> </ul> |

|  |   |
|--|---|
|  | Purchase Officers for the post of Senior Stores. & Purchase Officer (SG) If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may, at his discretion, relax the qualifying service to four years. |
|--|---|

B. For the posts at the level of DS/COA in the grade of Rs. 12000-16500:

| Existing Rule   | Amended Rule   |
|---|--|
| Recruitment to this grade shall be made by promotion from amongst permanent officers holding designations of Grade I General Cadre, Finance & Accounts Cadre and Stores & Purchase Cadre, who have rendered not less than five years of approved service in the grade and on recommendations of the Departmental Promotion Committee which shall interview the eligible candidates. If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may at his discretion, relax the qualifying service to four years. | <p>Recruitment to this grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officer of the respective cadres in the grade of Rs. 10,000-15,200 who have rendered not less than five years of approved service in that grade i.e.</p> <ul style="list-style-type: none"> <li>i) General Cadre - from amongst the Under Secretaries/Administrative Officers for the post of Deputy Secretary/Controller of Administration.</li> <li>ii) Finance &amp; Accounts Cadre - from amongst Sr. Finance &amp; Accounts Officers for the post of Deputy Financial Adviser/Sr. Finance &amp; Accounts Officer (SG).</li> <li>iii) Stores &amp; Purchase Cadre - from amongst the Stores &amp; Purchase Officer for the post of Sr. Stores &amp; Purchase Officer.</li> </ul> <p>If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.</p> |

While approving the amendment to CSIR ASRP Rules, 1982, the GB, CSIR has also approved the following:

1. The existing posts at the levels of Sr. DS/Sr.COA and DS/COA in CSIR and its National Laboratories/Institutes among the three cadres viz. General Cadre, Finance & Accounts Cadre and Stores & Purchase Cadre will be apportioned as under:

| Level of Post        | Total Number of Existing | Cadre-wise apportionment of Existing posts. |     |     |
|----------------------|--------------------------|---|-----|-----|
|                      |                          | General                                     | F&A | S&P |
| Sr. Deputy Secretary | 7+1*                     | 4   | 2   | 1   |
| Deputy Secretary     | 59                       | 33  | 15  | 11  |

(\*One post is being operated for appointment of CVO, CSIR)

The above apportionment of the existing posts at the levels' of Sr. DS/Sr.COA and DS/COA will undergo a review in the light of the on going process of restructuring of CSIR and also the need to assess the functional requirement under these changing conditions.

2. The Officers from Finance & Accounts and Stores-& Purchase, cadres, presently holding the posts of Sr.DS/Sr.COA and DS/COA will henceforth work in the cadres from which they were promoted to the post of DS/COA and will be adjusted/shown against the posts now allocated at these levels to the respective cadres.

*Copy of CSIR letter No.33(113)/2001-E.I dated 10.4.2001.*

**(49)**

**Sub:- Relaxation of age limit, in recruitment, to SC/ST/OBC candidates -clarification regarding.**

I am directed to state that recently one of the Laboratories had raised a point of doubt whether the age relaxations provided for SCs/STs & OBCs in direct recruitment as per rules / instructions issued by the GOI from time to time is available to applicants belonging to reserved communities irrespective of post being reserved or not.

The matter was referred to the GOI, DOPT who have clarified that action be taken as per instructions contained in GOI, DOPT OM No. 36011/1/98-Estt (Res) dated 1.7.98 (order No. 47 of Swamy's Compilation on Reservations & Concessions for SCs/STs) wherein it is stated that when a relaxed standard is applied in selecting SC/ST and OBC candidates, for example in the age limit, experience, qualification, permitted number of chances in written examination, zone of consideration larger than what is provided for general category candidates, etc. the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies. In other words, relaxation in age limit etc. is available to SC/ST/OBC candidates only in those cases where the

posts are reserved for the respective communities i.e. SC/ST& OBC and that the same should be clearly mentioned at the time of release of advertisement.

It is requested that these instructions may kindly be brought to the notice of all concerned for information / guidance & necessary action.

*Copy of CSIR letter No. 20(11)1/2001/SC/ST-Cell dated 31.7.2001*

**(50)**

**Sub:- Relaxation of age limit in direct recruitment in respect of candidate belonging to SC/ST/OBC categories -reg.**

I am directed to state that recently one of the Laboratories had raised a point of doubt whether the age relaxations provided for SCs/STs & OBCs in direct recruitment as per rules / instructions issued by the GOI from time to time is available to applicants belonging to reserved communities irrespective of post being reserved or not.

The matter was referred to the Government of India , DOPT who have clarified that action be taken as per the instructions contained in GOI, DOPT OM No. 36011/1/98-Estt (Res) dated 1.7.98 (order No. 47 of Swamys Compilation on Reservations & Concessions for SCs/STs) wherein it is stated that when a relaxed standard is applied in selecting an SC/ST/OBC candidates, for example in the age limit, experience, qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies, In other words, relaxation in age limit.etc, is available to SC/ST/OBC candidates only in those cases where the posts are reserved for the respective communities i.e. SC/ST/OBC and that the same should be clearly mentioned at the time of release of advertisement.

It is requested that these instructions may kindly be brought to the notice of all concerned for information/guidance & necessary action.

*Copy of CSIR Letter No. 19-20-11(1)/2001-SC/ST CELL dated 3.8.2001*

**(51)**

**Sub:- Assured Career Progression Scheme for the Central Govt. Civilian Employees - Clarification reg.**

I am directed to forward herewith a copy of Department of Personnel and Training OM No. 35034/1/97-Estt. (D)/(Vol.IV) dated 18.7.2001 on the above mentioned subject for your information, guidance and compliance. It is mentioned that any clarification issued by CSIR vide

its circular dated 10.2.2000, which may not be in conformity with the clarification on that point, will get superseded by Govt. of India clarification.

*Copy of CSIR letter No. 17(68)/97-PPS (E.II) dated 17/20.8.2001.*

F.No.35034/1/97-Estt.(D)(Vol.IV) dated July 18, 2001

Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Subject:-ASSURED CAREER PROGRESSION SCHEME FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES - CLARIFICATIONS REGARDING

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated August 9, 1999 regarding the Assured Career Progression Scheme (ACPS) and subsequent Office Memorandum dated February 10, 2000 clarifying the various points of doubt received from various quarters.

2. Some more situations in which a doubt persists in various organizations in regard to applicability/implementation of ACP Scheme have been brought to the notice of this Department. These have been duly examined and appropriate advice has been conveyed in individual cases. However, as it is observed that similar doubts are being received from various other Ministries/Departments/Organizations, it has been considered appropriate to issue a second set of clarificatory orders containing point-wise clarification to the additional points of doubt.
3. *Cases where the ACP Scheme has already been implemented shall be reviewed/rectified if the same are not found to be in accordance with the scheme/clarifications.*
3. All Ministries/Departments may give wide circulation to these clarificatory instructions for general guidance and appropriate action in the matter.
4. Hindi version would follow.

#### **ANNEXURE**

[Reference: Office Memorandum No. 35034/1/97-Estt(D)(Vol.IV) dated 18.7.20011]

| <b>S.No.</b> | <b>Point of doubt</b>   | <b>Clarification</b>   |
|--------------|---|--|
| 33.          | An employee was promoted from Grade 'A to Grade 'C. Grade 'B' was introduced in the hierarchy in between Grade 'A and Grade 'C subsequent to such promotion. Will he be entitled to any more financial upgradation under the ACP Scheme (ACPS) considering that he is already placed in the third level of the hierarchy? | The reply is in the affirmative. The employee has got only one promotion in his career as per the hierarchy existing at the time of his promotion. The subsequent creation of the post in Grade 'B' will not, therefore, make any material difference in the situation in relation to the case of this employee for the purpose of grant of second financial upgradation under ACPS The newly created Grade 'B' would, as such, need to be ignored in his case. However, |

|     |  |   |
|-----|--|---|
|     |  | persons in Grade 'A, who become entitled to financial upgradation only after introduction of Grade 'B' in the hierarchy, will be entitled for grant of financial upgradation only in Grade 'B' subject to fulfillment of the other stipulations and conditions specified in the ACP Scheme introduced on 9.8.1999   |
| 34. | An employee has superannuated after 9.8.1999, i.e. the date from which ACPS was introduced. He had completed the required eligibility service as on 9.8.1999 for grant of financial upgradation but he retired on superannuation before the Screening Committee could meet to assess his suitability for grant of benefits under ACPS. Will he be entitled for financial upgradation under ACPS? | In terms of condition no. 3 of the ACP Scheme introduced vide O.M. dated 9.8.1999, the financial benefit under the ACPS shall be granted from the date of completion of the eligibility period prescribed under the ACPS or from the date of issue of the instructions whichever is later. Therefore, in respect of employees who had completed eligibility service as on 9.8.1999 but retired prior to meeting of the first Screening Committee meeting, if the assessment to decide grant of financial upgradation is based on ACRs and other service records, the employees who retired after 9.8.1999 may also be considered by the Screening Committee and, if recommended for grant of financial upgradation, such employees may be allowed the benefit of ACPS from the due date. If, however, the assessment also includes passing of a trade test/skill test/written examination (as prescribed for regular promotion) under ACPS and the employee had not qualified in such tests already, then it may not be possible to consider the retired persons, as assessment based on such tests is not possible after the date of superannuation. |
| 35. | Whether placement/appointment in higher scales of pay based on the recommendations of the Pay Commissions or Committees set up to rationalise the cadres is to be reckoned as promotion/financial upgradation and offset against the two financial upgradations applicable under the ACP Scheme?   | Where all the posts are placed in a higher scale of pay, with or without a change in the designation; without requirement of any new qualification for holding the post in the higher grade, not specified in the Recruitment Rules for the existing post, and without involving any change in responsibilities and duties, then placement of all the incumbents against such upgraded posts is not be treated as promotion/upgradation. Where, however, rationalisation/restructuring involves creation of a number of new hierarchical grades in the rationalised set up and some of the incumbents in the pre-rationalised set up are placed in the hierarchy of the restructured set up in a grade higher than the normal corresponding level taking into consideration their length of service in existing pre-structured/pre-rationalised   |

|     |   |  |
|-----|---|--|
|     |   | <p>grade, then this will promotion/upgradation. If the rationalised/restructured grades require possession of a specific nature of qualification and experience, not specified for the existing posts in pre-rationalized set up, and existing incumbents in pre-rationalised scales/pre-structured grades, who are in possession of the required qualification/ experience are placed directly in the rationalised upgraded post, such placement will also not be viewed as promotion/upgradation. However, if existing incumbents in the pre-rationalised grades who do not possess the said qualification/ experience are considered for placement in the corresponding rationalised grade only after completion of specified length of service in the existing grade, then such a placement will be taken as promotion/upgradation.</p> <p>Where placement in a higher grade involves assumption of higher responsibilities and duties, then such upgradation will be viewed as promotion/upgradation.</p> <p>Where only a part of the posts are placed in a higher scale and rest are retained in the existing grade, thereby involving redistribution of posts, then it involves creation of another grade in the hierarchy requiring framing of separate recruitment rules for the upgraded posts. Placement of existing incumbents to the extent of upgradations involved, in the upgraded post will also be treated as promotion/upgradation and offset against entitlements under the ACPS.</p> <p>For any doubts in this regard, matter should be referred to the Department of Personnel and Training (Establishment 'D' Section) giving all relevant details.</p> |
| 36. | An employee was initially appointed on deputation in a grade higher than the grade of the post held on regular basis and was subsequently absorbed against the ex-cadre post. Will such initial period of deputation in the higher grade prior to date of absorption be counted towards residency period/ 'regular service' for purposes of ACPS? | In reply to points of doubt No. 4 to 6 in DoP&T O.M. dated 10.2.2000, it has been stated that where a person is appointed on direct recruitment/transfer basis from another post in the same grade, then past regular service as well as past promotions, in the earlier post, will be counted for computing regular service for the purpose of ACPS in the new hierarchy. The reason being that so long as service is in the same scale during the period in question, it is immaterial whether he has been holding different posts in the same scale. However, if the appointment is made to a post in a higher  |

|     |  |   |
|-----|--|---|
|     |  | <p>grade, then such appointment, whether by direct recruitment or by transfer or initially on deputation followed by absorption, will be treated as direct recruitment and past service/promotion (which was in a different scale) will not be counted.</p> <p>In the case where a person is appointed to an ex-cadre post in higher scale initially on deputation followed by absorption, while the service rendered in the earlier post, which was in a lower scale cannot be counted, there is no objection to the period spent initially on deputation in the ex-cadre post prior to absorption being counted towards regular service for the purposes of grant of financial upgradation under ACPS as it is in the same scale of pay and same post.</p>  |
| 37. | Whether it is necessary to have SC/ST members in the Screening Committees set up for grant of ACPS?  | As clarified vide condition no. 12 of ACP Scheme (vide DoP&T O.M. dated 9.8.1999), reservation orders/roster shall not apply to the ACP Scheme. Consequently, it is not necessary to have an officer from SC/ST communities on the Screening Committee constituted for deciding the suitability of the employee for upgradations under ACPS.  |
| 38. | <p>A person has refused a vacancy-based promotion offered to him prior to his becoming eligible for financial upgradation under ACPS, on personal grounds. Will he be eligible for financial upgradation under ACPS?</p> <p>A person had refused a regular promotion for personal reasons. He has since completed 24 years' of service. Will he be entitled for 2nd financial upgradation?</p> | <p>The ACP Scheme has been introduced to provide relief in cases of acute stagnation where the employees, despite being eligible for promotion in all respects, are deprived of regular promotion for long periods due to non-availability of vacancies in the higher grade. Cases of holders of isolated posts have also been covered under ACPS, as they do not have any promotional avenues. However, where a promotion has been offered before the employee could be considered for grant of benefit under ACPS but he refuses to accept such promotion, then he cannot be said to be stagnating as he has opted to remain in the existing grade on his own volition. As such, there is no case for grant of ACPS in such cases. The official can be considered for regular promotion again after the necessary debarment period.</p> <p>In the second case also, since in terms of condition No. 10 of the ACPS, on grant of ACPS, the employee shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy, the officer will have to give in writing his acceptance of the regular promotion when offered again after the debarment period before he can be considered for grant of</p> |

|     |   |  |
|-----|---|--|
|     |   | second financial upgradation under ACPS.   |
| 39. | An employee is appointed to a lower grade as a result of unilateral transfer on personal request in terms of FR 15(2). Will the period of service rendered in the higher post count for the purposes of ACPS?   | Condition no. 14 of the ACPS (DoP&T O.M. dated 9.8.1999), inter-alia, states that in case of transfer including unilateral transfer on request, regular service rendered in previous organisation shall be counted along with regular service in the new organisation for the purposes of getting financial upgradation under the Scheme. This condition covers cases where a unilateral transfer is to a lower post. However, financial upgradations under the ACPS shall be allowed in the hierarchy of the new post.  |
| 40. | An employee drawing pay in the scale of Rs.800-1150 (pre-revised) was declared surplus and was re-deployed as Peon in a Ministry through the Surplus Cell in the scale of Rs. 750-940 (pre-revised). However, he was allowed to draw pay in the scale of Rs.800-1150 as personal to him even after redeployment in the lower grade. What shall be his entitlements under ACPS?  | As the employee has remained in the scale of Rs.800-1150 all along and has not availed any promotion, he is entitled to two financial upgradations in a scale higher than Rs.800-1150 (pre-revised) irrespective of the post actually held after redeployment. Since in the Ministry, a Group 'D' employee is eligible for promotion to the grade of LDC provided he is a matriculate and as a post in the scale of Rs.825-1200 (S-4) is not in the normal hierarchy in the Secretariat, such an employee can be considered for two financial upgradations in the grades of LDC and UDC provided he is a matriculate. Otherwise he will get only one financial upgradation in the revised scale of Rs.825-1200 (Rs.2750-4400 revised). Cases of other persons re-deployed to lower posts through the Surplus Cell may also be regulated accordingly. |
| 41. | A cadre consists of 4 Grades - 'A, j 'B', 'C and 'D' (in ascending order). Upon restructuring of a cadre, Grade 'B' is abolished from a date subsequent to 9.8.1999. Employees recruited in Grade 'A', who are eligible for financial upgradation on or after 9.8.1999 but before the date of effect of restructuring, get first/second financial upgradation in Grade 'B' and Grade 'C' respectively but those who become eligible for financial upgradation after the restructuring has been effected are entitled to first financial upgradation in Grade 'C' and second financial upgradation in Grade 'D'. This is anomalous. The cases of earlier set of employees should be reviewed and they may be allowed financial upgradations as applicable to the latter category of employees. | The benefit of ACP Scheme is to be allowed as per the hierarchy existing, as on the date the employees become eligible for financial upgradation under ACPS. . Cadres/hierarchical structures are never static and are always subject to review based on recommendations of Pay Commissions/Expert Committees or otherwise and it is not possible to review the entitlements under ACPS already earned every time a cadre is reviewed. ACPS is only a temporary solution to provide relief to stagnating employees and the lasting solution for stagnation lies in review of cadre structures, as regular promotions will be earned in such restructured grades. All the employees will benefit from such cadre restructuring.   |
| 42. | An employee in Grade 'A' is eligible for promotion simultaneously to Grades 'B', 'C and 'D' (in ascending order) with varying requirements of length of service in the present grade. In other words, he has multiple channels of promotion. What shall be his eligibility  | Provisions in the existing Recruitment Rules in various organisations providing for multiple channels for promotion are not consistent with the guidelines on framing of the Recruitment Rules. All such Rules should be reviewed  |

|     |  |   |
|-----|--|---|
|     | under the ACP?   | immediately so as to provide only a single channel of promotion. However, till such a review is undertaken, the first financial upgradation in such cases shall be allowed with reference to the lowest promotional Grade which is Grade 'B'. If he does not earn any promotion in 24 years, his second financial upgradation will be as per the hierarchy of Grade 'B'. However, if he has already earned one regular promotion, then his second financial upgradation shall be as per the hierarchy of the Grade to which he has been promoted.   |
| 43. | Whether service rendered in an autonomous body/statutory body/ State Government prior to appointment in Central Government as a direct recruit prior to appointment in the Central Government will be counted while computing regular service for the purpose of grant of financial upgradations under the ACP Scheme?   | ACP Scheme is applicable to Central Government Civilian employees and for the purpose of financial upgradations under the ACP Scheme, only the regular service rendered after regular appointment in a Central Government civilian post is to be counted. Therefore, service rendered in an autonomous body/statutory body/State Government is not to be counted for the purpose. Correspondingly, promotions earned in these bodies prior to appointment in the Central Government are also to be ignored. The clarification in reply to point of doubt no. 4 to 6 in DoP&T O.M. dated 10.2.2000 providing for counting of past service in another organisation in the same grade is only in relation to past service in a civilian post held in the Central Government.   |
| 44. | On the basis of recommendations of the Fifth Central Pay Commission, a uniform pay structure has been introduced for Stenographers in the non-Secretariat organizations whereby the posts have been distributed in the ratio of 40:40:20 in the grades of Stenographer Grade-III (Rs.4000-6000), Stenographer Grade-II (Rs.5000-8000) and Stenographers Grade-I (Rs.5500-9000) However, in a particular non-Secretariat organization, there is only an isolated post of Stenographer in the scale of Rs.4000-6000. Will he be entitled to financial upgradations in the scale of Rs.4500-7000 and Rs.5000-8000 as per Annexure II to O.M. dated 9.8.1999 or can he be allowed financial upgradations in the grades of Stenographer Grade-II and Stenographer Grade-I ? | In reply to point of doubt No. 10 in DoP&T O.M. dated 10.2.2000, it has been stated that the scales of pay for ACPS for isolated posts shall be same as those applicable for similar posts in the same Ministry/Department/Cadre except where the Pay Commission has recommended specific pay scales for mobility under ACPS. Such cases may be specifically examined by respective Ministries/Departments in consultation with the Department of Personnel and Training. In the case of remaining isolated posts, the pay scales contained in Annexure-II of O.M. dated August 9, 1999 shall apply. Thus, hierarchy in Annexure-II of O.M. dated August, 9, 1999 applies where Pay Commission has not made any specific recommendation regarding scales to be allowed under the ACPS and where it is not possible to identify similar posts in same organization. In the case of stenographers in non-Secretariat organizations, which is a common category post, the Pay Commission has recommended a uniform |

|     |  |  |
|-----|--|--|
|     |  | <p>grade structure for which has been accepted by the Government. Since the isolated post of Stenographer in scale of Rs.4000-6000 in a subordinate office is Comparable to corresponding posts of! Stenographer Grade-III in other non-Secretariat organizations under the same Ministry, the uniform pay (grade) structure for Stenographers may be adopted for the purpose of allowing financial upgradations to the said isolated post. In the instant case of an isolated post of Stenographer (Rs.4000^6000) in a non-Sect organization, first and the second financial upgradations may be allowed in the scales of Rs.5000-8000 (Steno Grade-II) and Rs.5500-9000 (Stenographer Grade-I) respectively provided he is otherwise eligible. A similar approach can be adopted in respect of all other isolated posts belonging to common categories for which Pay Commission has similarly recommended a uniform grade structure which has been accepted and notified in part 'B' of the Ministry of Finance notification dated September 30, 1997 or agreed to by the   Government subsequently. If such an isolated post is in a Central Ministry/Department, then the structure as recommended and accepted for similar common category posts in the Central Ministry/ Department may be adopted. If the isolated post is in a non-Secretariat organization, then the uniform hierarchy as recommended for similar posts in the non-Secretariat organizations may be followed.</p> |
| 45. | <p>In certain organizations, an employee after his selection on direct recruitment basis or even on promotion is required to undergo an induction training before he is given a functional post. Whether such induction training shall count towards the eligibility service for ACPS?</p> | <p>If under the relevant Recruitment/Service Rules, the induction training counts towards eligibility service for regular promotion, the same will also be counted towards the 12-years/24 years residency period/regular service required for financial upgradations under ACP Scheme.</p>  |
| 46. | <p>A person is working in the immediate promotional grade on ad-hoc basis.<br/>Is he eligible for financial upgradation under the ACP Scheme? Will his pay be refixed?</p>   | <p>An ad-hoc promotion is made only in an exigency of work where the post cannot be kept vacant and such appointment is to be discontinued as soon as a regular incumbent is appointed. In terms of existing guidelines, continuation of such arrangement beyond one year is also subject to prior concurrence of DoP&amp;T. Thus such an employee can be reverted to the original regular post at any moment. Therefore, case of an employee holding the higher promotional grade/any other post on ad-hoc basis, for grant of</p>  |

|     |  |   |
|-----|--|---|
|     |  | financial upgradation under ACPS cannot be ignored. Upon being recommended for grant of financial upgradation in the higher grade, his pay may be refixed with reference to the pay drawn in the post held on regular basis under FR 22 (I)(a)(i) subject to a minimum benefit of Rs. 100 as per the provisions of the ACPS. If, on pay fixation under ACPS, the pay gets fixed at a stage higher than the pay already drawn on ad-hoc basis, he may be allowed such higher pay.  |
| 47. | An employee was allowed promotion in a higher grade in terms of the Ministry of Finance O.M No. 10(1 )/E. III/88 dated September 13, 1991. However, on introduction of ACPS, the benefit of the said O.M. is to be withdrawn so as to allow the benefits under the ACPS in terms of the stipulation that no time bound promotion/institute promotion scheme can run concurrently with the ACPS. Will the benefit of higher grade drawn prior to 9.8.1999 will also be withdrawn? | No. It will only be a switchover from the existing scheme to the ACP Scheme as on 9.8.1999. While determining his entitlements under ACPS on or after 9.8.1999, pay benefits already drawn upto 9.8.1999 in the higher grade allowed under the Scheme of September 13, 1991 are not to be recovered.  |
| 48. | Whether sealed cover procedure as laid down vide DoP&T O.M. No. 22011/4/91-Estt (A) dated 14.9.1992 is to be followed in cases relating to ACP also?   | Yes. Condition no. 11 of the ACP Scheme issued vide DoP&T O.M. dated 9.8.1999 clearly states that in the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be subject to rules governing normal promotion. Therefore, when the employee is exonerated, the recommendations of the Screening Committee placed in a sealed cover will be opened and its recommendations acted upon. If he has been recommended for grant of financial upgradation, the benefit of the same will be allowed from 9.8.1999 or from the date of completion of 12/24 years regular service, which ever is later. If, however, the employee is not exonerated and a formal penalty is imposed, sealed cover will not be opened and the case of employee will be considered only in the next meeting of the Screening Committee. If such Screening Committee, having regard to all relevant facts, recommends grant of financial upgradation, then such upgradation shall be allowed only on expiry of the period of penalty and not during the currency of the penalty. If penalty imposed is Censure or recovery of loss to the Government, then such upgradation shall be allowed from the date of meeting of the Screening Committee which met to consider his case subsequent to imposition of penalty. The next financial upgradation shall be allowed only on completion of 12 years regular service from the date from which the first upgradation under the App. is allowed and not necessarily on completion of 24 years of service. |

|     |   |  |
|-----|---|--|
| 49. | Whether any period(s) of break-in-service under FR 17A declared during the career of an employee will have any adverse effect on his getting financial upgradation under the ACP Scheme?  | Break in service under FR 17A incurs only 3 specific disabilities as specified in the relevant FR. It does not affect the normal regular promotions. Consequently, it will have no effect on financial upgradation under the ACP Scheme.   |
| 50. | Whether temporary service in respect of a person who was declared surplus and redeployed through the Surplus Cell will be counted with the subsequent regular service in the new Organisation for purposes of the ACP Scheme. What will be the position in respect of those temporary employees who at the time of retrenchment did not possess the required service to be taken on the rolls of Surplus cell and were terminated but were offered fresh appointment in a new organisation through the efforts of the parent Ministry/Department. | If the redeployment through the Surplus Cell is in the same/lower scale, such temporary service (and not an ad-hoc service) rendered prior to retrenchment may count towards regular service for purposes of ACPS in the new organisation. If the redeployment is in a higher grade, regular service will count only from the date of appointment in the new Organisation. However, this will not cover cases of those temporary employees who had put in less than the required length of service for being taken on the strength of the Surplus Cell and whose temporary service was terminated but were given preference in fresh appointment in the Government in terms of DoP&T O.M. dated 27.3.1976/29.6.78 read with DoP&T O.M. dated 22.1.1993. In their case, the past temporary service before retrenchment shall not count towards residency period for grant of ACPS   |
| 51. | Whether work charged staff is eligible to be covered under the ACPS?  | If, in the matter of service conditions, work charged staff is comparable with the staff of regular establishment, there is no objection in extending the ACP Scheme to the work charged staff.  |
| 52. | Following the recommendations of the Pay Commission, feeder and promotional posts have been placed in the same scale. Consequently, hierarchy of a post comprises of Grades 'A', 'A' and 'C' i.e. the entry level and the first promotional grade are in the same scale. What shall be his entitlements under ACPS.   | Normally, it is incorrect to have a feeder grade and a promotional grade in the same scale of pay. In such cases, appropriate course of action is to review the cadre structure. If as a restructuring, feeder and promotional posts are merged to constitute one single level in the hierarchy, then in such a case, next financial upgradation will be in the next hierarchical grade above the merged levels and if any promotion has been allowed in the past in grades which stand merged, it will have to be ignored as already clarified in reply to point of doubt No. 1 of O.M. dated 10.2.2000. However, if for certain reasons, it is (inescapable to retain both feeder and promotional grades as two distinct levels in the hierarchy though in the same scale of pay, thereby making a provision for allowing promotion to a higher post in the same grade, it is inevitable that benefit of financial upgradation under ACPS has also to be |

|     |  |  |
|-----|--|--|
|     |  | allowed in the same scale. This is for the reason that under the ACPS, financial upgradation has to be allowed as per the 'existing hierarchy'. Financial upgradation cannot be allowed in a scale higher than the next promotional grade. However, as specified in condition No 9 of the ACP Scheme (vide DoP&T O.M. dated 10.2.2000, pay in such cases shall be fixed under the provisions of FR 22 (I)(a) (i) subject to a minimum benefit of Rs.100.   |
| 53. | If for promotion on regular basis, an employee has to possess a higher/ additional qualification, will it be necessary to insist on possession of these qualifications even while considering grant of financial upgradation under the ACPS?   | In terms of condition No. 6 of, Annexure-I to DoP&T O.M. dated 9.8.1999, only those employees who fulfill all promotional norms are eligible to be considered for benefit under ACPS. Therefore, various stipulations and conditions specified in the recruitment rules for promotion to the next higher grade, including the higher/additional educational qualification, if prescribed, would need to be met even for consideration under ACPS.  |
| 54. | Whether EOL without medical certificate will count for computing regular service under ACPS  | Unless the counting of such leave or any other kind of leave is specifically excluded under relevant rules governing promotions for being counted towards regular service for promotion (e.g. in some cases of promotions under Flexible Complementing Scheme)! all kinds of leave including EOL without medical grounds normally counts towards regular service for promotion. EOL without medical grounds will be similarly treated while computing regular service for purposes of grant of financial upgradation under ACPS.                       |
| 55. | A cadre has been restructured with proper sanction but the recruitment rules for the restructured grades are still to be framed. Whether the individuals be granted financial upgradation in the existing hierarchical order or in the revised hierarchical order introduced subsequently  | Financial upgradation under ACP Scheme is to be allowed under the hierarchy existing as on 9.8.1999 or at the time one becomes eligible, which ever is later. Since a new hierarchy has come into being, financial upgradations may be allowed only in the restructured hierarchy. If model Recruitment Rules exist for such restructured grades, then Screening Committee may review cases on the basis of such model Rules? Otherwise, ACPS may be allowed after finalization of Recruitment Rules but the benefit may be allowed from the due date. |
| 56. | The Fifth Central Pay Commission has identified a number of common category posts spread across various Ministries/ Departments as well as in Offices outside the Secretariat as discussed in chapter 55 of its report and also in other Chapters and has made recommendations for adoption of uniform grade/cadre structure subject to functional needs of an individual organisation. In a large organisation, all the hierarchical levels as per uniform cadre/grade structure may be | Financial upgradations under ACPS are to be allowed in the 'existing hierarchy'. However, in reply to point of doubt No. 2, it has already been clarified that existing hierarchy in relation to a cadre would mean the restructured grades recommended by the Fifth Central Pay Commission. Further, as an example, in reply to point of doubt no. 19, it has been stated that in order to secure upward mobility of library staff  |

|     |   |  |
|-----|---|--|
|     | <p>created while in a smaller office, a few levels of the uniform hierarchical structure may not be introduced keeping in view the functional needs of the organisation. Consequently, while in a larger organisation/cadre, promotions are allowed in consecutive hierarchical grades, in a smaller cadre, promotions involve substantial jumps though in such cases, the requirement of period of regular service in the feeder grade as specified in the Recruitment Rules may be longer. Since, under ACPS, the requirement of longer regular service in the feeder grade for promotion to such higher levels is not reckoned while considering financial upgradations, it results in a situation where persons belonging to common category and recruited at same time in same entry grades are entitled to financial upgradations in vastly different grades under ACPS. Is it not anomalous?</p> | <p>under the ACPS, it has been decided to adopt the pay structure as notified by the Ministry of Finance vide O.M. dated July 24, 1990 subject to the terms and conditions specified by them. Therefore, the ACPS already envisages that in respect of common category posts, if the Government has accepted a uniform standard hierarchical structure, then 'existing hierarchy' in relation to such common categories shall be the standard hierarchy as approved by the Government and not the hierarchy in a particular office, which, for functional considerations may not have all the grades. If such financial upgradations are allowed keeping purely such local hierarchy in view, it will result in vast disparities in entitlements under ACPS for identical category of posts which cannot be justified. It has the potential of generating huge disquiet and unrest, which will not be in public interest.</p> <p>If, however, the Fifth Central Pay Commission has recommended a specific pay structure/ACP grades for a particular category in an organisation, which may seemingly belong to a common category, then the mobility under ACPS in respect of such specific posts in that organisation shall be through the grade structure/ACPS grades recommended for that organisation, if the same has been approved by the Government, and not the standard grade/hierarchical structure recommended for such common category.</p> |
| 57. | <p>Whether an employee who has not been recommended for grant of financial upgradation under ACPS by a Screening Committee can be considered by the next Screening Committee to be held in the other half of the year or one held only on expiry of one year?</p>   | <p>In para 6 of DoP&amp;T O.M. dated 10.2.2000, it has been provided that the Screening Committee shall meet twice in a financial year - preferably in the first week of January and July for advance processing of the cases maturing in the respective half of the financial year concerned. Normally, a case, once considered, should be reviewed only in the Screening Committee to be held after one year. However, if an additional ACR report has become available in respect of such an employee before cases are processed for placing the other cases before the Screening Committee to be held in the second half, or if there is any other development which makes a material change in the matter of assessment from the position obtaining when the case was considered earlier by the Screening Committee, there is no objection to the case of such employee being considered in the subsequent Screening</p>  |

|     |  |   |
|-----|--|---|
|     |  | <p>Committee to be held in the other half of the year. As regards date of effect for grant of ACPS in such cases, it is clarified that ACPS is applicable on 9.8.1999 or from date of completion of 12/24 years of regular service only in those cases where the employee is found fit for grant of ACPS at the first opportunity. If, however, he is found suitable only by a subsequent Screening Committee, the benefit of ACPS will be allowed to him only from the date of meeting of the Screening Committee in which he is recommended for grant of ACP. If the first financial upgradation is deferred in this manner, the second financial upgradation shall be allowed only after completion of 12 years of regular service from the date of first financial upgradation subject to fulfillment of the prescribed conditions. In this regard condition no. 4 of the Scheme is relevant.</p>   |
| 58. | <p>(i) An Inspector in a CPO in the pay scale of Rs.6500-10500 is entitled to benefits like Ration Allowance, Washing Allowance, Leave encashment for working on holidays, bonus etc. Some of these benefits are not admissible to incumbents of posts in the grade of Assistant Commandant (Rs.8000-13,500). Will the Inspector continue to get these benefits upon grant of financial upgradation in the grade of Assistant Commandant.</p> <p>(ii) Officers in the higher promotional grade are entitled to facilities like telephone at residence, reimbursement of cost of newspaper/magazines, which are not admissible to feeder grade post holder. Which such facilities are available when feeder grade holder is allowed financial upgradation under Caps in the grade of higher promotional post.</p> | <p>ACPS only allows financial upgradation and cannot be equated with regular promotion though normal promotion norms are insisted for grant of this financial upgradation. Even after grant of financial upgradation which is allowed as personal to the employee, he continues to hold the original post on regular basis, with same designation, classification, duties and responsibilities etc. In other words, except being allowed to draw pay in a higher grade the employee continues to be regular incumbent of the post to which he has been selected on regular basis as per the Recruitment Rules.</p> <p>Therefore, if there are certain perks and benefits, which are applicable to an ' employee as a result of his holding a particular post, the same will continue to be available to him, notwithstanding the fact that he may be placed in a higher grade on personal basis under ACPS. On the same analogy in the second case, except the entitlements like higher \ advance, HBA etc. which are linked to pay scale rather than status of the higher ; post, no privileges related to status of the j higher post will be applicable in the event of grant of financial upgradation in the grade of the higher post. This has been clarified in condition No. 6 of the ACP Scheme introduced vide O.M. dated 9.8.1999 also.</p> |
| 59. | Where the Strength of Staff Car Drivers is not sufficient to introduce the Staff Car Driver Scheme notified by   | As in the case of Stenographers discussed in point of doubt No. 44 above, Staff Car   |

|  |   |   |
|--|---|---|
|  | DoP&T, or where the organisation consciously decides to opt for the ACPS, how is the ACP to be regulated in case of such Staff Car Drivers. | Drivers in such organisations may be allowed financial upgradations in the scales as applicable under the Staff Car Driver Scheme on completion of 12/24 years of regular service subject to passing of the trade tests as specified in the Scheme. However, where the Staff Car Driver Scheme is applicable, ACPS is not applicable. |
|--|---|---|

(52)

**Sub:-Application fee for selection to various posts in CSIR.**

I am directed to state that the revision of the amount of the application fee for selection to various scientific/technical/administrative posts in CSIR had been under consideration for quite sometime. It has now been decided to revise the amount of application fee to RS. 100/- for general category and RS. 50/- for reserved categories, with immediate effect.

*Copy of CSIR circular No. 2(RR-IV)/2001-R&A dated 3.9.01*

(53)

**Sub:- Scheme and Syllabus for Departmental Competitive Examination for the posts of Section Officer (F&A)Section Officer (G)/Private Secretary/Dy. SPO- Revision regarding**

I am directed to forward the revised syllabus as approved by the competent authority for the Departmental Competitive Examination for the post of the Section Officer (F&A) [SO(F&A)] in supersession of all earlier orders on the subject. The revised syllabus for the Departmental Competitive Examination for the post of SO (F&A) is as follows:

| S.No. | Paper     | Subjects   | Max Marks                       | Time    |
|-------|-----------|--|---------------------------------|---------|
| 1.    | Paper-I   | Noting, Drafting and Precis Writing (Conventional Type)  | 100                             | 3 Hours |
| 2.    | Paper-II  | General Knowledge and Constitution of India (Objective Type)   | 100                             | 2 Hours |
| 3.    | Paper-III | <p><b><u>Part A (Accounts including Works Accounts)</u></b><br/> Short or medium type questions (Theory and / or Practical) on the following topics:-(3 questions of 10 marks each)</p> <ol style="list-style-type: none"> <li>Book Keeping and Accountancy</li> <li>Works Accounts</li> </ol> <p><b><u>Part- B (FR-SR &amp; GFR)</u></b><br/> Questions (Theory and/or Practical) on the following topics:-<br/> <u>(5 questions of 8 marks each)</u></p> | <p>30 Marks</p> <p>40 Marks</p> | 3 Hours |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | 1. Pay Fixation<br>2. Pension Rules<br>3. GFR including FR/SR, TA, LTC, Leave Rules<br><br>Part C (CSIR Rules, Regulations & Byelaws)<br>Short Notes/Questions on the following topics:-<br>(5 questions of 6 marks each or short questions numbering 10 of 3 marks each)<br><br><b><u>PART-C (CSIR Rules; Regulations &amp; Bye-laws)</u></b> <ul style="list-style-type: none"> <li>- Rationalized purchase Procedure</li> <li>- Budget</li> <li>- Project Costing</li> <li>- CSIR Instructions</li> <li>- Auditing</li> <li>- Delegation of Financial Powers Rules</li> <li>- IMPACT-Accounting package in CSIR</li> </ul> |  |  |
|--|--|---|--|--|

It has further been decided by the competent authority to reorganize the scheme of examination for the posts of SO (G), SO (F&A), Dy. SPO and PS for the purpose of Departmental Competitive Examination such that the papers I and II shall be common for all the posts - mentioned above and will be held in single sitting for all the candidates irrespective of the post (s) applied for. Paper III will be the specialized paper to be held in separate sittings at different times to enable the candidates to appear for different posts. The marks obtained in Paper I and II will, however, remain common in assessing the candidates for various posts by adding the marks obtained in paper III to the tally of I & II for arriving at the overall aggregate for the purpose of working out merit.

The syllabus for the Paper III for the purpose of Departmental Competitive Examination for the posts of SO(G), PS and Dy. SPO will be as follows:

#### **Section Officer (G) and Private Secretary**

| S.No. | Paper     | Subject  | Max. Marks | Time    |
|-------|-----------|--|------------|---------|
| 1.    | Paper III | Office Procedure, Rules & Regulations and CSIR Rules, Regulations and Bye-Laws (conventional Type) | 100        | 3 Hours |

#### **i) Part-I (Conventional Type) Marks-40**

This part will consist of Office Procedure and some guidance in the subject can be obtained from:-

- a) Latest edition of Manual of Office Procedure
- b) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.

c) Hand Book of Personnel Officers.

ii) Part-II (Conventional Type) Marks-60

This part will consist of Rules & Regulations, including knowledge of FRs, SRs, GFRs, CCS(Leave) Rules, CCS (Pension) Rules, CCS(CCA) Rules etc; and CSIR Rules, Regulations and Bye-laws and some guidance on the subject can be obtained from:

- a) Fundamental and Supplementary Rules (AGP&Ts Compilation)
- b) The CCS(Pension) Rules, 1972.
- c) The CCS (Conduct) Rules, 1964.
- d) The CCS(CCA) Rules, 1965.
- e) Compilation of the General Financial Rules (Revised and Enlarged) 1963.
- f) Delegation of Financial Power Rules, 1978.
- g) CCS (Leave) Rules, 1972.
- h) CSIR Rules, Regulations & Bye-Laws.

For the posts of Private Secretary, in addition to the above examination, candidates will have to appear in a qualifying test in English/Hindi shorthand at the speed of 100 w.p.m.

**Dy. Stores & Purchase Officer:**

| S.No. | Paper     | Subject   | Max. Marks | Time    |
|-------|-----------|---|------------|---------|
| 1.    | Paper III | Materials Management & CSIR Rules, Regulations & Bye-laws (conventional Type) | 100        | 3 Hours |

- a) CSIR Rules, Regulations & Bye-laws
- b) Organizational structure of stores and purchase department
- c) Objectives, roles and scope of functioning of stores & purchase department
- d) Procedure for issue and dispatch of materials
- e) Physical verification
- f) Procedure for identification of obsolete and surplus stores and their disposal and procedure for write off.
- g) Rationalized Stores & Purchase Procedure followed in CSIR.
- h) Procedure for purchase of capital and non-capital items
- i) Clearance of consignment including customs clearance
- j) Price preference
- k) Selective Approaches: ABC, FNS, VED & XYZ Analysis;
- l) Costs associated with Inventory Management
- m) Economics Order Quantity (EOQ) and its role and significance for Inventory Management
- n) Lead time analysis
- o) Safety stock
- p) Value Analysis
- q) Determination of various levels of stocks

r) Inventory turnover ratio

This paper will be set up in such a standard to test the overall knowledge of the candidates who is expected to head Stores/Purchases Section as Dy. Stores & Purchase Officer.

The communication may kindly be given wide publicity in your Lab./Instt.

*Copy of CSIR letter No. 33(84)4/2001-E-I dated 15.10.2001*

(54)

**Sub:- Amendment to CSIR Service Rules, 1994 for Scientific, Technical and Support Staff and CSIR Administrative (Recruitment & Promotion) Rules, 1982.**

In pursuance of the Govt. of India DOPT Order OM NO. 14024/2/96-Estt(D) dated 18th May, 1998 on the basis of the directions of the Supreme Court, for filling up the vacancies in the post below the scale of Rs.4500-7000 both in the Administrative and Scientific and Technical cadres, the advertisement should be published in the Employment News in addition to notifying the vacancies to the Employment Exchange for wide publicity. Accordingly, the item was placed for consideration and approval of the Governing Body.

The Governing Body at its 151<sup>st</sup> meeting held on 10.10.2001 has approved amendment of Recruitment Rules as follows:

- I. Amendment, to Rule No. 10.1.1. of CSIR Service Rules 1994 for Recruitment of Scientific, Technical and Support Staff.

| EXISTING RULES  | AMENDED RULES   |
|---|---|
| 10.1.1. Technical Posts in the pay scales below Rs.4500-7000 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered alongwith eligible Departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local news papers and a copy of the advertisement be sent to the Employment Exchange. | 10.1.1. For filling up vacancies of posts in the pay scales below Rs. 4500-7000, in addition to notifying the vacancies for the relevant categories, to the Employment Exchange, the requisitioning authority/establishment shall, keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the Employment News published by the Publications Division of the Ministry of Information and Broadcasting or other newspapers of wide circulation and then consider the cases of all the candidates who have applied. In addition, such recruitment notices should be displayed on the Notice Boards also for wider publicity. |

II. Amendment of CSIR Administrative Service (Recruitment & Promotion) Rule 1982.

| EXISTING RULES  | AMENDED RULES   |
|---|---|
| <p>Part VI General Conditions of Service (Item No.6)</p> <p>In the case of Group D and C administrative staff, posts in the pay scale below Rs.4500-7000 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered alongwith eligible Departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local newspapers and a copy of the advertisement be sent to the. Employment Exchange.</p> | <p>General Conditions of Service (Item No.6)</p> <p>For filling up vacancies of posts in pay scales below Rs.4500-7000, in addition to notifying the vacancies for the relevant categories to the Employment Exchange, the requisitioning authority/ establishment shall keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the Employment News published by the Publications Division of the Ministry of Information and Broadcasting or other Newspapers of wide circulation and then consider the cases of all the candidates who have applied. In addition, such recruitment notices should be displayed on the Notice Boards also for wider publicity.</p> |

The decision of the Governing Body comes into force with immediate effect. 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.

Hindi version follows.

*Copy of CSIR letter No. 2(RR)/2001-R&A dated 7/10.12.2001.*

(55)

**Sub:- Amendment to Recruitment Rules for the post of Stores & Purchase Assistant Grade-V (S&PA Gr.V)**

I am directed to state that the Governing Body of CSIR at its 151<sup>st</sup> meeting held on 10th October, 2001 has accorded approval to the replacement of scale of pay of Rs.3200-85-4900 for the post of S&PA Gr.V by the scale of pay of Rs.3050-75-4590. The new scale shall gain force with immediate effect. The incumbent S&PA Gr. V shall, however, continue to hold the scale of pay of Rs.3200-85-4900 as personal to them while appointments to the post of S&PA Gr. V at all the CSIR national Labs./Instts. including CSIR Headquarters shall henceforth be made in the scale of pay of Rs.3050-75-4590. Accordingly, the Recruitment Rules for the post of S&PA Gr.V as per CSIR Administrative Service (Recruitment & Promotion) Rules, 1982 shall stand amended as follows:-

| EXISTING RULES  | AMENDED RULES  |
|---|--|
| <p>Scale of Pay Rs.3200-85-4900</p> <p>Recruitment to this Grade shall be made on local basis by direct recruitment, on the result of competitive examination in General English/General Knowledge and typing Speed of 30 w.p.m. from amongst the candidates possessing minimum educational qualifications of Matriculation or its equivalent and some experience in the line, age not exceeding 28 years on the basis of interview and selection by a Selection Committee.</p> <p>Provided that 20% of the vacancy in the Cadre of Stores &amp; Purchase Assistants (Grade V) in the National Labs./Instts. and 10% of the vacancies in the CSIR Hqrs. occurring in a year shall be filled up from amongst the non-technical Group "D" departmental candidates possessing the same qualifications/experience on the basis of test and interview as for direct recruitment.</p> | <p>Scale of Pay Rs.3050-75-4590</p> <p>Recruitment to this Grade shall be made on local basis by direct recruitment, on the result of competitive examination in General English/General Knowledge and typing speed of 30/25 w.p.m. in English/Hindi respectively from amongst the candidates possessing minimum educational qualifications of matriculation or its equivalent and age not exceeding 28 years on the basis of interview and selection by a Selection Committee.</p> <p>Provided that 20% of the vacancies in the Cadre of Stores &amp; Purchase Assistants (Grade V) in the National Labs./Instts. and 10% of the vacancies in the CSIR Hqrs. occurring in a year shall be filled up from amongst the non-technical Group "D" departmental candidates possessing the same qualifications/ experience on the basis of test and interview as for direct recruitment.</p> |

The above revision in the Recruitment Rules may kindly be taken a careful note of for information and compliance.

Receipt of this letter may kindly be acknowledged.

*Copy of CSIR letter No.3-33(117)2001-E.1 dated 12.12. 2001*

(56)

**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 DTQ

3. No. of post 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 Officer |
|             |   |                  |       |       |      |                      |   |

\*DOB – Date of Birth

DOJ – Date of Joining

DOV – Date of vacation

# in case of direct recruitment only

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

(57)

**Sub:- Amendment to CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff and CSIR Administrative Service (R&P) Rules 1982.**

I am directed to state that as per decision of the Governing Body based on the Hon'ble Supreme Court directions notified vide CSIR Circular letter No.2(28)/91-E.II 6.12.1995 all posts in Gr. C, D and Gr. I & II are to be filled up only from amongst identified CSIR Casual Workers under Schemes 1990 and 1995 and no recruitment to such posts is to be made from outside candidates.

However, it is noted that the amendment to the recruitment rules as notified vide CSIR Circular Letter No.2(RR-IV)/2001-R&A dated 7.12.2001 is being misunderstood and after issuance of the said amendment some of the Labs./Instts. have issued open advertisements for the posts of LDC, etc for making recruitments from outside candidates, which is against the CSIR decision cited above.

In this connection, it may be clarified that the amendment issued vide circular letter dated 7/10.12.2001 is applicable only to those posts which are permitted to be filled up directly from

outside candidates and not to Group C, D and Groups I & II posts which are still to be filled up only from amongst the identified casual workers.

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

*Copy of CSIR Letter No.7-1(1)/2001-R&A dated 21.2.2002*

**(58)**

**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.

*Copy of CSIR letter No. 7-14(I)/2000-R&A dated 22.3.2002*

**(59)**

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

Governing Body (GB) of CSIR in its 152nd meeting held on 5th 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.

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.

*Copy of CSIR letter No. RC/GB/AC-Cte/RPBD-2002 dated 28.3.2002*

**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 1st May, 2002 considered the proposal for adoption of the Government of India, (GOI), Departmental 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:-

| Existing Rule  | Amended Rule   |
|--|--|
| Section Officer (General)<br>Scale of Pay of Rs.6500-200-10,500<br>(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.   | Section Officer (General)<br>Scale of Pay of Rs.6500-200-10,500<br>(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.                |
| Section Officer (Finance & Accounts) Scale Of pay of Rs.6500-200-10,500 (i) 33-1/3% by promotion from amongst permanent Assistants (Finance & 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  | Section Officer (Finance & Accounts) Scale of Pay of Rs.6500-200-10,500 (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 & Accounts) who have rendered not less than 8 years approved service in that grade. |
| Deputy Stores & Purchase Officer<br>Scale of Pay of Rs.6500-200-10,500<br>(i) 33-1/3% by promotion from amongst Stores/Purchase Assistants Grade-in 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. | Deputy Stores & Purchase Officer Scale of Pay of Rs.6500-200-10,500 33-1/3% by promotion to be made on the recommendation of the DPC, on the basis of "selection-cum-seniority" from among Stores & Purchase Assistants Grade-III who have rendered not less than 8 years approved service in that grade.  |

|  |  |
|--|--|
| <p>Private Secretary<br/>Scale of Pay of Rs.6500-200-10,500 (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>Private Secretary<br/>Scale of pay of Rs.6500-200-10,500 (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 08.02.2002. In other words, the guidelines followed in these cases hitherto, shall continue to be followed.

*Copy of CSIR No.3-33(113)/2002-E.I dated 11.6.2002*

**(61)**

**Sub:- Recruitment/Abolition of identified casual workers possessing prescribed qualifications – reg.**

I am directed to state that while considering the issue of assessments to the next higher grades references are being received from Labs./Instts. for relaxation/equivalence of qualifications in respect of employees who did not possess the qualification prescribed in the advertisement/recruitment rules and appointed long back without obtaining approval of the competent authority for relaxation of qualification, etc.

It is requested that the provisions relating to the qualifications, etc. under the CSIR Service Rules, 1994 for S&T staff may be strictly followed while making recruitment of staff in Group. I, II & III to ensure that such a mistake does not take place in future. Regularization/absorption of identified casual workers, should be done provided the incumbents possess the prescribed qualifications. for the post or necessary relaxations have been granted by the competent authority i.e. DG,CSIR. Any violation of these provisions will be strictly viewed and suitable action will be taken against the Officers responsible for the lapses.

The above position may kindly be brought to the notice of all concerned, for information and necessary action.

*Copy of CSIR letter No. 17/66/2/94-PPS dated 9.1.2003*

**Sub:-Restructuring/Reorganization of CSIR Finance & Accounts Cadre.**

The matter regarding reorganization and restructuring of the Finance and Accounts Cadre at par with General Administration and Stores & Purchase Cadre has been under consideration for quite sometime. The Governing Body of CSIR in its 156th meeting held on 17<sup>th</sup> February, 2003 has accorded approval to the restructuring/reorganization of CSIR Finance & Accounts Cadre as follows:-

- (a) to abolish the intermediary grade of Rs. 8000-13500;
- (b) to upgrade 15 posts (out of existing 25) in the scale of pay of Rs.8000-13500 to the scale of pay of Rs. 10000-15200;
- (c) to downgrade 10 posts currently in the scale of pay of Rs.8000-13500 to the level of Section Officer (F&A) in the scale of pay of Rs.6500-10500 and to re-designate the positions in the cadre as under;

| Restructured/Reorganized CSIR Finance & Accounts Cadre (in ascending order) | Revised Strength | Scale of pay    |
|---|------------------|-----------------|
| Section Officer (F&A)   | 120              | Rs.6500-10500   |
| Finance & Accounts Officer  | 55               | Rs. 10000-15200 |
| Deputy Financial Adviser  | 15               | Rs. 12000-16500 |
| Senior Deputy Financial Adviser   | 02               | Rs. 14300-18300 |

As a result of the restructuring/reorganization of the Finance & Accounts Cadre, the relevant provisions of CSIR Administrative Services (Recruitment & Promotion) Rules-1982 are also amended as follows-

| Existing Rule   | Amended Rule  |
|---|---|
| <p>1. For the post of Finance &amp; Accounts Officer in the scale of pay of Rs. 8,000-13,500:</p> <p>Recruitment to this grade shall be made by promotion from amongst officers of grade-III (Section Officer (Finance &amp; Accounts) \who have completed not less than 5 years approved service in that grade, on the basis of merit, and on the recommendation of the Departmental Promotion Committee, which shall interview the eligible candidates. Notwithstanding the above, the Controlling Authority may secure the services of experienced officers against post in grade- I and II on deputation basis for fixed period</p> | <p>1. For the post of Finance &amp; Accounts. Officer in the scale of pay of Rs. 10,000-15,200:</p> <p>Recruitment to this grade shall be made on the basis of merit from amongst the Section Officers (Finance &amp; Accounts) who have completed not less than 8 years approved service in that Grade and on the recommendations of the Departmental Promotion committee, which" shall: interview the eligible candidates.</p> <p>Notwithstanding the above, the Controlling Authority may secure the services of experienced . Finance &amp; Accounts officers on deputation basis for fixed period-through the CAG/CGA/Indian</p> |

|  |  |
|--|--|
| <p>through the Comptroller and Auditor General of India, provided the total number of such officers at any time does not exceed 25% of the authorized strength and suitable internal candidates are not available.</p> <p>2. For post of Senior Finance &amp; Accounts Officer in the scale of pay of Rs. 10,000-15,200:<br/>Recruitment to this Grade shall be made by promotion on merit from amongst Senior Finance &amp; Accounts Officers Grade II (Finance &amp; Accounts Officers) with not less than 5 years approved service and on the recommendation of the Departmental - Promotion Committee, which shall interview the eligible candidates</p> | <p>Railways/CGDA, provided the total number of such officers at any time does not exceed 25% of the authorized strength and suitable internal candidates are not available.</p>  |
| <p>3. For the post of Deputy Financial Adviser in the scale of pay of Rs. 12,000-16,500:<br/>Recruitment to this Grade shall be made by promotion on merit from amongst Senior Finance &amp; Accounts Officers Grade II (Finance &amp; Accounts Officers) with not less than 5 years approved service and on the recommendation of the Departmental Promotion Committee, which shall interview the eligible candidates</p>   | <p>3. For the post of Deputy Financial Adviser in the scale of pay of Rs. 12,000-16,500:<br/>Recruitment to this Grade shall be made by promotion on merit from amongst the Finance &amp; Accounts Officers in the grade of Rs. 10,000-15,200 with not less than 5 years approved service and on the recommendation of the Departmental Promotion Committee, which shall interview the eligible candidates. If in a particular year, sufficient number of eligible officers is not available, DG, CSIR may at his discretion relax the qualifying service to four years.</p> |

With the above modification of the ASRP Rules-1982, the existing incumbents of the posts of F&AO will carry the scale of Rs.8,000-13,500 as personal to them till such time as they are promoted to the grade of Rs.10,000-15,200; or vacate the post due to resignation/retirement/death etc. Such officers will be considered for promotion to the scale of pay of Rs. 10,000-15,200 on the basis of 8 years of combined approved service as Section Officer (F&A) and Finance & Accounts Officer. In case, sufficient number of officers, in the grade of Rs.8,000-13,500, are not eligible for promotion to the post of Finance & Accounts Officer (in the scale of Rs. 10,000-15,200), the Section Officers (Finance & Accounts), who have rendered a minimum approved qualifying service of 8 years in that grade may be considered for promotion to the post of Finance & Accounts Officer in the Grade of Rs. 10,000-15,200 with the specific approval of the Director General, CSIR

The above decision will be effective from the date of issue of this Office Memorandum.

*Copy of CSIR letter No.3-33(113)/2003-E.I dated 7.4.2003*

**Sub:- Rationalization of Administrative Cadres.**

I am directed to state that the information received from CSIR Laboratories/ Institutes on the aforementioned subject indicates that a large number of Assistants (Gen.), Upper Division Clerks and Lower Division Clerks, who belong to the General Cadre, are presently working in the other two streams/ wings namely Finance & Accounts and Stores & Purchase. It shows that there is an immediate need to augment the staff strength of other two cadres in view of functional requirement/needs of the Laboratories/ Institutes.

In order to streamline the cadre structure, it is proposed to seek option from the staff of General Cadre, who are presently working in the other two cadres, as to whether they would like to be absorbed in the cadre in which they are presently working or want to revert to their original cadre. The option may be extended to the staff of General Cadre as follows:-

1. For the General Cadre Staff who have been working in the Finance & Accounts /Stores & Purchase wings for the last five years or more:- whether they would like to be permanently absorbed in the stream in which they are presently working.
2. For the General Cadre Staff who have already worked for five years or more in the Finance & Accounts/Stores & Purchase wings for a considerable period but are presently working in administration wing:- whether they would like to be transferred and absorbed either in the Finance & Accounts Cadre or Stores & Purchase Cadre.

You are, therefore, requested to bring the contents of this letter to the notice of all the concerned staff of your Laboratories/ Institutes and obtain the option from the staff member of general cadre as mentioned above, in writing. Before exercising the option, the staff may clearly be informed that once they are transferred from one cadre to another, they would be eligible for service benefits as available to the staff of that cadre only and their seniority in the recipient cadre will be fixed from the date of coming over to the recipient cadre. Their transfer to other cadre would be on permanent basis and the option once exercised will be final and irrevocable.

The option exercised by the staff may be sent to the undersigned latest by 31st July, 2003.

*Copy of CSIR letter No. 3-33(1)/2003-E.I dated 10.7.2003*

(64)

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

I am directed to state that the Governing Body of CSIR in its 158th meeting, held on 16th July, 2003, has approved the following amendments to the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 as shown in the enclosed Annexures I, II and III:

1. Re-designation of posts of LDC, UDC and Assistant and of their equivalent levels In the Finance & Accounts and Stores & Purchase Cadres as shown in Annexure-I.
2. Creation of two lower levels in Finance & Accounts Cadre (by transfer of posts from General Cadre) and formulation of the recruitment rules thereof as shown in Annexure-II
3. Amendment of existing Rules as shown in Annexure-III.

The amended Rules may be brought to the notice of all concerned.

*Copy of CSIR letter No. 3-33(117)2003-E.I dated 24.10.2003*

ANNEXURE-1

**New-designations of posts**

| <b>Cadre</b>      | <b>Existing Designation</b>           | <b>New-Designation</b>                                    |
|-------------------|---------------------------------------|---|
| General           | Assistant (General)                   | Assistant (General) Grade -I                              |
|                   | Upper Division Clerk                  | Assistant (General) Grade-II                              |
|                   | Lower Division Clerk                  | Assistant (General) Grade-III                             |
| Finance           | Assistant (Finance & Accounts)        | Assistant (Finance & Accounts) Grade-I                    |
|                   | Nil                                   | Assistant (Finance & Accounts) Grade-II (New cadre post)  |
|                   | Nil                                   | Assistant (Finance & Accounts) Grade-III (New cadre post) |
| Stores & Purchase | Stores & Purchase Assistant Grade-III | Assistant (Stores & Purchase) Grade-I                     |
|                   | Stores & Purchase Assistant Grade-IV  | Assistant (Stores & Purchase) Grade-II                    |
|                   | Stores & Purchase Assistant Grade-V   | Assistant (Stores & Purchase) Grade-III                   |

Scales of Pay:-

Assistant Grade-I- Rs. 5500-175-9000

Assistant Grade-II- Rs. 4000-100-6000

Assistant Grade-III- Rs. 3050-75-3950-80-4950

ANNEXURE-II

| Cadre              | Post  | Existing Rule | Amended/New Rule  |
|--------------------|---|---------------|---|
| Finance & Accounts | Assistant (Finance & Accounts) Grade-II<br>Pay scale: Rs. 4000-100-6000.        | Nil           | <p>Part IV Section-II (7) Assistant (Finance &amp; Accounts) Grade-II in the pay scale of Rs. 4000-100-6000</p> <p>Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each Laboratory/Institute as follows:-</p> <p>100% by promotion on local basis from amongst the Assistants (Finance &amp; Accounts) Grade-III, who have completed not less than 3 years approved service as Assistant (Finance &amp; Accounts) Grade-III on the basis of seniority subject to rejection . of unfit and on the recommendations of the Departmental Promotion Committee.</p>   |
|                    | Assistant (Finance & Accounts) Grade-III<br>Pay scale: Rs. 3050-75-3950-80-4590 | Nil           | <p>Part IV Section-II(8) - Assistant (Finance &amp; Accounts) Grade-III in the pay scale of Rs. 3050-75-3950-80-4590</p> <p>Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute by direct recruitment, on the basis of result of competitive examination from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent with 'Commerce' as one of the subjects and typewriting speed of 30 w.p.m. in English or 25 w.p.m. in Hindi respectively. Age not exceeding 28 years relaxable in the case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. Candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not exceed 25% of the total prescribed marks.</p> <p>Provided that:</p> |

|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>ii) 10% of the vacancies in the cadre of Assistant (Finance &amp; Accounts) Grade III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment subject to the following conditions:<br/>Selection shall be made through a departmental competitive examination in General Hindi/General English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English confined to such Group 'D' (Non-technical) employees who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent with 'Commerce' as one of the subjects. Candidates qualifying in the Departmental Examination would be interviewed by the DPC.</p> |
|--|--|--|--|

(65)

**Sub:- Relaxation in age limit in direct recruitment in respect of Physically Handicapped persons – reg.**

I am directed to state that recently one of the laboratories had sought clarification whether relaxation in age limit will be available to physically handicapped persons only in respect of posts reserved for them or irrespective of the fact whether the post is reserved such category or not.

The matter was taken up with the Department of Persons & Training, Govt. of India, who have clarified that the rules are uniformly applicable to all the above category persons whether the department concerned have any post reserved for them or not.

It is, therefore, requested that the above clarification may kindly be brought to the notice of all concerned for information, guidance and compliance.

*Copy of CSIR letter No. 19-20(11)/2004/SC/ST-Cell dated 19.2.2004*

(66)

**Sub:- Revision of Income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs).**

The undersigned is directed to invite attention to this Department's O.M. No. 36012/22/93-Estt.(SCT) dated 8<sup>th</sup> September, 1993 which inter alia provides that sons and daughters of persons having gross annual income of Rs. 1 lakh or above for a period of three consecutive years fall within the creamy layer and are not entitled to get the benefit of reservation available to the Other Backward Classes. It has been decided to raise the income limit from Rs. 1 lakh to Rs. 2.5 lakh for determining the creamy layer amongst the OBCs. Accordingly the following entry is hereby substituted for the existing entry against Category VI in the Schedule to the above referred O.M.:

| <u>Category</u> | <u>Description of Category</u> | <u>To whom the rule of exclusion will apply</u>   |
|-----------------|--------------------------------|---|
| VI              | INCOME/WEALTH TEST             | <p>Son(s) and daughter(s) of</p> <p>(a) Persons having gross annual income of Rs. 2.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.</p> <p>(b) Persons in Categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources or wealth, which will bring them within the income/wealth criteria mentioned in (a) above.</p> <p><u>Explanation:</u></p> <p>Income from salaries or agricultural land shall not be clubbed.</p> |

5. The provisions of this Office Memorandum take effect from 4<sup>th</sup> February, 2004.
6. All the Ministries/Departments are requested to bring the contents of this office Memorandum to the notice of all concerned.

*Copy of CSIR letter No. 19-1(4)/2004/SC/ST/OBC-Cell dated 26.3.2004*

**Sub:- Rationalization of Administrative Cadres – clarifications**

I am directed to state that upon rationalization of Administrative Cadres up to the level of Assistant (G) Gr. I in all the three cadres i.e. General, Finance & Stores & Purchase, revised sanctioned strength were communicated to all the Laboratories/ Institutes. In this connection, instructions were also issued vide CSIR letters Nos. 3-33(1)/2004-E.I and 3-33(2)2004-E.I dated 17.02.2004 & 15.03.2004. However, some Laboratories/ Institutes have sought clarification on certain issues relating to this. The position with regard to these issues is clarified as per annexure to this letter.

Wherever, options have not been invited so far, the same should be done now and the exercise of shifting the staff should be completed at the earliest. You are also requested to kindly take necessary action immediately to revise the rosters and intimate the vacancy position under different modes of recruitment viz. DRQ, DTQ and DPC along with reservation status of the vacancies.

| Sl. No. | Point of doubt  | Clarification   |
|---------|---|---|
| 1.      | Sh. 'A' Asstt. (G) Gr. II has opted for S&P Cadre subject to the condition that the service rendered by him as Asstt. (G) Gr. II should also be counted for his seniority in this cadre. In case the same is not acceptable, his option may be treated for General Cadre.<br>Sh. 'B', Asstt. (G) Gr. II has opted for F&A Cadre subject to the condition that the service rendered by him as Asstt. (G) Gr. II should be counted for his seniority. | Conditional options cannot be accepted. Seniority will be counted from the date incumbents join the new cadre. However the matter regarding counting of service towards eligibility period for promotion, is under consideration. |
| 2.      | No Asstt. (G) Gr. I has exercised option for F&A Cadre. What should be done in such an eventuality.   | In case of excess staff members in Gen. Cadre, junior most Asstt (G) Gr. I may be transferred to other cadres viz. F&A, S&P cadres.   |
| 3.      | Some Asstt (G) Gr. I and some Asstt (G) Gr. II who have not completed 5 years of service in F&A and S&P Sections have opted for F&A Cadre, clarify whether posting may be carried out, ignoring the length of service.  | They can be considered for posting in respective sections i.e. those who have worked in Accounts can be posted in Accounts after they have been brought over to this cadre.   |
| 4.      | Whether the excess staff appointed through DPC quota in a particular cadre can proportionately be adjusted in other mode of recruitment i.e. DTQ or DRQ and vice versa  | Mode of Recruitment should not normally be changed while transferring the officials from one cadre to another.  |

|    |   |   |
|----|---|---|
|    |   | However, in case, the additional sanctioned post falls under a quota different from the one under which the person to be shifted was recruited, then he may be shown under the quota in which the additional post has made available. For eg. If the person to be shifted belongs to DPC quota and the additional post has been assigned to DTQ or OQ then he can be adjusted under DTQ or OQ, in that order. |
| 5. | Whether the junior-most staff member in the cadre of Asstt (G) Gr. II can be transferred to the cadre of Asstt. (SP) Gr. II without seeking their options.  | Yes, one can be transferred in public interest provided there is the additional allocated post in the recipient cadre and there are no options.   |
| 6. | Suppose a senior staff who belongs to SC Category and occupies the point 1 of the roster of Asstt (G) Gr. I, has opted to work in S&P, how will his name be reflected in the roster of S&P and how that slot vacated by him/her in the roster of Gen. Cadre Asstt (G) Gr. I will be filled? | For recasting the rosters, CSIR instructions issued vide letter No. 19-2(11)/2002-SC/ST Cell dated 26th June, 2003 may be followed.   |
| 7. | Whether those staff members who have exercised their option to work in other cadres can physically be moved to their respective cadres viz., F&A, SP? If so, how their seniority shall be determined in the cadre to which they have opted and moved over.                                  | Yes, staff members who have exercised their option to work in other cadres are to be physically moved to their respective cadres. Their seniority in the recipient Cadres shall be counted from the date of joining the new cadres.   |
| 8. | Whether Asstt (G) Gr. I will be considered for promotion to SO (G) or Dy. SPO, who has opted for S&P Cadre and becomes due for promotion to the post of SO (G) as per his seniority.  | Option once exercised is irrevocable. If an Asstt (G) Gr. I joins the S&P Cadre then he will be considered for promotion to the post of Dy. SPO and not SO (G).   |
| 9. | Whether seniority of Sh. 'C' Asstt (G) Gr. I who opted for S&P Cadre will be counted from the date of posting to Purchase Section or from the date of his option & whether he may be re-designated as Asstt (S&P) Gr. I   | Seniority of Sh. 'C' will be counted from the date of joining the new cadre; he may be re-designated as Asstt (SP)  |

|     |   |  |
|-----|---|--|
|     |   | Gr. I, if he joins the S&P Cadre.  |
| 10. | Decision to appoint junior most Asstt in other cadres is available only in Gr. III & II and the same is not available in Gr. I Jr. most Asstts. (G) Gr. I who have been appointed specifically against DTQ/DRQ, whether it will be in order to force on them the appointment in either F&A or S&P cadres. | In case there are no options from Asstts (G) Gr. I/II/III for the FA or SP cadres, the junior-most Asstts. (G) Gr. I/II/III may be transferred to the recipient cadres in their respective grades. |

*Copy of CSIR letter No. 3-33(2)/2003-E.I dated 14.7.2004*

**(68)**

**Sub:- Amendment to the CSIR Administrative Services (Recruitment & Promotion) Rules -1982**

The Governing Body of CSIR in its 162<sup>nd</sup> meeting held on 26.7.2004 has approved insertion of the following provision as serial number 11 of Note under Part VI Miscellaneous of the CSIR ASRP Rules 1982:

"11. The service rendered in the same (i.e. identical) scale of pay in General Cadre shall be counted as approved service in the cadres of Finance & Accounts and Stores & Purchase for the purpose of eligibility for promotion to the next higher grade in the cases of staff shifted under restructuring of cadres."

Consequent upon the above decision, the service rendered by the staff members who are to be shifted to the cadres of Finance & Accounts and Stores & Purchase, from the General Cadre, shall be counted towards eligibility for promotion to the next higher grade in the recipient cadres. However, seniority shall be reckoned from the date of coming over to the recipient cadre.

In view of the position as mentioned hereinabove, the staff members upto Asstts(Gen) Gr-I, working in the Finance & Accounts or Stores & Purchase sections, who have not exercised their options so far, may be given a last opportunity to exercise their option for shifting over to the Finance & Accounts or Stores & Purchase cadres, latest by 15th October, 2004. Thereafter, the exercise of recasting of reservation of rosters be completed and the information regarding category-wise vacancy position be sent to CSIR by 1st of November, 2004.

*Copy of CSIR letter No. 3-33(117)/2003-E.I dated 24.9.2004*

**Sub:-Medical examination of newly appointed Scientist/Staff through the Civil Surgeon/Medical Board of the Government Hospitals in CSIR Laboratories/Institutes outside Delhi-Review of existing policy.**

I am directed to state that Governing Body in its "162<sup>nd</sup> meeting held on 26th July, 2004 considered the matter relating to the medical examination of newly recruited, staff/officers of CSIR and its constituent Labs./Instts.

The Governing Body has approved as under:-

1. On-first appointment of Scientific, Technical and Non-Technical Officers in the scale of Rs. 6500-10500 and above, where medical examination is done through Medical Board, henceforth medical examination will be done through the Medical Board constituted by Directors of the Labs, consisting of Resident Medical Officer and two Medical Officers of the CSIR dispensaries (by nominating local Medical Offices in the Board, in case there is no other doctors in the dispensaries), which will issue medical certificate.
2. In the case of female candidates the Medical Board should consist of a Lady doctor (by nominating local Lady Medical Officer in the Board, in case -there is no Lady Doctor in the dispensary).
3. In case of appointment of staff to non-gazetted posts including Group-D, Resident Medical Officer incharge of the dispensary has been authorized to issue Medical certificate on first appointment. In the case of female candidates, Medical Certificate can be issued by Lady Medical Officer, in case-"there is no Lady Medical Officer in the dispensary by any Lady Medical Officer of Govt. Hospital or AMA.
4. In the case of Scientific & Technical staff requiring any specific medical-fitness, before referring the cases for medical examination to the concerned authority, Lab./Instt. may specify the standards of physical fitness required for the job in consultation with the Residents Medical Officer and Senior Scientists. While examining a candidate for medical fitness the Resident Medical Officer/Medical Board, as the case may be, may get various medical tests conducted in case of doubt "/or as are felt necessary.
5. In case of any adverse findings or any appeal against the decision of the Resident Medical Officer or the Medical- Board constituted by Director, the concerned Lab./Instt. may consult the Civil Surgeon or Medical Board of the Government hospital in the case of non-gazetted and gazetted employees respectively. Such appeal can be preferred by the candidate within one month from the date, of issue of the order in which the findings of the Resident Medical Officers/Medical Board are communicated to the candidates.

6. In case there is no dispensary in a particular Laboratory/Institute, the medical certificate may be obtained from the Medical Officer/Medical Board of the dispensary of sister laboratory/Institute situated at the same station.
7. In case of appointment in Laboratories/Institutes located in Delhi, Kolkata and CSIR Hqrs. the existing procedure may continue as there are no CSIR dispensaries located in Delhi/Kolkata.

*Copy of CSIR letter No. 4-12(01)/2004-E.II dated 20.10.2004*

**(70)**

**Sub:- Nomination of SC/ST representative on the Selection/Screening Committees.**

I am directed to state that a member of SC/ST community should invariably be included in the Screening/Selection Committees whenever posts are reserved or where SC/ST candidates are being considered alongwith candidates of other' categories i.e. against UR posts.

Kindly ensure compliance of these instructions.

*Copy of CSIR letter No. 7-1(2)/2002-R&A dated 17.11.2004*

**(71)**

**Sub:- Promotion of persons undergoing a penalty - clarification regarding.**

I am to forward herewith a bilingual copy of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No. 22034/5/2004-Estt (D) dated 15/12/2004 for your information, guidance and necessary action.

*Copy of CSIR letter No. 15-6(82)/98-O&M dated 4.2.2005*

No. 22034/5/2004-Estt (D) December 15, 2004

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

Subject:- Promotion of persons undergoing a penalty - clarification regarding.

The undersigned is directed to refer to DoPT OM No. 21/5/70-Estt (A) dated 15th May, 1971 (reiterated vide O.M. No. 22011/2/78-Estt (A) dated 16.2.1979) and to say that in terms of the provisions of these office Memoranda, a Government servant, on whom a minor penalty of withholding of increment etc. has been imposed should be considered for promotion by the Departmental Promotion Committee which meets after the imposition of the said penalty and after due consideration of full facts leading to imposition of the penalty, if he is still considered

fit for promotion, the promotion may be given effect after the expiry of the currency of the penalty. It has, however, been separately clarified vide Office Memorandum No. 22011/2/92-Estt (D) dated 30th November, 1995 that in such cases, the seniority would be fixed according to the position of the officer in the panel on the basis of which he is promoted on expiry of the period of currency of the penalty.

2. Doubts have been expressed regarding the pay fixation and date of commencement of the eligibility service in such cases. It is clarified that since the promotion is to take effect only from a date subsequent to the expiry of the currency of the penalty, the officer would be entitled to pay fixation in the promotional grade with effect from the date of actual promotion only. Even if a person junior to him in the panel is promoted earlier, it will have no bearing on the pay to be allowed on promotion to the officer on whom a penalty was imposed, and there shall be no stepping up of his pay.

3. Similarly, as the officer undergoing penalty is not to be promoted during the currency of the penalty, the eligibility service in the promotional grade for further promotion shall commence only from the date of actual promotion and in no case, it may be related, even notionally, to the date of promotion of the junior in the panel.

**(72)**

I am directed to forward DoPT O.M. No. 36011/3/2005-Estt.(Res.) dated 9<sup>th</sup> Sep., 2005 Government of India, Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

Subject:- Verification of caste status of SC, ST, OBC candidates at the time of initial appointment/promotion.

Attention is invited to, Department of Personnel and Administrative Reforms (now Department of Personnel & Training) O.M. No.36011/16/80-Estt.(SCT) dated 27th February, 1981 which provides that the appointing authorities should verify the caste status of a Scheduled Caste/Tribe candidate. At the time of initial appointment and promotion against a vacancy reserved for Scheduled Castes/Tribes. The O.M. clarifies that a candidate who entered into service as an SC/ST candidate may discontinue to be so if the caste/community to which he belongs is descheduled subsequently. A Scheduled Caste candidate also loses his status of Scheduled Caste if he embraces a religion other than Hinduism, Sikhism or Buddhism. Though such officers who lose the status of SC or ST after entering into service are required to inform the Government about it, many of them do not do so. In the absence of necessary vigil, there are possibilities of non-SC/ST candidates getting benefit of reservation and various concessions in the matter of promotion. Therefore, verification of caste status at every important upturn of employee's career is necessary so that the benefit of reservation and other schemes of concessions, etc. meant for SCs/STs go only to the rightful claimants and not those who become disentitled to them. With a view facilitating such verification, the caste/community to which the SC/ST person belongs, his place of residence and the name of the State should be pasted on the

top of the Service Book, personal file and other relevant documents relating to Employee. Attention is also invited to this Department's O.M. No. 36033/4/97-Estt.(Res.) dated 25<sup>th</sup> July, 2003 which provides that caste/community status and creamy layer status of OBC candidates should be verified at the time of initial appointment.

2. This Department's O.M. No.36012/6/88-Estt.(SCT) dated 24th April, 1990 provides that the appointing authorities should, in the offer of appointment to the ,candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes, Include a clause as follows:

"The appointment is provisional and is subject to the caste/tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Panel Code for production of false certificates."

Likewise this Department's O.M. No.36033/4/97-Estt.(Res.) dated 25<sup>th</sup> July, 2003 provides that in case of the offer of appointment to the candidates claiming to belong to Other Backward Classes, a clause as follows should be included:

"The appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificates."

3. It has been brought to the notice of the Government that some candidates manage to secure employment under the Government against the vacancies reserved for SCs/STs/OBCs by producing false caste/community certificates and some candidates continue to get the benefits available to the Scheduled Castes/Scheduled Tribes even after losing the status of SC/ST. The undersigned is directed to say that Instructions referred to above should be scrupulously followed so that it may not be possible for any non-SC/ST/OBC candidate to secure employment or get benefit of promotion or concessions on the basis of a false claim to belong to these categories and if any person gets an appointment on the basis of such false claim, his services may be terminated as per conditions contained in the offer of appointment.
4. Contents of this O.M may be brought to the notice of all concerned.

*Copy of CSIR letter No. 19-1(1)/2005-SC/ST-Cell dated 21.9.2005*

(73)

I am directed to forward DoPT O.M. No. 36017/1/2004-Estt.(Res.) dated 5<sup>th</sup> July, 2005  
Government of India, Ministry of Personnel, Department of Personnel and Training

Subject:- Revision of quantum of reservation for SC, ST, OBC in case of direct recruitment to Group 'C' and 'D' post normally attracting candidates from a locality or a region.

The undersigned is directed to say that reservation for Scheduled Castes and Scheduled Tribes in case of direct recruitment to Group 'C and 'D' posts, normally attracting candidates from a locality or a region, which is generally fixed in proportion to the population of the Scheduled Castes and Scheduled Tribes in the respective States/UTs, was last fixed in 1985 on the basis of the 1981 Census. Reservation for Other Backward Classes in such cases was fixed in 1993 keeping in view the proportion of their population in the respective States/UTs subject to a ceiling of 27% while also ensuring that the total reservation for SCs, STs and OBCs did not exceed the limit of 50% in any case. It has now been decided to revise the quantum of reservation for SCs, STs and OBCs in case of direct recruitment to Group 'C and 'D' posts normally attracting candidates from a locality or a region, keeping in view the figures of die 2001 Census, as given in the Annexure to this O.M.

2. These orders will take effect from the date of issue of this O.M. However, the cases where requisitions for filling up the posts have already been sent to the recruiting agencies or posts have already been advertised in accordance with the percentages of reservation existing prior to-issue of this O.M, need not be reopened.
3. It is requested that contents of this O.M. may be brought to the notice of all concerned.

*Copy of CSIR letter No. 19-1(1)/2005-SC/ST-Cell dated 26.9.2005*

(74)

**Sub:- Rationalization of Administrative Cadres – Clarifications.**

I am directed to refer to this office circular letter even No. dated 14th July 2004 on the above subject and to state that vide clarification No. 7, it was stated that staff members who have exercised option under Rationalization of Administrative Cadres to work in other Cadres (i.e. Finance & Accounts / Stores & Purchase Cadre) should be moved to their respective Cadres.

It has come to the notice that some of the Assistants (G) Gr. I/ II/ III, who have been transferred to Finance & Accounts / Stores & Purchase Cadres are still working in the General Cadre.

It is, therefore, requested that all such Assistants (G) Gr. I/ II/ III, who have been transferred to Finance & Accounts / Stores & Purchase Cadres under the Rationalization of Administrative Cadres be moved to recipient Cadres immediately.

*Copy of CSIR letter No. 3-33/(2)2003-E.I dated 9.11.2005*

**(75)**

**Sub:- Recruitment Rules for the post of Guest House Attendant.**

I am directed to the inform that the Governing Body of CSIR in its 165th meeting held on 13<sup>th</sup> September 2005 has approved the Recruitment Rules for the post Guest House Attendant Copy of the Recruitment Rules is enclosed for information/compliance. These recruitment rules will be effective date of notification.

The Hindi version of the above rules are also enclosed alongwith.

*Copy of CSIR letter No. 7-3(7)/2004-R&A dated 21.12.2005*

**Recruitment Rules for the post of Guest House attendant.**

1. **Title of the Rules:** "Recruitment Rules for the post of Guest House Attendant".
2. **Enactment:** These Rules shall come into force with effect from the date of notification.
3. **Scope/Applicability:** These Rules shall govern recruitment and selection to the post of "Guest House Attendant in the Guest Houses of CSIR Hqrs. and its Laboratories/institutes.--
4. **Definition:** All words and abbreviations in these Rules shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Byelaws of CSIR.
5. **Classification:** The post shall be classified as an Administrative post.
6. **Scale of Pay:** The scale of pay prescribed for the post shall be Rs. 2550-55-2660-60-3200.
7. **a) Qualification & Experience :** Middle Pass/8th Standard Pass with 2 years experience of working in a reputed Guest House/Hotel or Matriculation/10th Pass  
**b) Age:** The age limit for the post shall be 28 years, relaxable in case of SC/ST/OBC category as per rules.
8. **Job Requirements:** The job requirements of this post will include, interalia upkeep and maintenance of Guest House especially rooms, providing services to guests' viz., serving

of eatables. Any other job assigned from time to time by the office. The incumbent will be required to work in shift duties also.

9. **Constitution of Selection Committee:** The Selection Committee for the post shall be constituted by the Director of the Laboratory/Institute (Joint Secretary (Admn.) in case of CSIR Hqrs) as follows:-

|     |   |            |
|-----|---|------------|
| (a) | Controller of Administration/Deputy Secretary (from sister Laboratories/Institutes/CSIR Hqrs.                               | - Chairman |
| (b) | Controller of Administration/Administrative Officer/Under Secretary of the Laboratory/Institute/CSIR Hqrs.                  | - Member   |
| (c) | Controller of Finance & Accounts/Deputy Financial Adviser/Finance & Accounts Officer of the Laboratory/Institute/CSIR Hqrs. | - Member   |
| (d) | Manager/In-charge, Guest House  | - Member   |
| (e) | Representative of SC/ST/OBC and Minority Community  |            |

(Quorum: Three members including the Chairman)

Screening Committee, if any, shall be constituted out of members of the Selection Committee.

10. **Mode & Recruitment Procedure:** Recruitment to the post shall be made through open selection.

The recruitment procedure for this post shall remain same as that of recruitment procedure for other Group 'D' (Administrative) posts of the same scale.

11. **Panel:** As far as possible, the Selection Committee shall prepare a panel of candidates, on the basis of merit, which shall be valid for a period of one year.
12. **Probation:** The candidate appointed to the post shall be on probation for a period of one year from the date of joining the post, which may be extended or curtailed at the discretion of the competent authority.
13. **Appointing Authority:** Director of a National Laboratory/Institute and Joint Secretary (Admn.) in case of CSIR Hqrs.
14. **Fixation of Pay:** The pay of the appointees to this post shall be fixed as per rules; however, higher start can be considered on the recommendation of the Selection Committee.

15. **Career Progression:** The persons appointed to the post shall be governed by CSIR provisions applicable to the isolated category of posts in the matter of career progression i.e. promotion shall be considered after 11 years of service in the grade.
16. **Power to relax:** In case of any difficulty in operation of these rules, DG, CSIR may relax any of the provisions. -
17. **Interpretation:** Any query/clarification relating to interpretation of these Rules shall be decided by Director-General, CSIR.

(76)

**Sub:- Optimization of administrative and support staff.**

This has reference to the discussion held in the Directors' Conference on 24<sup>th</sup> December 2005 in connection with the optimization of administrative and support staff in CSIR, in view of the Kelkar Committee Report DG, CSIR has desired that all the Directors should submit a note on their proposed staff profile latest by 24<sup>th</sup> January 2006. Accordingly, you are requested to furnish details of staff required in various streams for your Laboratory. The information should cover details, such as, Group-wise existing sanctioned strength, existing filled up position, proposed strength with justification, year-wise detail of retirement in the next five years. The above information may be sent in respect of each Group i.e. Group-I, II, III and IV and Group- A, B, C & D including posts under Isolated Categories and Departmental Canteen.

*Copy of CSIR letter No. 4-71(Circular)/2005-E.II dated 26.12.2005*

(77)

**Sub:- Optimization of administrative and support staff.**

This has reference to CSIR letter of even number dated 26<sup>th</sup> December 2005 from Joint Secretary (Admn.) wherein information relating to optimization of administrative and support staff was called for from the Labs./Instts. DG, CSIR has directed that pending receipt of information from the Labs./Instts. about their proposed staff Profile, any action on recruitment of staff other than Group-IV may be deferred forthwith. However, this deferment will not affect in the following Cases-

- i) Recruitment of staff under special recruitment drive to fill up backlog vacancies reserved for SC/ST in accordance with Govt. of India, DoPT OM dated 5-8-2004.
- ii) Compassionate appointments; and
- iii) Consideration of identified casual workers for their absorption, within a time frame, as per the directions of the Court.

*Copy of CSIR Letter No. 4-71(Circular)/2005-E.II dated 27.12.2005*

(78)

**Sub:-Powers of the Acting Director.**

I am directed to state that issues relating to powers of the Acting Director particularly with reference to appointment of candidates based on the recommendations of the Selection Committee and approval of appointment on promotion based on the recommendations of the Assessment Committee/DPC had been raised by one of the Laboratories.

The matter has been examined in consultation with Assistant Solicitor General they have opined that since the Acting Directors of Labs./Instts. have been delegated all Administrative and Financial powers except disciplinary powers, there is no embargo on powers of the Acting Directors with regard to the appointment/promotion of a person cleared by the process" provided in Rules.

This is for necessary action/information of all concerned.

*Copy of CSIR letter No. 3(11)/98-EII dated 20.2.2006*

(79)

**Sub:-Compliance of the provisions of the "Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 for 3% reservation while making recruitment to the posts identified as suitable for persons with disabilities –reg.**

I am directed to state that the Chief Commissioner for Persons with Disabilities(CCPD) in one of the cases has issued directions to CSIR to issue instructions to all concerned in CSIR to ensure reservations of at least 3% vacancies for the persons with disabilities under Section 33 of 'Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995'. In this connection, your kind attention is invited to this office letter of even number dated 31.8.2004 wherein all the Labs/Instts were advised to strictly comply with the provisions of Section 33 of the said Act for 3 percent reservation while making recruitment to the posts identified as suitable for persons with disabilities and instructions issued in this regard by the DoPT from time to time. However, some of Labs./Instts. of CSIR have not taken compliance of these instructions while making recruitment and thus led to inviting criticisms from the CCPD.

It is therefore, reiterated that these instructions may be brought to the notice of all concerned for strict compliance.

*Copy of CSIR letter No. 19-1(2)1/2001/SC/ST-Cell dated 23.2.2006*

(80)

**Sub:- Powers of the Acting Director.**

I am directed to invite a reference to the circular letter of even number dated 20.2.2006 concerning the above subject and to state that the second para of the letter may be read as under:-

"The matter has been examined in consultation with Additional Solicitor General \ and Ministry of Law and they have opined that since the Acting Directors of Labs./Instts. have been delegated all Administrative and Financial powers except disciplinary powers, there is no embargo on the powers of the Acting Directors with regard to the appointment/ promotion of a person cleared by process provided in Rules."

This may kindly be brought to the notice of all concerned.

*Copy of CSIR letter No. 3(11)/98-E.II dated 1.3.2006*

(81)

**Sub:- Merger of Cost Accountants Cadre with Finance & Accounts Cadre.**

I am directed to state that the Governing Body, CSIR in its 166 meeting held on 16.02.2006 has approved that Cost Accountants presently holding the pay scale of Rs. 5500-9000, and having the minimum qualification for the post of Assistant (F&A) Gr.I as specified in Administrative service (Recruitment & Promotion) Rules, may be merged with Assistants (F&A) Gr.I in the pay scale of Rs. 5500-9000 against the Direct recruitment quota and equal number of posts of Asstt. (F&A) Gr.I may be added in the Finance & Accounts Cadre. Their seniority as Asstt. (F&A) Gr.I may be reckoned from the date, of their switching over to F&A cadre, however, the service rendered by them in the identical scale as Jr. Cost Accountant may be counted as approved service, in the Finance and Accounts cadre for the purpose of eligibility for promotion to the next higher grade in the pay scale of Rs. 6500-10500.

The incumbents holding the post of Sr. Cost Accountants in the pay scale of Rs. 6500-10500 may be merged in Finance & Accounts Cadre at the level of Section Officer (F&A) in the pay scale of Rs. 6500-10500 and two posts of Section Officer (F&A) may be added with Finance & Accounts Cadre. Their seniority as Section Officer (F&A) will be reckoned from the date of their switching over to Finance & Accounts Cadre, however, the service rendered by them in the identical scale as Sr. Cost Accountant in the scale of Rs. 6500-10500 may be counted as approved service in Finance & Accounts Cadre for the purpose of eligibility for promotion to the next higher grade i.e. Rs. 10,000-15200.

However the incumbents holding the post of Jr. Cost Accountants/Cost Accounts Clerk in the pay scale of Rs.4500-7000/- and Rs. 5000-8000/- respectively, which is less than the scale of

pay of Assistant (F&A) Gr.I i.e Rs. 5500-9000 will continue to be governed under the Isolated Category Scheme till they are promoted to the scale of Rs. 5500-9000, but they may be allowed to compete in the Limited Departmental Examination for the post of Assistant (F&A) Gr.I. Once the Incumbents are promoted/appointed to the scale of Rs. 5500-9000, they will be merged with the Finance & Accounts Cadre at the level of Assistant (F&A) Gr.I.

In view of the above decision of G.B., CSIR in future there will be no recruitment to the post of Cost Accountant at any level under Isolated Category.

Details of incumbents holding Cost Accountant/Sr. Cost Accountant posts under isolated category and merged with Finance & Accounts Cadre may be sent directly to Deputy Secretary (EI), CSIR Hqrs. for incorporating their names in the seniority list.

*Copy of CSIR letter No. 17/92/8/2000-E.II dated 16.5.2006*

**(82)**

**Sub:- Intelligence Bureau clearance in respect of Indian Nationals who had stayed/have been staying abroad in the preceding five years, selected for appointment in CSIR Labs/Instts.**

I am directed to state that as per the provision contained in para 5 of CSIR Circular letter No. 5(2)/74-O&M dated" 15.05.1997 (copy enclosed), in, the, case of appointment of candidates living abroad at the time of selection or who had stayed abroad during the preceding five years, clearance is needed from the Intelligence Bureau. In case the appointments are to be in sensitive area irrespective of the rank, the extant procedure of prior detailed verification of character and antecedents will continue to be followed.

Labs./Instts. have been seeking clarification from time to time, as to whether candidates who are either living abroad or had stayed abroad in the preceding five years and who have been considered for appointment in non-sensitive area may be allowed to join duty without prior clearance from Intelligence Bureau, particularly in view of the urgent requirement of manpower for the major Projects. The matter has been examined in consultation with Govt. of India, DoPT, who have advised that prior clearance of Intelligence Bureau is necessary in case the candidate has lived abroad or living abroad even on appointment in non-sensitive Ministries/Deptts. and no exemption can be granted. Accordingly, it has been decided with the approval of DG, CSIR. That in all cases of appointment where a candidate is living abroad at the time of selection or had stayed abroad during the preceding five years, prior clearance from I.B through CSIR Hqrs. is required to be obtained before the candidate is allowed to join duty.

*Copy of CSIR letter No. 4-28(38)/2006-E.II dated 17.5.2006*

(83)

**Sub:- Representations from Council employees on service matters.**

I am directed to invite your kind attention to this office Circular letter No.17(226)/97-E.II dated 24.11.1997 (copy enclosed) on the above subject and to state that it has been observed that in spite of these instructions, representations (including advance copies) are being sent by the employees addressed to the Hon'ble President/VP,CSIR, DG, CSIR and other higher authorities directly. The competent authority has therefore, desired that the contents of CSIR Circular dated 24.11.1997 may be brought to the notice of all employees which inter-alia reads as under:

"No appeal or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representation to still higher authorities must not be made unless all means of securing attention or redress from lower authority have been exhausted and even in such cases the representation must be submitted through proper channel".

The above instructions may kindly be brought to the notice of all the employees of your Lab/Instt. for information, guidance and strict observance. Any representation received directly from the employees of the Lab/Instt. will therefore not be entertained.

*Copy of CSIR letter No. 17(66)/94-PPS dated 23.5.2006*

(84)

**Sub:- Optimization of administrative and support staff.**

In continuation to this office letter No. 4-71(Circular)/2005-E.II dated 27.12.2005 on the above subject, I am directed to state that the Competent Authority has approved that the deferment of recruitment of staff will not effect absorption of Casual Workers Identified under "CSIR Casual Workers Absorption scheme 1990" and "CSIR Casual Workers Absorption scheme 1995.

You are therefore requested to process the cases of absorption of Casual Workers identified under the above mentioned schemes accordingly.

*Copy of CSIR letter No. 2(28)/91-E.II dated 29.5.2006*

**Sub:- Maintenance of separate reservation rosters for Persons with Disabilities-reg.**

I am directed to forward herewith a copy of the D.O. letter No. 11-3/CCD/2004/2256 dated 20.4.2006 received from Ministry of Social Justice and Empowerment, addressed to Dr. R.A. Masheshkar, Secretary, DSIR, -for maintenance of separate reservation rosters for Persons with Disabilities, reserve vacancies for them and in case the vacancies do not fall against the reserved points, the advertisement must indicate the points on which f the advertised vacancies fall.

It is requested that these instructions may kindly be brought to the notice of all concerned for information, guidance and compliance.

*Copy of CSIR letter No. 19-1(2)/2006/SC/ST-Cell dated 9.6.2006*

No. 11-3/CCD/2004 dated 20.4.2006

Ministry of Social Justice and Empowerment Government of India

As you may be aware, as per Section 33-of the' Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, every establishment is required to reserve atleast 3% vacancies (1% each shall be reserved for persons suffering from (i) I blindness or low vision; (ii) hearing impairment; (iii) locomotor disability or cerebral palsy in the posts identified for each disability) for persons with disabilities. Department of Personnel & f Training had issued the list of identified posts in 1996, which was reviewed and a fresh list was notified by Ministry of Social Justice & Empowerment in 2001.

Since its inception in 1998, our office has been scanning the Employment News/News Papers and brining the non-compliance to the notice of concerned Ministries/Departments/Organizations even though it is the responsibility of each establishment to ensure that the statutory provisions of the Act are complied with. We have observed that even after we have issued Show Cause Notices, summoned the concerned officers and passed orders, the same organizations continue to publish advertisements for filling up vacancies without providing reservation for persons with disabilities or indicating that the vacancies do not fall against the reserved points of the roster. As a result, our office has to issue Show Cause Notices time and again to the same Ministry/Department/Organization suo-motu and a large number of people also file complaints. This not only results in avoidable wastage of resources across the organizations and this office, but also deprives the persons with disabilities of their entitlement.

Department of Personnel & Training have now also issued consolidated instructions for implementation of 3% reservation for persons with disabilities vide O.M. No.36035/3/2004-Estt.(Res) dated 29.12.2005. As per para 28 of the said instructions, Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as Liaison Officers for reservation

Matters relating to persons with disabilities and shall ensure compliance of these instructions.

I, therefore, request you to kindly direct all concerned in your Ministry/Department and its attached offices to ensure that they maintain separate reservation rosters for persons with liabilities, reserve vacancies for them and in case the vacancies do not fall against the reserved the advertisement must indicate the points on which the advertised vacancies fall. Submission of returns as required under Section 34 of the Act in the forms prescribed in the persons with Disabilities Rules, 1996 and instructions of the DOP&T may also please be ensured. They may also be advised to issue necessary directions for the Liaison Officers to ensure compliance with the provisions of the Act & the instructions of DOP&T. A copy of the directions forwarded to the organizations may please be sent to this office.

(86)

**Sub:- Retention in service beyond 50 years (for Groups 'A' and 'B' services) & 55 years (for Groups 'C' and 'D' service) of age under FR 56(j) – constitution of Review Committee & Representation Committees.**

In continuation to this office letter No. 7(54/4)/56-EII dated 19<sup>th</sup> March, 1986, on the above subject, I am directed to forward herewith the revised constitution of Review Committee and Representation Committee as given in Annexure I, which has been approved by DG, CSIR.

The time schedule for such review under FR 56(j) will be the same as contained in CSIR letter No. 7(54)/4/56-EII dated 3<sup>rd</sup> December, 1985. You are, therefore, requested to review cases falling under FR 56 (j) and send a report of action taken biannually as already requested side DO letter No. 15-1/56/2006-O&M dated 7<sup>th</sup> March, 2006 form DG, CSIR to all Director of Labs/Instts.

*Copy of CSIR letter No. 7(54/41/IF)56-EII dated 22.6.2006*

(Enclosure to CSIR letter No. 7(54/41/IF)56-E.II dated 22<sup>nd</sup> June, 2006

Schedule of Review and Representative Committees to be constituted under FR 56(j)

| NAME OF POST   | REVIEW COMMITTEE  | REPRESENTATIN COMMITTEE   |
|--|---|---|
| I. Common Cadre Staff in CSIR Hqrs. & National Labs./Instts<br>(review meetings to be handled at CSIR Hqrs.)<br>(i) Group-A Officer<br>(Officers in the scale of Rs. 8000-13000 & above) | 1. J.S(Admn.)<br>2. F.A<br>(Final orders will be passes by JS(A). | Two Directors in the scale of Rs. 22400-24500.<br>(Final orders will be passed by the VP, CSIR) |
| (ii) Group-B Officers<br>(Officers in the scale off  | 1. Deputy Secretary/Sr. Dy Secretary                              | 1. Director of a Lab.<br>2. F.A   |

|   |  |   |
|---|--|---|
| Rs. 6500-10500& below)  | 2. Dy. FA/Sr.Dy. FA<br>(Final orders will be passed by JS(A).  | (Final orders will be passed by DG, CSIR)   |
| II. Staff other than Common Cadre Staff.<br>(i) CSIR Hqrs.(Group-(A)<br>(a) Officers in the scale of Rs. 18400-22400 & above. | Two Director in the grade of Addl. Secy.<br>(Final orders will be passed by President, CSIR if the recommendations are accepted by DG, CSIR)           | No representation will be allowed since the recommendations of the Review Committee are to be accepted at the level of President, CSIR. |
| (b) Officers in the scale of Rs. 16400-20000 & below upto the level of Rs. 8000-13500   | 1. One Director in the scale of Rs. 22400-24500.<br>2. One HoD of the level of Sci.Gr.IV(6) at CSIR Hqrs.<br>(Final orders will be passed by DG, CSIR) | 1. DG, CSIR<br>2. Sr. most Director in the scale of Rs. 22400-24500<br>(Final orders will be passed by VP, CSIR)                        |
| (c) Officers in the scale of Rs. 6500-10500 and below except Gr. I& II  | 1. One HoD(CSIR Hqrs.)<br>2. DS(CO)<br>{Final orders will be passed by JS(A)}  | 1. One Director in the scale of Rs. 22400-24500.<br>2. One HoD (CSIR Hqrs.)<br>(Final orders will be passed by DG, CSIR)                |
| (d) Group-C &D and Gr. I&II   | 1. Dy, Secy. (CO)<br>2. Dy. FA<br>{Final orders will be passed by JS(A)}   | 1. One HoD (CSIR Hqrs.)<br>2. Sr. Dy. Secy.<br>(Final orders will be passed by DG, CSIR)  |
| (ii) National Labs./Instts. Group-A<br>(a) Officers in the scale of Rs. 18400-22400 & above                                   | 1. Two Directors in the scale of Rs. 22400-24500<br>(Final orders will be passed by President, CSIR)   | No representation will be allowed since the recommendations of the Review Committee are to be accepted at the level of President, CSIR. |

(Enclosure to CSIR letter No. 7(54/41/IF)56-EII dated 22th June, 2006)

| NAME OF POST   | REVIEW COMMITTEE   | REPRESENTATION COMMITTEE   |
|--|--|--|
| (b) Offices in the scale of Rs. 16400-20000 and below upto the scale of Rs. 8000-13500 | 1. Director of sister Lab./Instt.<br>2. Sr. most Scientist in the grade of Rs. 18400-22400.<br>(Final orders will be | 1. Director of a Lab. in the scale of Rs. 22400-24500<br>2. One HoD (Hqrs.) of the level of Sci. Gr.IV(5)<br>(Final orders will be |

|   |  |  |
|---|--|--|
|   | passed by the Director)  | passed by DG, CSIR).   |
| (c) Offices in the scale of Rs. 6500-10500 in Group-III (Rs. 4500-7000) | 1. Sr. most Scientists in the Lab.<br>2. Sr. COA/COA/AO<br>(Final orders will be passed by Director) | 1. Head of a Division (Hqrs.)<br>2. JS(A)<br>(Final orders will be passed by DG, CSIR)       |
| (ii) Group-B (Non-Technical) excl. common cadre officers)               | 1. Sr. most Scientist of the Lab.<br>2. Sr. COA/COA/AO   | 1. JS(A)<br>2. FA<br>(Final orders will be passed by DG, CSIR)                               |
| (iii) Groups C&D& Gr. I & II  | 1. Sr. COA/COA/AO<br>2. COFA/F&AO<br>(Final orders will be passed by Director)                       | 1. One HoD (Hqrs.)<br>2. Sr. Dy. Secy./Dy.Secy.<br>(Final orders will be passed by DG, CSIR) |

(87)

**Sub:- Need for strict compliance of instructions/procedure while making Recruitment to Administrative posts – reg.**

I am directed to state that a number of instances have come to notice of CSIR Hqrs. where recruitment to the Administrative posts has been made without following the proper rules/ instructions on the subject which has caused embarrassment to the organization and has been viewed seriously by the Competent Authority.

It is, therefore, emphasized that strict compliance of the provisions / procedures as contained in ASRP Rules and instructions issued in this regard for time to time may be ensured. All concerned may kindly be informed accordingly.

*Copy of CSIR letter No. 3-33(113)/2006-E.I dated 1.8.2006*

(88)

**Sub:- Reservation of Persons with Disabilities.**

I am directed to forward herewith a copy each of DO letter No. 36035/8/2003-Estt(Res) dated 27th My,2006 from Hon'ble Minister for Personnel, Public Grievances & Pensions and Parliamentary Affairs alongwith OM No. 36035/8/2003-Estt(Res) dated 26.4.2006 and a note dated 2.8.2006 received from PS to Minister S&T and Earth Sciences for information and necessary action.

*Copy of CSIR letter No. A-11017/01/2006-Estt. Dated 7.9.2006*

**OFFICE OF MINISTER OF SCIENCE & TECHNOLOGY, EARTH SCIENCES AND VP, CSIR**

I am directed to enclose a letter received from the Hon'ble MOS (Personnel) for providing opportunities to visually challenged candidates while making recruitments. It has been desired ' by the Hon'ble Minister that the concerned officials should be sensitized towards this and asked to follow the instructions issued by the Department of Personnel in this matter as suggested in the enclosed letter.

D.O. No. 36035/8/2003-Estt.(Res) dated 27<sup>th</sup> July, 2006 of Ministry of State for Personnel, public Grievances & Pensions and Parliamentary Affairs.

This Department has received complaints that sometimes recruiting agencies in their advertisements calling for applications state that blind / partially blind candidates need not apply as a separate examination would be conducted for visually handicapped candidates. Such an action is not consistent with the extant instructions- on reservation for persons with disabilities which provide that persons with disabilities selected on their own merit will not be adjusted against the reserved share of vacancies. As per extant the instructions, persons with disabilities who are selected on their own merit have to be adjusted against the unreserved vacancies and. reservation has to be given in addition. If visually handicapped candidates or-any other category of handicapped candidates are not allowed to apply-on the ground that a separate examination would be conducted for them, the chances of handicapped candidates being selected on their own merit would be eliminated. My Department has already issued instructions vide Its P.M. No; 36035/8/200-Estt(Res) dated the 26.4.2006 to the effect that persons with disabilities should not be debarred from applying for the posts identified suitable for them and should be provided opportunity to compete for the unreserved vacancies by holding a common examination.

I shall be grateful, if officers working in or under your Ministry dealing with recruitments are sensitized suitably in the matter so that the persons with disabilities are not deprived of the opportunity to compete for posts which have been identified suitable for them.

**(89)**

**Sub:- Scheme for Compassionate appointment under the Central Government – Determination of vacancies for.**

I am directed to forward herewith a copy of Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) O.M.No.14014/3/2005-Estt.(D) dated 14.6.2006 for further information, compliance and necessary action.

The Competent authority has further approved that for calculating the ceiling of 5% for compassionate appointment, total direct recruitment vacancies for Group 'C' & 'D' posts including Group I & II that have arisen in a year may be taken into account.

*Copy of CSIR letter No. 17(108)/2008-E.II dated 8.9.2006*

No.14014/3/2005-Estt. (D) dated the 14th June, 2006

Government of India, Ministry of Personnel, Public Grievances & Pension Department of Personnel & Training

Subject:- Scheme for Compassionate Appointment under the Central Government - Determination of vacancies for.

The undersigned is directed to say that the existing Scheme for Compassionate Appointment is contained in this Department's O.M.No.14014/6/94-Estt(D) dated the 9th October, as amended from time to time. Para 7(b) of this O.M. provides that compassionate appointment can be made upto a maximum of 5% of vacancies under Direct Recruitment quota in any Group 'C' or 'D' post.

2. After coming into effect of DOP&T instructions No.2/8/2001 -PIC, dated the 16th May, 2001 on optimization of direct recruitment to civilian posts, the direct recruitment would be limited to 1/3rd of the direct recruitment vacancies arising in the year subject to a further ceiling that this does not exceed 1% of the total sanctioned strength of the Department. As a result of these instructions, there has been a continuous reduction in the number of vacancies for direct recruitment, consequently resulting in availability of very few vacancies or no vacancy under 5% quota for compassionate appointment. Because of this, the various Ministries have been facing difficulty in implementing the Scheme for Compassionate Appointment even in the most deserving cases.

3. On a demand raised by Staff Side in the Standing Committee of the National Council (JCM) for review of the compassionate appointment Policy, the matter has been carefully examined and taking into account the fact that the reduction in the number of vacancies for compassionate. appointment is being caused .due to operation of the orders on optimization of Direct Recruitment vacancies, the following decisions have been taken: -

While the existing ceiling of 5 %-for compassionate appointment may not be modified but the 5% ceiling may be calculated on the basis of al direct recruitment vacancies for Group 'C' and 'D' posts (excluding technical posts) that have arisen in the year. Total vacancies available for making direct recruitment would be calculated by deducting vacancies to be field on the basis of compassionate appointment from vacancies available for direct recruitment in terms of existing orders on optimization.

4. The instructions contained in the O.M No. 14014/6/94-Estt(D) dated 9<sup>th</sup> October, 1998, as amended from time to time, stand modified to extent mentioned above.
5. The above decision may be brought to the notice of all concerned for information, guidance and necessary action.
6. Hindi version will follow.

(90)

**Sub:- Filling up of vacant posts in CSIR Labs/Instts. – reg.**

The undersigned is directed to invite a reference to CSIR Circular No. 4-71(Circular)/2005-E.II dated' 27-12-2005 through which Labs./Instts. were informed that an action on recruitment of staff other than Group-IV may be deferred forthwith, excepting in the case of recruitment of staff-under special recruitment drive to fill up back log vacancies reserve for SC/ST, compassionate appointments and regularization of identified casual workers as per the directions of the Court. Attention is also drawn to Ministry of Finance, Deptt. of Expenditure OM No. 7(2)E.Coord/2005 dated 23-11-2005 and OM No. 7(3)E.Coord/2006 dated 22-7-2006 endorsed vide CSIR letter No. 1 (36)/92-Fin. dated 23-12-2005 and No. 30-1(36)/92-Fin. dated 15.9.2006 respectively. As per these instructions, every Ministry/Department shall undertake and review of all the posts which are lying vacant for more than six months and that till the review is completed, no post lying vacant for more than six months should be filled except with the prior approval of Ministry of Finance, it further reiterated the instructions contained in DoPT OM No 2/8/2001-PIC dated 16-5-2001 concerning 10% cut in posts and abolition of posts lying vacant for more than one year.

CSIR had taken up the issue with the Governing Body to grant exemption from the operation of the aforesaid instructions issued by the Ministry of Finance, Deptt. of Expenditure. While the Governing Body, CSIR had approved the proposal, Prime Minister's Office has advised to resolve the issue in consultation with Ministry of Finance. Accordingly, a proposal is being sent to Secretary, Deptt. of Expenditure, M/o Finance seeking exemption from the operation of paras A(9) and A(10) of their OM dated 23-11-2005 and para 2.6 of OM dated 22-7-2006 referred to above. 'Pending receipt of approval of Ministry of Finance, DG, CSIR has desired that recruitment action on all the posts which are lying vacant for more than six months may be kept in abeyance excepting vacancies to be filled under special recruitment drive, compassionate appointments or regularization of identified Casual Workers as per the direction of the Court. As regards posts which are vacant for less than six months, proposals for seeking approval of the competent authority to fill up such posts may be sent to CSIR Hqrs. with proper Justification.

*Copy of CSIR letter No. 4-1(9)/2003-E.II dated 11.10.2006*

(91)

**Sub:- Filling up of vacant posts in CSIR Labs/Instts – reg.**

The undersigned is directed to invite a reference to OM of even no. dated 11.10.2006 and instructions contained therein.

The issue of filling up of posts which are lying vacant for more than six months, is being taken up with Cabinet Secretary in consultation with Ministry of Finance as per the orders from

'President, CSIR. Since it may take some more time to finalize the issue, hence it is suggested that the proposals; to the fill up all the posts that are lying vacant for less than six months "including those on which action was postponed in view of CSIR circulars indicated in OM dated 11.10.2006 may be referred to CSIR Hqrs. immediately for consideration and seeking approval of the competent authority.

*Copy of CSIR letter No. 4-1(9)/2003-E.II dated 19.1.2007*

(92)

**Sub:- Recruitment Rules for the post of Staff Officer to DG, CSIR in the pay scale of Rs. 14300-400-18300.**

I am directed to state that the Governing Body of CSIR in its 168<sup>th</sup> meeting held on 8<sup>th</sup> December, 2006 has approved the Recruitment Rules for the post of Staff Officer to DG, CSIR (Rs. 14300-400-18300), as follows:-

1. **Title of the Rules:** Recruitment Rules for the post of Staff Office to DG, CSIR.
2. **Enactment:** These Rules shall come into force from the date of notification by CSIR.
3. **Scope/applicability:** These Rules shall govern recruitment and selection to the post of Staff Officer to DG, CSIR at CSIR Hqrs.
4. **Definition:** All words and abbreviations in these Rules shall have been the same meaning and definition/interpretation as given in the Rules & Regulations and Bye-laws of CSIR.
5. **Scale of Pay:** Rs. 14300-400-18300,
6. **Classification:** The post shall be classified as ex-cadre post.
7. **Minimum Educational Qualification:** Bachelor's Degree in any subject from a recognize University.
8. **Experience:** Minimum three years' experience as Deputy Secretary/Controller of Administration/Deputy Financial Adviser/Controller of Finance & Accounts/Controller or Stores & Purchase/Sr. Principal Private Secretary in CSIR or its Laboratories/Institutes.

The candidates must have thorough knowledge of CSIR Rules & Regulations and Bye-Laws and should be well versed in computer application and internet use. The candidate should be also have good interpersonal skills.

The crucial date for determining the eligibility for the post will be 1<sup>st</sup> January of the year in which recruitment is held.

9. **Job Recruitment:** To manage the secretariat of DG and to provide secretariat/administrative support to DG, CSIR by way of managing his schedule, security of files, preparation of notes for DG, CSIR, monitoring actions on issues including briefing to DG, CSIR and follow up of important administrative activities. He/she should be able to assist DG, CSIR in his interaction with other Labs/Instts. of CSIR as well as other Ministries/Departments/Organisations including international agencies.
10. **Mode of Recruitment:** Recruitment to this post shall be made by deputation on the basis of merit by borrowing officer from the General Administration/Finance, Stores & Purchase cadre and Sr. PPS and shall not be absorbed on the said post. The period of deputation shall be determined by the DGCSIR. On completion of the deputation period, the incumbent shall be repatriated to his/her own cadre in the grade from which he/she was deputed to the post of Staff Officer.
11. **Constitution of Selection Committee:** The Selection Committee for the post shall be constituted by the Director-General, CSIR as follows:

|    |   |   |          |
|----|---|---|----------|
| a) | DG, CSIR or his nominee   | - | Chairman |
| b) | Two Director of CSIR Labs./Instts.  | - | Member   |
| c) | Joint Secretary (Admn.)   |   | Member   |
| d) | Financial Adviser, CSIR   | - | Member   |
| e) | Representative of SC/ST<br>(at the level of Joint Secretary<br>to Govt. of India) | - | Member   |
|    | (Quorum: Four Member including the Chairman)                                      |   |          |

The Screening Committee will be constituted by the DG, CSIR from amongst the members of the Selection Committee considering of at least three members, which will short-list the candidates to be invited for interview.

12. **Appointing Authority:** Director General, CSIR.
13. **Fixation of pay:** The pay of the appointee to this post shall be fixed as per rules
14. **Power to relax qualifications and other provisions**

The DG, CSIR may at his discretion relax the qualification and experience.

Further, in case of any difficult in operation of these rules, DG, CSIR may relax any of the provisions.

Any clarification relating to interpretation of these Rules shall be by the decision of Director-General, CSIR.

*Copy of CSIR letter No. 3-33(113)/2004-E.I dated 8.3.2007*

**Sub:- Criteria for evaluation of type-scripts of typewriting Test in Hindi/English.**

I am directed to state that it has been brought to the notice of CSIR that different Laboratories/Institutes are following different criteria for evaluation of typescripts of typewriting test in Hindi/English, being conducted for recruitment of Administrative posts. In order to bring uniformity, a committee of experts was constituted to lay down the criteria for evaluating typed scripts of type-writing test.

Based on recommendations of that committee. It has been approved that , henceforth, following criteria for evaluation of type-scripts of typewriting test in English/Hindi, which also include counting of mistakes and formula for calculating speed shall be followed:

**Typewriting Errors and Number of Corresponding Mistakes:**

| Sl.No. | Description of Typewriting Errors   | Numbers of Mistakes to be counted |                        |
|--------|---|-----------------------------------|------------------------|
|        |   | Hindi                             | English                |
| 1.     | Paragraph Indenting – It should be uniformly 5 spaces for each paragraph                                      | One                               | One                    |
| 2.     | Overlapping/Piling up of letters (also known as Faulty Shifted)   | One                               | One                    |
| 3.     | Overtyping/ 'X'ing of word or even full line  | One                               | One                    |
| 4.     | Mis-spelt word including Transposition  | One                               | One                    |
| 5.     | Omission or Commission<br>(In case of commission, it will be counted towards number of strokes in evaluation) | One                               | One                    |
| 6.     | Erasing is not allowed  | One                               | One                    |
| 7.     | Repetition of any number of words (only once to be counted as mistake)  | One                               | One                    |
| 8.     | Each repeated mistake   | One                               | One                    |
| 9.     | Punctuation marks; Omission of punctuation marks in typing  | Half                              | Half                   |
| 10.    | Irregular Line Spacing<br>Irregular left margin<br>Highly Irregular Right margin                              | Half                              | Half                   |
| 11.    | Omission of Space between words   | Half                              | Half                   |
| 12.    | Difference in space, if not the following:<br>Full Stop – 2 spaces<br>Question Mark – 2 spaces                | Half mistake each time            | Half mistake each time |

|     |  |   |   |
|-----|--|---|---|
|     | Coma Mark – 1 space<br>Hyphen(Beginning & after) – No space  |   |   |
| 13. | <p>Wrong syllabification (Division of words) irregular division of words.</p> <p>Following is the description where division of words is permitted:</p> <ul style="list-style-type: none"> <li>- As they are pronounced, like precaution (pre-cau-tion)</li> <li>- Separating prefixes and suffixes</li> <li>- Words having double consonants (like Suc-cess)</li> <li>- Compound Words (like underestimated)</li> </ul> <p>Where division of words is not at all permitted:</p> <ul style="list-style-type: none"> <li>- If there is only one syllable, then there will be no division</li> <li>- When only two/three letters remains to be typed</li> <li>- Figures and Proper Nouns are not divided.</li> <li>- Last word of Paragraph/page should not be divided.</li> <li>- Separating prefixes or suffixes.</li> </ul> | If there is any variation, than that is specified, it is to be counted as one mistake | If there is any variation, than that is specified, it is to be counted as one mistake |
| 14. | Extra space in middle of the word  | Half  | Half  |
| 15. | Extra space between words  | Ignore  | Ignore  |
| 16. | Mechanical error or Machine mistakes can be ignored  | Can be ignored  | Can be ignored  |
| 17. | Incomplete last word of the passage  | No mistake  | No mistake  |
| 18. | Capital letter errors.   | Not applicable  | Half  |

#### Scheme of Test:

- Qualifying speed for English type-writing test: 30 wpm/Hindi type-writing test 25 wpm.
- Duration of Typewriting Test: 10 minutes on Manual Typewriter.
- Question paper should not be of less than 1500 storks.
- Question paper should be set up/devised by a professional so appointed.

Formula for calculating typewriting speed in Hindi/English:

No. of words (-) Number of Mistakes

10

(Means: Number of words divided by ten minus number of mistakes)

OR

No. of strokes (-) Number of Mistakes

50

(Means: Number of words divided by ten minus number of mistakes)

The above criteria may kindly be brought to the notice of all concerned of your Laboratory/Institute for information and compliance.

*Copy of CSIR letter No. 7-4(3)/2006-R&A dated 12.3.2007*

**(94)**

**Sub:-Representation of Scheduled Castes/Tribes and Minorities on Selection Boards/Committee.**

I am directed to forward herewith Department of Personnel & Training OM No. 39016/7(S)/2006-Estt.(B) dated 8.1.2007 for information, guidance, compliance and necessary action.

2. The Half yearly report and the annual report for minorities in the prescribed Performa should be sent to Deputy Secretary, SC/ST Cell, CSIR Hqrs. as per the schedule given in the OM referred to above.

*Copy of CSIR letter No.17(68)/2005-E-II dated 15.3.2007*

No. 39016/7(S)/2006-Estt.(B) New Delhi, 08th January, 2007

Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

Subject:- Prime Minister's New 15-Point Programme for the Welfare of Minorities-Measures to give special consideration to minorities in recruitment.

The undersigned is directed to invite attention to the instructions contained in this Departments O.M. No. 39016/9(s)/89-Estt.(B) dated 16<sup>th</sup> August, 1990 (copy enclosed) regarding inclusion of one member belonging to Scheduled Castes/Scheduled Tribes and one Member belonging to minority community in the Selection Committees/Boards constituted for making recruitment to Group 'C' and Group 'D' posts.

2. As the various Ministries/Departments etc, are aware, the Prime Minister's New 15-Point Programme for the welfare of Minorities, inter-alia provides for giving special consideration to minorities in recruitment and for this purpose making the Selection Committees representative. Available evidence indicates that the representation of minorities in Government service and public sector employment is not satisfactory and certainly not in proportion to the population of the minorities. Government is committed, to ensuring fair representation to the minorities in Government employment, including public sector enterprises, public sector banks and financial institutions and. the Railways. To this end, it is expected that the Central and State Governments will give special consideration to minorities in appointments.
3. All heads of Departments, public sector enterprises, public sector banks and financial institutions, quasi-Government organisations, autonomous bodies etc, and all appointing authorities may be instructed to scrupulously observe the following guidelines:-
  - i. The composition of Selection Committees should be representative. It should be mandatory to have one member belonging to' SC/ST and one -member belonging to minority community in Selection Boards/Committees for ' making recruitment to 10 or more vacancies.
  - ii. Where the number of vacancies against which selection is to be made is less than 10, efforts should be made to have the Scheduled Caste/Tribes officer, and a Minority community officer included in such Committees/Boards.
  - iii. Wide publicity should be given to all appointments in Government, public sector enterprises and public sector banks and financial, institutions. 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 & D 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.
  - iv. Where there is concentration, of minority community population in local areas, the vacancy circular in local, language may be distributed in those areas by suitable arrangements.
4. With a view to monitoring the trends in recruitment of minorities, all the Ministries/Departments are requested to submit Half Yearly/Annual Reports in the enclosed proforma-I and II respectively to this Department with a copy to Ministry of Minority Affairs. The report should .include information in respect of their attached/subordinate offices/autonomous bodies also. The consolidated report in respect of all public sector enterprises and public sector banks and financial institutions will be sent by the Department of Public Enterprises and the Department of Economic Affairs respectively. Ministry of Home Affairs will furnish the consolidated data in respect of the Central Police Forces/Central Para Military Forces and also issue suitable

guidelines to State Governments for recruitment/representation of Minorities in State Police Forces, Report for the half year ending 31st March shall be submitted by 30th April and that for 30th September by 31st October of every year in Proforma-I. The consolidated annual position, for period ending 31st March shall be submitted by 30th April, each year in Proforma-II. The first half yearly report, shall be for the period ending 31st March, 2007.

5. It is further requested that the information relating to the total number of existing employees (Group-wise) and those belonging to minority communities, as on 31.03.2007 may also be furnished to this Department and the Ministry of Minority Affairs, alongwith the first half yearly report.
6. Similar instructions in respect of public sector enterprises and financial institutions, including public sector banks will be issued by the Department, of Public Enterprises and. Ministry of Finance respectively.

Hindi version will follow.

(95)

**Sub:-Revised guidelines for transfer and posting of Common Cadre Officer of CSIR.**

The Transfer & Posting Committee constituted by the DG, CSIR has examined the extant guidelines of the CSIR (issued vide letter No.3-33/51/75-EI) dated 7.7.2004 in the perspective of the CVC circular (No.98/VGL/60) dated 15.4.1999, the Ministry of Finance (Department of Expenditure) O.M. No.7(3)E-Coord/2006 dated 22.07.2006 on economy measures, the dislocation of work in the Labs/Institutes of the CSIR on the transfer of a Common Cadre Officer (CCO) as well as the personal problems caused to the transferred officer due to dislocation of family life and children's education. The CVC circular No.98/VGL/60 dated 15.4.1999 brought to the notice of DG, CSIR by the CVO on 16.1.2006 stipulates that "officials posted on sensitive posts should be rotated every 2/3 years to avoid developing vested interests". The Ministry of Finance (Department of Expenditure) O.M. No.7(3)E-Cord./2006 dated 22.07.2006 on economy measures advises all Ministries to review the transfer policies and the frequency and the periodicity of transfer of officials, as frequent transfers cause avoidable instability, resulting in inadequate development of expertise and grasp of the responsibilities, besides resulting in avoidable expenditure. It has been observed by the TPC that there is a need of a meeting ground among these two sets of instructions in view of the distance between different Labs/Institutes of CSIR as well as dislocation caused to the Common Cadre Officers if there is a frequent transfer.

In view of the above and in supersession of all the earlier orders relating to transfer and posting guidelines, the DG CSIR, on the recommendations of the Transfer & Posting Committee, has approved the following guidelines for transfer and posting of Common Cadre Officers:

**A. The Procedure:**

1. In the normal situation, the transfers will be effected with the approval of DG, CSIR on the recommendations of the Transfer & Posting Committee usually in the month of January or February of every year. Reasons for transfer will be substantiated by the TPC as per the guidelines. If the DG, CSIR changes any of the recommendations of the TPC, the reason should be substantiated. Approval on the recommendations of the TPC would be accorded by the DG, CSIR as soon as possible, and in no case, later than 3 (Three) available working days of submission of the recommendations.
2. Directors of the concerned labs may be consulted, as far as possible, before transfer of a Common Cadre Officer from/to their labs. The Directors need to appreciate that their views are required to be balanced with the availability of the officers and exigencies of the situation. Co-operation of all concerned, i.e. the Directors and concerned officers will be needed to make the process viable. The Directors need to appreciate that the non-release of transferred officers, if and when it happens, would affect the entire transfer chain.
3. Stay particulars of all the Common Cadre Officers will be placed on the CSIR Website in order to make the system and process transparent. The Directors as well as Common Cadre Officers are welcome to send their suggestions to the Transfer and Posting Committee by the end of December every year so that these may be taken into account while effecting the transfers.

However, Sl. No. 2 & 3 of the procedure will not be applied in the TPC meeting to be held in 2007 because of the exigencies of the situation.

**B. Transfer in Public Interest:**

1. All the Common Cadre Officers will ordinarily be considered for transfer after 5 years of stay at a Laboratory/Institute. However, the DG, CSIR will have the discretion to transfer any officer of the common cadre in public interest, under exceptional circumstances.
2. In case the concerned officer has a need to retain accommodation at the earlier station for educational or medical purpose, the retention at earlier station would be permitted for one year, or in extraordinary cases for two years, on payment of normal licence fee.
3. All the three heads of Common Cadre i.e. CO A, CoSP and CoFA in a lab will not be moved simultaneously.
4. Officers on promotion will invariably be transferred out of their present station unless there is a special reason, to be noted by the TPC

5. Officers having only 3 (three) years or less service before retirement will, as far as possible, be retained at the same station even on promotion or otherwise barring exception, at the discretion of the competent authority.
6. Female employees will be accommodated, as far as possible, within the same station/region, but not in the same Lab./Hqrs., subject to felt needs and availability of vacancies. Wherever the spouse of an officer is working in a CSIR Lab/Institute the transfer will be effected, as far as possible, in the same station subject to felt needs and availability of vacancy.
7. The relieving orders/instructions will become a part of the transfer order.
8. Transfer orders will be issued well before the start of academic session, preferably in the month of February/March. These orders shall become effective uniformly from April 15th of the calendar year. This will enable the incumbents to complete the task associated with the financial year ending in terms of accounts, administration and purchase.
9. In case an officer on promotion does not comply with the transfer orders, the promotion will be with-held.

However, Sl. No. B.8 will not be applicable in the TPC meeting to be held in 2007 because of the exigencies of the situation.

**C. Transfer on request:**

1. Transfer on request of a Common Cadre Officer can be considered on medical emergency or other genuine personal reasons subject to availability of vacancy provided the officer has served 3 years in a Lab/Institute or 2 years in a Lab/Institute at a difficult station (Jorhat, Karaikudi, Dhanbad, Palampur, Bhavnagar). However, every Common Cadre Officer will be required to serve at least one tenure at one of the difficult stations.
2. Such requests which are mutually agreeable will also be considered.
3. Officers transferred on request will be eligible for TA, Joining Time and other allowances as per rules if they have served for 3 years or more at a normal station and 2 years or more at a difficult station. In other cases of transfer on personal requests, the officers will not be eligible for TA/Joining Time etc.
4. Officers with less than 3(three) years of service before superannuation may be transferred to a station of their choice subject to felt needs and availability of vacancies. Further, such officers will not be transferred from their present station without their consent.

The above guidelines will come into effect from the date of issue. It is requested that these guidelines may be brought to the notice of all Common Cadre Officers.

*Copy of CSIR letter No. 3/4/2007-E.I dated 18.5.2007*

(96)

**Sub:- Guidelines for transfer and posting of Common Cadre Officers of CSIR – Addendum thereto.**

**Ref: CSIR letter No. 3/4/2007-E.I dated 18.5.2007**

Further to the Guidelines for transfer and posting of Common Cadre Officers issued vide CSIR letter dated 18.5,2007, the DG, CSIR has been pleased to add the following provision as point No. B-10 thereto:-

“Transfer to the same station, will not be considered unless the officer serves at least two years outside the station”.

*Copy of letter No. 3/4/2007-E.I dated 6.6.2007*

(97)

**Sub:- Optimization of administrative and support staff.**

Reference is invited to CSIR Circulars No. 4-71(Circular)/2005-E.II dated 26-9-2005 and 27-12-2005 on the above cited subject, wherein Directors were requested to submit a note on their proposed staff profile and were directed to defer recruitment action on all posts, except Group-IV posts and vacancies to be filled under special recruitment drive, compassionate appointments or regularization of identified casual worker as per the directions of the Court. Subsequently, CSIR, vide Circulars dated 11-10-2006 and 19-1-2007, directed Labs./Instts. to seek specific approval of CSIR for filling up such vacancies which are lying vacant for less than six months.

Ministry of Finance, Deptt. of Expenditure vide their OM's dated 23-11-2005 and 22-7-2006 had issued instructions imposing a ban on filling up of the posts lying vacant for more than six months pending consultation with Ministry of Finance, Deptt. of expenditure and deemed abolition of posts lying vacant for more than one year. The matter was taken up with the Ministry of Finance, Deptt. of Expenditure, which has now granted exemption to CSIR from the operation of the aforesaid instructions in respect of scientific and technical post's. However, the DoPT OM No. 2/8/2001-PIC dated 16-5-2001 restricting direct recruitment to 1/3rd of Direct Recruitment vacancies occurring in each year, is still applicable to CSIR and a request for a waiver from the operation of this OM is still under consideration of Government.

The Committee on optimization of administrative and support staff may take time to finalize its recommendation. As such, DG, CSIR has desired that Directors of CSIR Labs./Instts. may review the collective decision taken in Directors' Conference held on 22-12-2005 on the issue and send their views.

As regards Non-Tech. posts lying vacant for more than six months as on 31-10-2007, including posts for which recruitment action has already been initiated by the Labs./Instts. with the permission of CSIR Hqrs., full details may be furnished. Kindly ensure that your comments along with the required information are sent to us within 15 days from the date of receipt of this letter, so that a considered decision could be on the matter.

*Copy of CSIR letter No. DO No. 4-10(35)/2004-E.II dated 22.10.2007*

(98)

**Sub:- Special efforts to fill up the reserved vacancies of SCs, STs and OBC.**

Attention is invited to this Department's O.M No.36.012/17/2002-Estt,(Res) dated 6.11.2003 which, in regard to the procedure for filling up the reserved vacancies of the SCs/STs/OBCs in case of direct recruitment, inter alia, provides as follows:

" If sufficient number of suitable SC/ST/OBC candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt shall be made for recruiting suitable candidates, belonging .to- the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies".

2. The undersigned is directed to say that earnest efforts should be made to fill up the reserved vacancies in the initial year of recruitment itself as per instructions referred- to above. If done so, there would hardly be any chance of reserved vacancies remaining vacant and creation of backlog reserved vacancies.

*Copy of CSIR letter No. 19-1(1\_2007/SC/ST/ & OBC-Cell dated 26.10.2007*

(99)

**Sub:- Appointment of close relatives of the CSIR Officers/staff in CSIR Labs./Instt./Hqs- Clarification thereof.**

I am directed to invite a reference to CSIR circulars No. 1/40/78-O&M dated 22.2.1980, 4.6.1980, 13.11.1980 and 15.12.1980 on the subject cited above, regarding approval of DG, CSIR for clearance from close relationship angle for appointment of close relations of CSIR employees in CSIR Hqs./Labs./Instts. and to say that DG, CSIR has been pleased to decide that

the permission from close relationship angle, both for regular appointment and Project Assistant may be discontinued forthwith. Accordingly, in future proposal seeking clearance from close relationship angle for regular appointment and for appointment as Project Assistant need not be referred to CSIR Hqs. However, as already communicated vide CSIR letter dated 22.2.1981 and 6.7.1981, it may be ensured that no relaxation is granted in qualification and/or experience while appointing close relatives and also that the employee related to the applicant is not associated in any way with the process of selection of such close relatives at any stage in the recruitment process.

However, to keep an overall check on the number of such appointments of close relations, in the Lab./Instt either on regular basis or as Project Assistant, the Labs./Instts are required to furnish details of such appointments of close relations in the Annual Report of Manpower.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for guidance and compliance.

Hindi version will follow.

*Copy of CSIR letter No. 4-73/2006-E.II dated 23.1.2008*

**(100)**

**Sub:- Appointment of close relatives of the CSIR Officers/staff in CSIR Labs./Instt./Hqs- further Clarification thereof.**

In continuation of this office Circular letter of even number dated 23.1.2008 on the subject cited above, I am to say that proposal seeking permission from close relationship angle, both for regular appointment and Project Assistant may not be sent to CSIR Hqs. except cases involving Director's close relations and appointment.

The other conditions stipulated in that circular Letter dated 23.1.2008 will apply.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for guidance and compliance.

Hindi version will follow.

*Copy of CSIR letter No. 4-73/2006-E.II dated 28.3.2008*

(101)

**Sub:- Formulation of procedure for holding a Departmental Promotion Committee meeting.**

DG, CSIR has constituted the following Committee to recommend formulation of detailed step by step procedure for holding a Departmental promotion Committee meeting and the action subsequent to the recommendations of the Departmental Promotion committee:-

|    |                                     |   |                 |
|----|-------------------------------------|---|-----------------|
| 1. | Dr. S. Sivaram, Director, NCL, Pune | : | Chairman        |
| 2. | Joint Secretary (Admn.), CSIR       | : | Member          |
| 3. | Financial Advisor, CSIR             | : | Member          |
| 4. | Chief Vigilance Officer, CSIR       | : | Member          |
| 5. | Legal Advisor, CSIR                 | : | Member          |
| 6. | Sh. N. Jayaram, DS (LA)             | : | Member Convener |

The term of reference of the Committee is as under

Laying down step-by-step procedure for holding a DPC and the action subsequent to the recommendations of DPC.

The committee will submit its recommendations to DG, CSIR by 30.5.2008.

Until the procedure for holding a DPC is formulated, all meetings of DPC will be put on hold.

*Copy of CSIR letter No. 3-3(e)/2008-E.I dated 2.5.2008*

(102)

**Sub:- Guidelines regarding grant of vigilance clearance.**

I am to forward herewith a copy of the Office Memorandum no. 11012/11/2007-Estt.(A) of the Govt. of India, Ministry of Personnel, Public Grievances and Pensions(Deptt. of Personnel and Training) dated 14<sup>th</sup> December, 2007 on the subject cited above for your information, guidance and necessary action, with a request that the copies of the same may kindly be provided to all concerned.

As regards para 7 of above DOPT OM dated 14<sup>th</sup> December, 2007, DOPT has clarified that action to be taken in cases where penalty has already been imposed is a matter covered under the DPC guidelines. Such cases are not covered under the DOPT OM dated 14.12.2007. as regards the cases of S&T Staff, the same are to be regulated as per procedure notified vide CSIR circulars No. 17/66/94-PPS dated 8.5.1998 and 2.8.2000.

*Copy of CSIR letter No. 15-6(82)/98-O&M-II dated 17.6.2008*

No. 11012/11/2007-Estt (A) Dated the 14th December. 2007

Government of India Ministry of Personnel 8c Pubic Grievances & Pensions (Department of Personnel & Training)

Subject:- Guidelines regarding grant of vigilance clearance to members of the Central Civil Services/Central Civil posts.

The undersigned is directed to say that the matter regarding guidelines for giving vigilance clearance to members of the Central CM: Services/ Central Civil posts has been reviewed by the Department of Personnel & Training and it has been decided that the following guidelines "for the grant of vigilance clearance to the Government servants belonging to the Central Civil Services/ Central Civil posts shall be applicable with immediate effect:

1. These orders regarding accordance of vigilance clearance to members of the Central Civil Services/posts shall be applicable with respect to (a) empanelment (b) any deputation for which clearance is necessary, (c) appointments to sensitive posts and assignments to training programmes (except mandatory training). In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.
2. The circumstances under which vigilance clearance shall not be withheld shall be as under:
  - a) Vigilance clearance shall not be withheld due to the filing of a complaint unless it is established on the basis of at least a preliminary inquiry or on the basis of any information that the concerned Department may already have in its possession, that there is, prima facie, substance to verifiable allegations regarding (i) corruption (ii) possession of assets disproportionate to known sources of income (iii) moral, turpitude (iv) violation of the Central Civil Services (Conduct) Rules, 1964
  - b) Vigilance clearance shall not be withheld if a preliminary inquiry mentioned in 2(a) above takes more than three months to be completed.
  - c) Vigilance clearance shall not be withheld unless (i) the officer is under suspension (ii) a chargesheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending (iii) orders for instituting disciplinary proceeding against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of passing such order (iv) chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending (v) orders for instituting a criminal case against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of initiating proceedings (vi) sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter (vii) an FIR has been filed or a case registered by the concerned Department against the officer provided that the charge sheet is served within three

months from the date of filing/registering the FIR/case and (viii) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.

- d) Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless a chargesheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law.
  - e) Vigilance clearance shall not be withheld even after sanction for prosecution if the investigating agency has not been able to complete its investigations and file charges within a period of two years. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the parent cadre in case he is on deputation and not for any other dispensation listed in para 1 of this OM..
3. In cases where complaints have been referred to the administrative authority concerned, and no substantive response has been received from such administrative authority concerned within three months from the date on which the reference was made, the Disciplinary Authority may provide a copy of the complaint to the officer concerned to seek his comments, If the comments are found to be prima facie satisfactory by the Competent Authority, vigilance clearance shall be accorded.
  4. Vigilance clearance shall be decided on a case-by-case basis by the Competent Authority keeping in view the sensitivity of the purpose, the gravity of the charges and the facts and circumstances, in the following situations:
    - a) Where the investigating agency has found no substance in the allegation but the Court refuses to permit closure of the FIR,; and
    - b) Where the investigating agency/inquiry officer holds the charges as proved but the competent administrative authority differs, or the converse.
  5. While considering cases for grant of vigilance clearance for the purpose of empanelment of members of the Central Civil Services/Central Civil posts of a particular batch, the vigilance clearance/status will continue to be ascertained from the respective Cadre Authority, in all such cases, the comments of the Central Vigilance Commission will be obtained. However if no comments are received within a period of 3 months, it will be presumed that there is nothing adverse against the officer on the records of the body concerned.
  6. Vigilance clearance will be issued in all cases with the approval of the Head of Vigilance Division for officers upto one level below their seniority in service. In the case of officers of the level of Additional Secretary/Secretary, this will be issued with the approval of the Secretary. In case of doubt, orders of the Secretary will be obtained keeping in view the purpose for which the vigilance clearance is required by the indenting authority.

7. Vigilance clearance will not normally be granted for a period of three years after the currency of the punishment, if a minor penalty has been imposed on an officer. In case of Imposition of a major penalty, vigilance Clearance will not normally be granted for a period of five years, after the currency of punishment. During the period, the performance of the officer should be closely watched.
8. Insofar as the personnel serving in the Indian audit and accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.
9. All the Ministries/Departments are requested to bring the above guidelines for the notice of all concerned for information and compliance

**(103)**

**Sub:- Referring of cases for withdrawal of resignation by Ministries/Departments – guidelines reg.**

I am directed to forward herewith a copy of Ministry of Personnel, Public Grievance and Pensions (Department of Personnel & Training) O.M. No. 28035/2/2007-Estt.(A) dated 4.12.2007 information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(33)/2008-PD dated 8.7.2008.*

F. No. 28035/2/2007-Estt.(A) 4th December, 2007

Government of India 'Ministry of Personnel, PG & Pensions Department of Personnel & Training

**Subject:- Referring of cases for withdrawal of resignation by Ministries/Departments- guidelines regarding.**

The undersigned is directed to draw the attention of the Ministries/ Departments/ Administrative Authorities to rule 26 of the CCS (Pension) Rules, 1972 wherein it is provided that resignation from service or a post, unless it is allowed to be withdrawn in the public interest by the appointing authority, entails forfeiture of past service. Sub-rule (4) of this rule provides the conditions under which the appointing authority may permit a person to withdraw his resignation in the public interest. One of the conditions is that the period of absence from duty between the date on which resignation became effective and the date on which the person is allowed to resume duty as a result of permission to withdraw resignation is not more than 90 days.

2. The purpose of the aforesaid provision is that once a person has been relieved of his appointment on acceptance of his resignation letter, his relation in that post with the Government gets terminated. An exceptional provision to consider a request for withdrawal of the resignation was made in view of the possibility that the circumstances under which the

individual resigned from the post materially changed soon after his resignation, thus making the purpose of his resignation infructuous. The time limit of 90 days between the date on which the resignation became effective and the date on which he is allowed to resume duties after withdrawal of resignation is very sacrosanct to the scheme of acceptance of withdrawal of resignation by the Government. Of late, this Department has been receiving proposals from Ministries/Departments seeking relaxation in the above time limit by invoking rule 88 of the CCS (Pension) Rules. In most of such cases, it was found that not only had the individual not given his application for withdrawal soon after the acceptance of resignation but also did not have convincing reasons for the same, The Administrative Departments have also been forwarding such requests to this Department in a routine manner.

3. The matter has been reviewed in this Department and it has been decided that it is only in exceptional cases, which are properly justified from the point of public interest by the Administrative Department concerned, would this Department entertain any request to relax the above time limit of 90 days. Even in such exceptional cases, proposals will be considered only if the time limit is exceeded only very marginally. The Ministries/Departments are therefore advised to avoid sending such proposals to this Department for relaxation under rule 88 of the CCS (Pension) Rules, 1972 as far as possible.

**(104)**

**Sub:- Deputation of Central Government Employee to ex-cadre posts under Central/State Government and on Foreign Service to Central/State PSUs/Autonomous Bodies.**

I am directed to forward herewith a copy of Ministry of Personnel, Public Grievance and Pensions (Department of Personnel & Training O.M. No. 6/7/2003-Estt.(Pay-II) dated 7.1.2008 information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(25)/2008-PD dated 16.7.2008*

No. 6/7/2003-Estt.(Pay-II) dated 7<sup>th</sup> January, 2008

Government of India, Ministry of Personnel, Public Grievance and Pensions Department of Personnel & Training

**Subject:- Deputation of Central Government Employee to ex-cadre posts under Central/State Government and on Foreign Service to Central/State PSUs/Autonomous Bodies.**

Reference is invited to this Department's O.M. No. 2/29/91-Estt. (Pay II) dated 5<sup>th</sup> January, 1994 which lays down the guidelines relating to deputation of Central/State Government Employees to ex-cadre posts under Central/State Government and on Foreign Service to Central/State PSUs/Autonomous Bodies.

2. Para 8.4 of this O.M. lays down that in cases where extension is beyond the fifth year or second year in excess of the period prescribed in the Recruitment Rules, the same would

be allowed only after obtaining the approval of the Department of Personnel and Training. Whether Central Government is the lending organization of the borrowing organization.

3. It has now been decided to delegate the powers for extending the deputation in respect of Group 'C' & 'D' officials beyond the fifth year or second year in excess of the period prescribed in the recruitment rules in the ex-cadre posts to the Borrowing Authorities/Administrative Ministries/Departments. In such cases, the Competent Authority for granting approval for extending the deputation period would be the Secretary of the borrowing authority/Administrative Department for the 4<sup>th</sup> year or the first year beyond the normal period prescribed in the Recruitment Rules and the Minister in charge thereafter. However, while considering the extension, all other conditions laid down in this Department's O.M. dated 5<sup>th</sup> January, 1994, as amended from time to time, may be taken into consideration and the following may specifically be examined.
  - (i) Whether the procedure for granting extension has been followed viz. whether the individual's consent and the prior approval of the lending authority has been obtained.
  - (ii) Whether the officer has been given pro-forma promotion under NBR during the period of deputation.
  - (iii) If the scale of the parent cadre post has become higher after grant of a proforma promotion, whether the pay has been regulated in terms of Para 8.7. & 8.8 of the O.M. dated 5.1.1994 read with O.M. dated 20.6.2006.
  - (iv) Whether the initial appointment on deputation itself was from a higher scale to a lower scale (which is not permissible as per the guidelines) and if so, whether the approval of the competent authority has been obtained for such an appointment.
  - (v) In cases of overstay on deputation the case may be examined in terms of the provisions laid down in DoPTs O.M. No. AB14017/30/2006-Estt.(RR) dated 29.11.2006.

If any of the conditions are not fulfilled the proposal may be sent to the department of Personnel and Training for consideration.

4. These orders will take effect from the date of issue. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders will apply for deputation outside Indian Audit & Accounts Department. Deputation within Indian Audit & Accounts Department will be regulated as per orders issued by the office of the Comptroller & Auditor General of India.

**Sub:- CCS(CCA) Rules, 1965 – Promotion to a higher Grade or post – Clarification regarding effect of warning etc. on promotion.**

I am to forward herewith a copy of the Office Memorandum No. 11012/6/2008-Estt.(A) of the Govt. of India. Ministry of Personnel, public Grievances and Pensions (Deptt. of Personnel and Training) dated 7<sup>th</sup> July, 2008 on the subject cited above for your information, guidance and necessary action, with a request that the copies of the same may kindly be provided to all concerned.

*Copy of CSIR letter No. 15-6(82)/98 O&M dated 18.8.2008*

No. 1101276/2008-Estt (A) 7th July, 2008 Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Subject: CCS (CCA) Rules, 1965 - Promotion to a higher Grade or post -Clarifications regarding effect of warnings etc. on promotion.

The undersigned is directed to refer to the DOPT's O.M. No. 22011/2/78-Estt. (A) dated 16th February, 1979 on the above mentioned subject and to say that at present, administrative devices like warning, letter of caution, reprimand etc. are being used by the various administrative Ministries/Departments for cautioning the Government servants against such minor lapses as negligence, carelessness, lack of thoroughness and delay in disposal of official work with a view to toning up efficiency or maintaining discipline. These administrative actions do not, however, constitute any of the penalties specified in rule 11 of the CCS (CCA) Rules, 1965. Doubts have often been raised about the actual effect of such informal administrative actions as warning, letter of caution and reprimand on the promotion of a Government servant.

2. In this connection, the existing provisions regarding the effect of warning etc. as distinguished from Censure on promotion are reiterated and clarified as follows >

- (i) There is no objection to the continuance of the practice of issuing oral or written warnings. However, where a copy of the warning is also kept on the Confidential Report dossier, it will be taken to constitute an adverse entry and the officer so warned will have the right to represent against the same in accordance with the existing instructions relating to communication of adverse remarks and consideration of representations against them.
- (ii) Warnings, letters of caution, reprimands or advisories administered to Government servants do not amount to a penalty and, therefore, will not constitute a bar for consideration of such Government servants for promotion.
- (iii) Where a departmental proceeding has been instituted, and it is considered that a Government servant deserves to be penalized for the offence/misconduct, one of the

prescribed penalties may only be awarded and no warning recordable or otherwise, should be issued to the Government servant.

The term 'empanelment' occurring in para 1 of DOPT's O.M. No. 11012/11/2007-Estt. (A) dated 14.12.2007 relating to guidelines on grant of vigilance clearance does not cover cases of promotion. Cases of promotion of Government servants during the pendency of disciplinary proceedings would be regulated by DOPT's O.M. No. 22011/4/91-Estt. (A) dated 14.09.1992, O.M. No. 22012/1 /99-Estt. (D) dated 25.10.2004 and after imposition of any of the prescribed penalties as per O.M. No. 22034/5/2004-Estt. (D) dated 15.12.2004.

3. All Ministries/Departments are, therefore, requested to keep in view the above guidelines while dealing with cases of promotion of the Government.

(106)

**Sub:-Amendment in CSIR Administrative Service (Recruitment and Promotion) Rules, 1982 – Borrowing of officers in General, Finance & Accounts and Stores & Purchase Cadres on fixed tenure deputation/foreign service term in CSIR.**

I am directed to state that the Governing Body in its 171<sup>st</sup> meeting held on 10<sup>th</sup> June, 2008 has decided to insert the following clause in the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 relating to borrowing of officers on deputation/foreign service term in CSIR in General, Finance & Accounts and Stores & Purchase Cadres on posts in the respective cadres in the scales of Rs. 14300-400-18300, Rs. 12000-375-16500 and Rs. 10000-325-15200.

“Notwithstanding anything to the contrary, appointment to the posts of this grade may be made by borrowing officers for a fixed period from Central Government, State Government, Public Sector Undertaking, Universities recognized scientific institutions and other autonomous organization, subject to a maximum of 20% of the vacancies in a year, if suitable candidates from within the CSIR are not available. For such recruitments, the job requirements of the posts shall be notified for suitable nominations, from which final selection shall be made by a duly constituted Selection Committee.”

The existing provisions relating to borrowing of officers on deputation basis in Finance & Accounts and Stores & Purchase cadres in the scale of Rs. 10000-325-15200, stand modified to the extent indicated above.

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

*Copy of CSIR letter No. 5-1(26)/2008-PD dated 4.9.2008*

(107)

**Sub:- Reservation for Scheduled Castes and Scheduled Tribes in posts filled by promotion.**

I am directed to forward herewith a copy of Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) O.M. No. 36028/21 /2008-Estt.(Res.) dated 29.07.2008 for information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(39)/2008-PD dated 16.9.2008*

No.36028/21/2008-Estt. (Res.) Dated the 29th July, 2008. Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

**Sub:-Reservation for Scheduled Castes and Scheduled Tribes in posts filled by promotion.**

The undersigned is directed to say that as per Ministry of Home Affairs O.M. No. 1/12/67-Estt (C) dated 11.7.68, there was no reservation for the scheduled caste and scheduled tribe employees in the matter of promotion by selection from Group C to Group B, within Group B and from Group B to the lowest rung or category in Group A. However, that O.M. contained a provision that while assessing the scheduled caste and scheduled tribe employees for such promotions, they would be given one grading higher than the grading otherwise assignable to them on the basis of their record of service. The Government vide Department of Personnel & Administrative Reforms O.M. No.10/41/73-Estt. (SCT) dated 20.7.1974 withdrew the above provision and introduced reservation for SCs and STs in the matter of promotion by selection from Group 'C' to Group 'B', within Group 'B' and from Group 'B' to the lowest rung of Group IV posts.

2. This Department has been receiving references seeking clarification whether the provision of giving higher grading as provided in the O.M. dated 11.7.1968 still continues. It is hereby clarified that that provision does not exist anymore.
3. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all concerned.

(108)

**Sub:- Treatment of backlog reserved vacancies of SCs, STs & OBCs as a distinct group and non-applicability of 50% ceiling thereon.**

I am directed to forward herewith a copy of Ministry of Personnel, Public grievance and Pensions (Department of Personnel & Training) O.M. No. 36033/1/2008 Instt.(Res.) dated 15.07.2008 information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(39)/2008-PD dated 22.9.2008*

No. 36033/1/2008-Estt. (Res.) dated 15.7.2008

Government of India, Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

Subject:- Treatment of backlog reserved vacancies of SCs, STs & OBCs as a distinct group and non-applicability of 50% ceiling thereon.

The undersigned is directed to refer to this Department's O.M. No. 36012/5/97-Estt(Res.) dated 29<sup>th</sup> August 1997 which provided that 50% limit on reservation would apply to current as well as backlog reserved vacancies. These instructions were modified by O.M. No. 36012/5/97-Estt(Res.). Vol.II dated 20.7.2000 to the effect that the backlog reserved vacancies of Scheduled Caste (SCs) and Scheduled Tribes (STs) would be treated as a separate and distinct group and would not be considered together with the reserved vacancies of the year in which they are filled for determining the ceiling of 50% reservation on total number of vacancies of that year. It has now been decided to treat the backlog reserved vacancies of Other Backward Classes (OBCs) also as a separate and distinct group the same way as the backlog reserved vacancies of the SCs and STs are treated. Thus, the ceiling of 50% reservation on filling of reserved vacancies would now apply only to the vacancies which arise in the current year and the backlog reserved vacancies of SCs, STs and OBCs in case of direct recruitment and backlog reserved vacancies of SC and STs in case of promotion of earlier years, would be treated as a separate and distinct group, and would not be considered together with the reserved vacancies of the year in which they are filled for determining the ceiling of 50% reservation on total number of vacancies of that year.

2. It is important to note that there is a distinction between the 'shortfall of reservation' and number of backlog reserved vacancies in a cadre. The shortfall of reservation of a particular reserved category in a cadre means the difference between the total number of reserved posts for that category in the cadre according to the post based reservation and the number of persons of that category appointed by reservation and holding the posts in the cadre. On the other hand backlog reserved vacancies of a category are those vacancies which were earmarked reserved for that category in an earlier recruitment year according to post based reservation but remained unfilled in the previous recruitment attempt on account of non availability of suitable candidates belonging to that category and are still lying unfilled. The following illustration clarifies the difference between the shortfall of reservation and backlog of reserved vacancies and also the method of earmarking reservation for SCs, STs, and OBCs.

- (i) Suppose there is a cadre having a total number of 1000 posts which are filled by direct recruitment on all India basis by open competition. The number of SC, ST and OBC employee appointed by reservation in the cadre should ideally be 150, 75 and 270 respectively when all the posts are filled. [Reservation for SCs, STs and OBCs in such a case is 15%, 7.5% and 27% respectively].
- (ii) Suppose all the 1000 posts stood filled in the year 2006 but the number of SC, ST and OBC employees appointed by reservation was 130, 75 and 100 respectively.

There was, thus, a shortfall of 20 SCs and 170 OBCs in the cadre in that year though all the posts were filled.

- (iii) (a) Suppose 200 vacancies occurred in the cadre in the recruitment year 2007, of which 20 were vacated by SCs, 10 by STs and rest by unreserved category candidates. After vacation of these posts, shortfall of SCs, STs and OBCs in the cadre became 40, 10 and 170 respectively. Though there was a big shortfall of SCs, STs and OBCs in the cadre, only 100 of these vacancies could be earmarked reserved because all the 200 vacancies were current vacancies and limit of 50% on reservation in a year would apply on these vacancies.
- (b) Shortfall of STs was 10 which is less than 7.5% of total vacancies. Therefore, 10 vacancies could only be earmarked reserved for STs. Shortfall of SCs and OBCs was more than 15% and 27% respectively of the current vacancies. Therefore, 15% of the current vacancies were straightway earmarked reserved for SCs and 27% for OBCs i.e. 30 vacancies were earmarked reserved for SCs and 54 vacancies for the OBCs. Applying the above principle, 94 vacancies were earmarked reserved. This left room for 6 ( $100 - (10 + 30 + 54)$ ) more vacancies to be earmarked reserved to make up the shortfall. These 6 vacancies were apportioned between SCs and OBCs in the ratio of percentage of reservation prescribed for these categories viz. 15:27 subject to the condition that the number of vacancies earmarked reserved for any category was not more than the shortfall of that category. Thus, the earmarking of reservation in respect of the vacancies of the year 2007 was 30 for SCs, 10 for STs and 58 for OBCs (fractions were rounded off to the nearest whole number).
- (c) Suppose only 20 SC candidates, 5 ST candidates and 50 OBC candidates could be appointed in the recruitment year 2007 against the vacancies reserved for them. Thus, 12 vacancies of SCs, 5 vacancies of STs and 8 vacancies of OBCs which were earmarked reserved could not be filled and remained vacant. These 12 vacancies of SCs, 5 vacancies of STs and 8 vacancies of OBCs which were earmarked reserved but remained vacant in the recruitment attempt will be treated as backlog vacancies for the subsequent recruitment year. After the recruitment process for the year 2007 was over, total number of posts filled was 975, of which 130, 70 and 150 were held respectively by SCs, STs and OBCs. It may be noted that shortfall of reservation of SCs, STs and OBCs at this stage was 20, 5 and 120 respectively but number of backlog reserved vacancies of SCs, STs and OBCs was 12, 5 and 8 respectively.
- (iv) Suppose 200 vacancies occur in the recruitment year 2008 of which 20 are vacated by SCs, 10 by STs and 20 by OBCs. At this stage shortfall of SCs, STs and OBCs will be 40, 15 and 140 respectively. Total vacancies in the year would be  $200 + 12 + 5 + 8 = 225$ , of which 200 are current vacancies and 25 are backlog vacancies. 25 backlog reserved vacancies of SCs, STs and OBCs will be treated as a separate and distinct group and will be kept reserved-12 for SCs, 5 for STs and 8 for OBCs. Of the 200 current vacancies, not more than 100 can be earmarked reserved. By applying the same principles as in the year 2007, out of 200 current vacancies, 28 are earmarked reserved for SCs, 10 for STs and 62 for OBCs. Thus

the number of vacancies reserved for SCs, STs and OBCs in the recruitment year 2008, including the backlog reserved, will be 40, 15 and 70 respectively. If only 35 SCs, 12 STs and 50 OBCs became available to fill up the reserved vacancies, 5 vacancies of SCs, 3 vacancies of STs and 20 vacancies of OBCs will be kept vacant and will be treated as backlog reserved vacancies for the subsequent recruitment year.

3. If sufficient number of suitable SC/ST/OBC candidates do not become available to fill up the vacancies reserved for them in the first attempt of recruitment, a second attempt should be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year so that the backlog to the concerned category next recruitment year so that the backlog reserved vacancies are not created. If, even after making such efforts, the reserved vacancies are not filled and backlog reserved vacancies are carried forward to the subsequent recruitment year, concerted efforts should be made to fill up the backlog reserved vacancies as soon as possible.
4. These orders take effect from the date of issue of this O.M. However, the cases, where the vacancies have already been advertised in accordance with the provisions existing prior to issue of this O.M. need not be reopened.
5. It is requested that contents of this O.M may be brought to the notice of all concerned.

**(109)**

**Sub:- Representation from Council employees on service matter.**

I am directed to invite your kind attention on the subject cited above and to the fact that the CSIR Labs./Instts. have been forwarding the representations of Council employees on their service matters/grievances to CSIR Hqrs. for decision without their comments and prior examination of the same at the Lab./Instt. level, stating that the same is self explanatory. Many such representation can be settled at Lab. level, in accordance with the existing CSIR/Gol Rules and Instructions on the subject matter.

It is therefore; requested that the representations from Council employees on service matters may be examined at the Lab./Instt. in the first instance, if need be there in consultation with Finance and in case of any specific doubt the same may be referred to CSIR Hqrs. alongwith the comments including that of Finance and Director of the Lab./Instt. if any.

*Copy of CSIR letter No. 17/66/7/94-PPS dated 24.9.2008*

(110)

**Sub:- Implementation of Sixth Central Pay Commission— regarding corresponding pay rules.**

I am directed to state that the Government of India, Ministry of Finance vide OM No. 7/23/2008-E-III (A) dated 30th September, 2008 has communicated the approval to implement the Sixth Central Pay Commission recommendations to autonomous bodies. DG, CSIR in consultation with FA, CSIR has been pleased to approve the recommendations of Dr. Vikram Kumar Committee for implementation of the Sixth Central Pay Commission recommendations in respect of CSIR employees (including regular Canteen employees), except the benefit of non-functional scale to Section Officer (G/F&A/S&P) and Private Secretary notionally w.e.f. 1.1.1996. In the case of Private Secretary, non-functional scale of Rs.8000-275-13500 may be extended w.e.f. 3.10.2003 as has been extended in the case of Section Officer (G/F&A/S&P). In the case of Rajbhasha staff it has been decided to implement the scales as per the Government of India, Central Secretariat Official Languages Services, w.e.f. 1.1.2006. Accordingly, the corresponding revised pay scales based on Sixth Central Pay Commission for the existing CSIR employees belonging to different cadres is given in Annexure I.

In the case of Scientist Gr. IV and Directors covered under PB-3 and PB-4, DG, CSIR has decided to withhold implementation of Sixth Central Pay Commission recommendations for the present. They may be paid an interim amount of Rs. 50,000/- (Rupees fifty thousand only) each after taking an undertaking for adjustment of this amount from the arrears payable after fixation of pay.

The fixation of pay and payment of arrears to CSIR employees, may be regulated as per Central Civil Services (Revised Pay) Rules, 2008, notified vide G.S.R. No. 622(E) dated 29th August, 2008 w.e.f. 1.1.2006 and the instructions contained in Ministry of Finance OM No. 1/1/2008-IC dated 30th August, 2008 (copies enclosed).

The 10% of the additional expenditure on account of revised pay structure based CCS(RP), Rules 2008 to be met out of Laboratory Reserve Fund.

| <b>Post/Grade<br/>Pre-Revised Pay Scale</b> |   | <b>Revised Pay Structure in CSIR</b> |                                       |                                |
|---|---|--------------------------------------|---------------------------------------|--------------------------------|
|   |   | <b>Name of Pay Band/Scale</b>        | <b>Corresponding Pay Bands/Scales</b> | <b>Corresponding Grade Pay</b> |
| Gr.III(1)                                   | 4500-125-7000   | PB-2                                 | 9300-34800                            | 4200                           |
|   | Note: To be placed in Rs. 5000-8000 w.e.f. 1.1.2006 and the pay may be fixed as per Note 2B below Rule 7 of CCS (RP) Rules 2008 |                                      |                                       |                                |
| Gr.III(2)                                   | 5500-200-9000   | PB-2                                 | 9300-34800                            | 4200                           |
| Gr.III(3)                                   | 6500-200-10500 To be placed in 7450-225-13500   | PB-2                                 | 9300-34800                            | 4600                           |
| Gr.III(4)                                   | 8000-275-13500  | PB-3                                 | 15600-39100                           | 5400                           |
| Gr.III(5)                                   | 10000-375-15200   | PB-3                                 | 15600-39100                           | 6600                           |
| Gr.III(6)                                   | 12000-375-16500   | PB-3                                 | 15600-39100                           | 7600                           |

|  |  |          |                      |           |
|--|--|----------|----------------------|-----------|
| Gr.III(7)  | 14300-400-18300  | PB-4     | 37400-67000          | 8700      |
| Gr. II(1)  | 3050-75-3950-80-4590   | PB-1     | 5200-20200           | 1900      |
| Gr. II(2)  | 4500-125-7000  | PB-1     | 5200-20200           | 2800      |
| Gr. II(3)  | 5500-175-9000  | PB-2     | 9300-34800           | 4200      |
| Gr. II(4)  | 6500-200-10500 To be placed in 7450-225-11500  | PB-2     | 9300-34800           | 4600      |
| Gr. I(1)   | 2550-55-2660-60-3200   | PB-1     | 5200-20200           | 1800      |
|  | Note:- To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008 in PB-1 with Grade Pay of Rs. 1800   |          |                      |           |
| Gr. I(2)   | 2650-65-3300-70-4000   | PB-1     | 5200-20200           | 1900      |
|  | Note:- To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008  |          |                      |           |
| Gr. I(3)   | 3050-75-3950-80-4590 To be placed in 4000-100-6000 w.e.f. 1.1.2006   | PB-1     | 5200-20200           | 2400      |
| Gr. I(4)   | 4500-125-7000  | PB-1     | 5200-20200           | 2800      |
|  | 2550-55-2660-60-3200   | -1S/PB-1 | 4440-7440/5200-20200 | 1300/1800 |
| Gr. D (Non-Tech.) and Safaiwala/Washboy (Canteen)* | <p>Note: (1) To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008 in PB-1 with Grade Pay of Rs. 180</p> <p>(2)* All the post of Canteen staff in Gr. D will be placed in the revised pay band PB-1 along with grade pay of Rs. 1800 once the staff occupying these pos is suitably retrained and made multi skilled.</p> |          |                      |           |
| Gr. Bearer, Tea/Coffee Maker (Canteen)             | 2610-3540  | -1S/PB-1 | 4440-7440/5200-20200 | 1400/1800 |
|  | Note: All the post of Canteen staff in Gr. D will be placed in the revised pay band PB-1 along with grade pay of Rs. 1800 once the staff occupying these pos is suitably retrained and made multi skilled.   |          |                      |           |
| Gr. D (Non-Tech.)                                  | 2650-65-3300-70-4000   | -1S/PB-1 | 4440-7440/5200-20200 | 1650/1900 |
|  | Note:- To be placed as per Note 1 below Rule 7 of CCS (RP) Rules 2008  |          |                      |           |

|  |                      |      |            |      |
|--|----------------------|------|------------|------|
| Assistant Gr.III (G/F&A/S&P); Gr. D prom.post and Asstt. Halwai-cum-Cook/ Clerk (Canteen)      | 3050-75-3950-80-4590 | PB-1 | 5200-20200 | 1900 |
| Assistant Gr. 11 (G/F&A/S&P) and Jr. Stenographer and Asstt Manager-cum-Store-keeper (Canteen) | 4000-100-6000        | PB-1 | 5200-20200 | 2400 |
| Assistant Gr. 1 (G/F&A/S&P) and Sr. Stenographer   | 5500-175-9000        | PB-2 | 9300-34800 | 4200 |

|   |   |      |             |      |
|---|---|------|-------------|------|
|   | Note:- To be placed in the pre-revised scale of Rs. 6500-10500 wef. 15 <sup>th</sup> September, 2006 in accordance with DoPT OM dated 25 <sup>th</sup> September, 2006.   |      |             |      |
| Section Officer (G/F&A/S&P) and Private Secretary       | 6500-200-10500 To be placed in 7500-250-12000   | PB-2 | 9300-34800  | 4800 |
| Section Officer (G/F&A/S&P) and Private Secretary {NFS} | 8000-275-13500  | PB-3 | 15600-39100 | 5400 |
|   | Note:- Private Secretary with four years approved service in the grade of Rs. 6500-200-10500 may be granted NFS in pay scale of Rs. 8000-275-13500 wef. 3.10.2003, on the lines extended in the case of Section Officers (G/F&A/S&P). |      |             |      |
| Under Secretary/ F & A O/S & P O                        | 10000-325-15200   | PB-3 | 15600-39100 | 6600 |
| Deputy Secretary/ Dy. FA/CoS&P or equivalent            | 12000-375-16500   | PB-3 | 15600-39100 | 7600 |
| Sr.Dy. Secretary/ Sr. Dy. F.A/ CoS&P(SG) or equivalent  | 14300-400-18300   | PB-4 | 37400-67000 | 8700 |
| Jr Hindi Translator (Isolated Post)                     | 5000-150-8000 To be placed in 6500-10500 w.e.f. 1.1.2006  | PB-2 | 9300-34800  | 4200 |
| Sr. Hindi Translator (Isolated Post)                    | 5500-175-9000 To be placed in 7450-225-11500 w.e.f. 1.1.2006  | PB-2 | 9300-34800  | 4600 |
| Hindi Officer (Isolated Post)                           | 6500-200-10500 To be placed in 8000-275-13500 w.e.f. 1.1.2006   | PB-3 | 15600-39100 | 5400 |
| Hindi Officer (Isolated Post)                           | 8000-275-13500 To be placed in 10000-325-15200 w.e.f. 1.1.2006  | PB-3 | 15600-39100 | 6600 |
| Sr. Hindi Officer(SG)* (Isolated Post)                  | 10000-325-15200   | PB-3 | 15600-39100 | 6600 |
|   | *Note to be considered for promotion under ACP in grade pay of Rs.7600 on completion of required service in the grade.  |      |             |      |
| Driver (Isolated Post)                                  | 3050-75-3950-80-4590  | PB-1 | 5200-20200  | 1900 |
| Driver (Isolated Post)                                  | 4000-100-6000   | PB-1 | 5200-20200  | 2400 |
| Driver (Isolated Post)                                  | 4500-125-7000   | PB-1 | 5200-20200  | 2800 |
| Driver (Isolated Post)                                  | 5000-150-8000   | PB-2 | 9300-34800  | 4200 |
| Jr. Cost Accountant (Isolated)                          | 5000-150-8000 To  | PB-2 | 9300-34800  | 4200 |

|   |   |      |             |      |
|---|---|------|-------------|------|
| Post)   | be placed in 6500-10500 w.e.f. 1.1.2006 and merged with F&A Cadre |      |             |      |
| Security Assistant/Watch and Ward Assistant (Isolated Post) | 5000-150-8000 & 5500-175-9000 To be placed in 6500-200-10500      | PB-2 | 9300-34800  | 4200 |
| Security Assistant/Watch and Ward Assistant (Isolated Post) | 6500-200-10500 To be placed in 7450-225-11500                     | PB-2 | 9300-34800  | 4600 |
| Security Assistant/Watch and Ward Assistant (Isolated Post) | 8000-275-13500  | PB-3 | 15600-39100 | 5400 |
| Law Officer (Isolated Post)                                 | 6500-200-10500 To be placed in 7450-225-11500                     | PB-2 | 9300-34800  | 4200 |
| Law Officer (Isolated Post)                                 | 8000-275-13500  | PB-3 | 15600-39100 | 5400 |
| Law Officer (Isolated Post)                                 | 10000-325-15200   | PB-3 | 15600-39100 | 6600 |
| Security Officer (Isolated Post)                            | 6500-200-10500 Will be placed in 7450-225-11500                   | PB-2 | 9300-34800  | 4600 |
| Security officer (Isolated Post)                            | 8000-275-13500  | PB-3 | 15600-39100 | 5400 |
| Security officer (Isolated Post)                            | 10000-325-15200   | PB-3 | 15600-39100 | 6600 |
| Safaiwala (Canteen)   | 2550-3200   | -1S  | 4440-7440   | 1300 |
| Manager-cum-Accountant/ Manager <u>Gr.II/</u> (Canteen)     | 5000-150-8000   | PB-2 | 9300-34800  | 4200 |

*Copy of letter No. 5-1(3)/2008-PD dated 4.10.2008*

**(111)**

**Sub:- Implementation of Sixth Central Pay Commission Recommendation in CSIR.**

In continuation to this officer circular of even number dated 4.10.2008 on the above subject I am directed to state that Receptionist (Isolated category may be brought over to the CCS(Revised Pay) Rules, 2008 based on the existing pre-revised pay scale and placed in the corresponding pay band and grade pay.

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 15.10.2008*

**Sub:- References to CSIR Hqrs. from Laboratories/Institutes on service matters where Powers have been delegated to Directors-instructions thereof.**

I am directed to state that despite delegation of powers to Directors to take decisions at Laboratory/Institute level and the policy guidelines issued by CSIR, large number of references are being received at CSIR Hqrs. from the Laboratory/Institute under the signature of AOs/COAs on service matters. In order to reduce references to CSIR Hqrs., DG has desired that in future, before making any reference to CSIR, the matter should be examined by the Administration and Finance in the Laboratory/Institute in accordance with the instructions issued by CSIR/Govt. of India from time to time and try to resolve issues at laboratory level wherever powers have been delegated to Directors. Further, DG, CSIR has desired that the following instruction may scrupulously be followed by the Laboratory/institute:-

Any reference to CSIR Hqrs. should be made under the signature of Director with detailed reason/justification for making such reference and the reason for not taking a decision at Lab. level.

Staff/Officers should also be asked to desist from making direct representations to higher authorities in service matters and follow CSIR Grievance Redressal System, as already notified by CSIR from time to time.

No case of age/qualification relaxation in the case of S&T staff, specially in the case of Scientists, Group-IV(1) & (2), should be referred to CSIR Hqrs., and recruitment should be made strictly as per the provisions contained in the CSIR Service/Recruitment Rules, however, relaxation in age to SC/ST/OBC candidates etc. will be applicable as per the Govt. of India instructions issued from time to time.

The Sixth CPC recommendations, in the case of CSIR administrative and technical staff, may be implemented in accordance with the instructions issued by CSIR vide its Circular dated 4-10-2008 and the Govt. of India notification/orders already endorsed to Labs. Wherever, specific designation is not mentioned in CSIR Circular dated 4-10-2008, specially of staff belonging to Isolated category/canteen, they may be placed in the corresponding pay scales, based on the adoption of pay scales in identical cases of isolated cadre, other than the scales adopted in the case of Raj Bhasha Staff. Any reference seeking clarification should be sent under Director's signature only, after examining the issue at Lab. level and indicating reasons for making such reference.

As regards anomaly created due to the merger of few scales, thereby requiring changes in the Recruitment and Assessment Promotion Rules, DG, CSIR has constituted a Committee under the Chairmanship of Chairman, RAB. Any change in the Assessment Promotion Rules based on the recommendations of the Committee, will be effective prospectively from 1-1-2009 or the date from which GB's approval is obtained.

DG, CSIR, vide his e-mail dated 4-10-2008 to Directors, has already addressed the issue of grant of some monetary incentive in the form of additional increments to Group-II and III employees having higher qualification, like Ph.D./ME/M.Tech. etc. and directed that all direct recruitment to the posts of Asstt .Gr.III and I (Gen/F&A/S&P) and Jr. Stenos. and Sr. Stenos, may be kept in abeyance, pending finalization of Recruitment Rules for recruitment of staff at the level of Executive Assistant in the Administrative Cadres, as such, any matter/representation related to these issues may not be forwarded to CSIR Hqrs. till a final decision on these issues are taken and notified with the approval of the competent authority.

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

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 21.10.2008*

**(113)**

**Sub:- Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from purview of reservation for Other Backward Classes (OBCs).**

I am directly to forward herewith a copy of DoPT O.M. No. 36033/3/2004-Estt.(Res.) dated 14.10.2008 for information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(39)/2008-PD dated 18.12.2008*

No.36033/3/2004-Estt. (Res.) 14th October, 2008

Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

**Subject:- Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs).**

The undersigned is directed to invite attention to this Department's O.M No.36012/22/93-Estt(SCT) dated 8th September, 1993 which inter alia provided that sons and daughters of persons gross annual income of Rs.1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The limit of income for determining the creamy layer status was raised to Rs. 2.5 lakh vide this Department's OM of even number dated 9:3.2004. It has now been decided to raise the income limit from Rs. 2.5 lakh to Rs. 4.5 lakh per annum for determining the creamy layer amongst the OBCs. Accordingly the following entry is hereby substituted for the existing entry against Category VI in the Schedule to the above referred O.M.

| <u>Category</u> | <u>Description of Category</u> | <u>To whom the rule of exclusion will apply</u>  |
|-----------------|--------------------------------|--|
| VI              | Income/Wealth Test             | Son(s) and daughter(s) of  |
|                 |                                | (a) Persons having gross annual income of Rs. 4.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period of three consecutive years.<br>b) Persons in Categories I, II; III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.<br>Explanation:<br>Income from salaries or agricultural land shall not be clubbed. |

2. The provisions of this Office Memorandum take effect from the 3<sup>rd</sup> October, 2008.
3. All the Ministries/Departments are requested to bring the contents of this Office Memorandum to the notice of all concerned.

(114)

**Sub:- References to CSIR Hqrs. from Labs/Instts. on service matters where Powers have been delegated to Director-instructions thereof.**

I am directed to refer to 'CSIR letter No. 5-1(3)/2008-PD dated 21<sup>st</sup> October, 2008 (Circular No. 434) on the subject cited above and to draw your specific attention to Points No. 1 & 2 which are as follows:

1. Any reference to CSIR Hqrs. should be-made under the signature of Director with detailed reason/justification for making such reference and the reason for not taking a decision at laboratory level.
2. Staff/Officers should also be asked to desist from making direct representations to higher authorities in service matters and follow CSIR Grievance Redressal System, as already notified by CSIR from time to time.

It has been observed that in spite of the above circular, references are continued to be received at CSIR Hqrs. without required examination at the laboratory level/without any justification/reason for not taking decision at laboratory level etc. which results in unwanted delay in disposing of representations at the laboratory.

In view of the above, it is requested to kindly ensure that instructions contained in the above referred circular letter are invariably followed. It is also informed that any reference which is not in accordance with the above referred circular will not be entertained.

Your kind cooperation in this regard is solicited for improving the overall efficiency of administration.

*Copy of CSIR letter No. 17(66)/2009-Lab.Admn.III dated 4.3.2009*

**(115)**

**Sub:- Classification of posts under CCS(CCA) Rules, 1965.**

I am directed to forward herewith a copy of DoPT O.M. No. 11012/7/2008-Estt. (A) dated 17.4.2009 along with the notification of Gazette of India Extraordinary S.O.946 (E) dated 09.04.2009 for information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(62)/2009-PD dated 13.5.2009*

No.11012/7/2008-Estt (A) Dated the 17th April, 2009

Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

**Subject:- Classification of posts under the CCS (CCA) Rules, 1965**

Under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, all Central Government posts are classified into four categories, viz., Groups "A", "B", "C" and "D". This classification at present is based on the norms prescribed by the Department of Personnel and Training vide S.O. 332(E) dated 20.04.1998 published in the Gazette of India Extraordinary.

2. As per clause (4) of the Central Civil Services (Revised Pay) Rules, 2008 notified vide notification No G.S.R. 622(E) dated 29.8.2008, the pay band and grade pay or the pay scales, as applicable, of every post/grade specified in column 2 of the First Schedule thereto shall be as specified against it in columns 5 and 6 thereof. Consequent upon the notification of the said rules, it has become necessary to prescribe revised norms for categorization of posts into the abovementioned four categories based on the pay band and grade pay or the pay scales as applicable, as approved by the Government. Accordingly, an Order classifying the various Central Civil Services posts into Group 'A', 'B', 'C' and 'D' based on the revised norms of pay has been notified in the Gazette of India Extraordinary vide S.O. 946 (E) dated 09.04.2009. A copy of

the Order is enclosed. All posts in the Central Civil Services would now stand classified strictly in accordance with the norms of pay band and grade pay or pay scales as prescribed in the said Order.

3. In some Ministries/Departments, posts may exist which are not classified as per the norms laid down by this Department. If, for any specific reason, a Ministry/Department proposes to classify the posts differently, it would be necessary for that Department to send a specific proposal to Department of Personnel and Training giving full justification in support of the proposal within three months of this O.M. so that the exceptions to the norms of classification laid down in S.O.946 (E) dated 09-04-2009 can be notified.

(116)

**Sub:- Modified Assured Career Progression (MACPS) for the Central Government Civilian Employees.**

I am directed to state that Govt. of India, Deptt. of Personnel and Training vide OM No. 35034/3/2008-Estt.(D) dated 19th May 2009 has notified the Modified Assured Career Progression Scheme (MACPS) for the Central Government civilian employees. The scheme is not automatically applicable to employees of Central Autonomous/Statutory bodies, as such, before taking a conscious decision to adopt the scheme with the approval of the competent authority, it has been desired that the financial implications involved due to the implementation of the MACPS in the case of non-technical employees in CSIR may be worked out. Accordingly, a copy of the scheme is being forwarded with the request to intimate the total number of employees, who would be benefited for financial upgradation under the scheme as on 1st Sept. 2008 and the tentative financial implications involved. This information may please be intimated to CSIR latest by 6th June 2009 to enable Headquarters to take a view for adoption of the scheme at the earliest.

While computing the financial implications, the employees presently covered under Isolated Category, but eligible for financial upgradation under the MACPS, may also be taken into account and shown separately.

The MACPS may not be implemented till the same is adopted at CSIR Hqrs. and a circular to this effect is issued to all Labs./Instts.

*Copy of CSIR letter No. 5-1(63)/2009-PD dated 28.5.2009*

**Sub:- Amendment to the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 – regarding**

I am directed to state that the DG, CSIR, keeping in view the recommendations of the 6<sup>th</sup> Central Pay Commission, has been pleased to approve on 23.5.2009, in his capacity as Chairman, GB, CSIR that all recruitment through open competitive examination to this posts at the level of Section Officer and Assistant Grade-I will be made in a Unified cadre under the designation 'Section Officer' and 'Executive Assistant', respectively, from amongst candidates possessing a University Degree in any discipline and one year Diploma in Computers subject to ratification by the Governing Body, CSIR.

Accordingly, the following are inserted in CSIR ASRAP Rules – 1982 as mentioned against each:-

|    |   |   |
|----|---|---|
| 1. | <p>(i) "in any discipline and one year diploma in computers", after ".....University Degree".</p> <p>(ii) <b>Note:</b> All recruitment through open competitive examination and interview shall be made under the designation 'Section Officer' from amongst candidates possessing a University Degree in any discipline and one year Diploma in Computer'.</p>   | <p>In Part II Section II 4 (iii), Part IV Section II 4 (iii) and Part V Section II 4 (iii)</p> <p>Below the Part II Section II 4 (iii) Part IV Section II 4 (iii) and Part V Section II 4 (iii)</p> |
| 2. | <p>(i) "in any discipline and one year diploma in computers", after ".....University Degree".</p> <p>(ii) <b>Note:</b> All recruitment through open competitive examination and interview shall be made under the designation 'Executive Officer' from amongst candidates possessing a University Degree in any discipline and one year Diploma in Computer'.</p> | <p>In Part II Section II 5 (iii), Part IV Section II 5 (iii) and Part V Section II 5 (iii)</p> <p>Below the Part II Section II 5 (iii) Part IV Section II 5 (iii) and Part V Section II 5 (iii)</p> |

These orders will be effective from 23.5.2009. this may be brought to the notice of all concerned.

*Copy of CSIR letter No. 3/1/2009-E.I dated 11.6.2009*

**Sub:- Amendment to the CSIR Administrative Service (Recruitment & Promotion) Rules, 1982 – reg.**

I am directed to state that the DG, CSIR, in his capacity as Chairman, GB, CSIR has been pleased to amend the existing provisions in Part VI(Miscellaneous) 'B' of the Administrative Services (Recruitment & Promotion) Rules, 1982, as under subject to its ratification by GB, CSIR.

| Existing Rule<br>(Part VI (Miscellaneous) 'B')  |                     | Amended Rule<br>(Part VI (Miscellaneous) 'B')   |                     |
|---|---------------------|---|---------------------|
| The Selection/Departmental Promotion Committee for the posts of Officers of Group 'A' in the Stores & Purchases Cadre shall be constituted from time to time by the Controlling Authority as follows: |                     | The Selection/Departmental Promotion Committee for the posts of Officers of Group 'A' in the Stores & Purchases Cadre shall be constituted from time to time by the Controlling Authority as follows: |                     |
| 1. One outside expert to be nominated by the DG, CSIR   | Chairman            | 1. DG, CSIR or his nominee  | Chairman            |
| 2. Three outside experts to be nominated by the DG, CSIR  | Members             | 2. Two Directors of National Laboratories/Institutes  | Members             |
| 3. One Director from a National Laboratory/Institutes to be nominated by the DG, CSIR.  | Member              | 3. A representative of DGS&D/DRDO   | Member              |
| 4. Joint Secretary (Administration), CSIR   | Member (Ex-Officio) | 4. Joint Secretary (Administration), CSIR   | Member (Ex-officio) |
| 5. Financial Adviser, CSIR  | Member (Ex-Officio) | 5. Financial Adviser, CSIR  | Member (Ex-officio) |
| 6. Representative of SC/ST  | Member              | 6. Such other Member or Members as may be nominated by DG, CSIR   | Member              |
|   |                     | 7. Representative of SC/ST.   | Member              |

This may kindly be brought to the notice of all concerned.

*Copy of CSIR letter NO. 3/1/2009-E.I dated 18.6.2009*

(119)

**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 travelling by Shatabadi Express - reg.**

I am directed to forward herewith the following DoPT/MoF Office Memorandum issued by Government of India on the subject cited above for information, guidance and compliance.

| S.No. | DoPT/MoF OM No.<br>and date                 | Subject   |
|-------|---|---|
| 1.    | 1/1/2008-IC dated<br>29.1.2009              | Fixation of Pay and grant of increment in the revised pay structure -clarifications regarding.  |
| 2.    | 1/1/2008-IC dated<br>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 1st of January of a year due to Sunday or Gazetted holiday.   |
| 3.    | 2/23/2008-Estt.(Pay II)<br>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)<br>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 Tree Companion Ticket" by Govt. servants introduced from time to time by various airlines. |
| 5.    | 36035/3/2009-Estt.(Res.)<br>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<br>dated 29.6.2009        | Admissibility/ entitlement for traveling by Shatabadi Express.  |
| 7.    | 35021/2/2009-Estt.(C)<br>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)<br>dated 3.7.2009     | Concerted efforts to increase representation of women in Central Government jobs.   |
| 9.    | 35021 /2/2009-Estt.{C)<br>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)<br>dated 27.7.2009    | Regulation of journey by air while availing Leave Travel Concession-clarification regarding.  |

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 15.9.2009*

F.No.36035/3/2009-Estt.(Res.) dated 10th June, 2009 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training North Block

Subject:-Benefit of reservation to persons with disability who acquire disability after entering into Govt. service.

The undersigned is directed to say that various Ministries/Departments have been seeking clarification whether a person who acquires disability after entering into Govt. service shall get the benefit of reservation in services as provided in this Department's OM No.36035/3/2004-Estt.(Res.) dated 29.12.2005.

2. It thereby clarified that the OM dated 29.12.2005 does not make any distinction between persons acquiring disability before or after entering into service. An employee who acquires disability after entering into service will be entitled to get the benefit of reservation as a person with disability as provided in the instructions contained in the above referred OM from the date he produces a valid certificate of disability.

3. All Ministries/Departments etc. are requested to bring it to the notice of all establishments under their control.

No. 35021/2/2009-Estt. (C) dated 30<sup>th</sup> June, 2009

Government of India Ministry of Personnel, Public Grievance3s & Pensions (Department of Personnel & Training)

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

The undersigned in directed to refer to this Department 's O.M. No.35021/1/85-Estt(c) dated 8th November, 1985 (Copy enclosed) on the subject mentioned above and to say that the matter has been further considered and reviewed by this Department and it has been decided that all appointing authorities may be instructed to scrupulously observe the following guidelines:-

(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. Hindi version will follow.

No. 35021/2/2009-Estt. (C) dated 8<sup>th</sup> July, 2009 of Government of India Ministry of Personnel, Public Grievance & Pensions (Department of Personnel & Training)

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

The undersigned is 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:-

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

3. Hindi version will follow.

**Sub:-Selection of candidates on direct recruitment basis – Consideration of CRs for selection of candidates – instructions reg.**

I am directed to forward herewith a copy of Government of India. Department of Personnel and Training O.M. No. 22011/3/2008-Estt D dated 20.8.2008 on the subjected for information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(44)/2008-PD dated 16.12.2009*

No. 22011/3/2008-Estt (D), 20th August, 2008

Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Subject:- Selection of candidates on direct recruitment basis -Consideration of CRs for selection of candidates - instructions regarding.

The undersigned is directed to invite attention to Department of Personnel and Training O.M. No. 22011/14/86-Estt (D) dated 17th June, 1988 providing that whenever officers already working in the Government apply for appointment by direct recruitment against vacancies advertised by the Union Public Service Commission, Confidential Reports (CR Dossiers) of such short listed candidates should be made available by the requisitioning Department to the Commission before the date of Interview. The above instructions were reiterated in the DoPT O.M. No.22011/2/97-lislt. (D) dated January 5, 1998 and No. 22011/4/2005-Estt(D) dated 19.9.2005 respectively. It was, however, clarified in the circulars that it would not be necessary to hold up the interview till all the CRs became available. The Commission should consider the CR Dossiers to the extent they were available for making final recommendations.

2. This issue has been re-examined in this Department in consultation with the UPSC. No separate marks or weightage is assigned by the Commission in the selection process to the service records of the candidates who are Government servants. Giving consideration to the CRs of only those who are already in Government service and rejecting their candidature on the grounds that some adverse remarks therein would seem discriminatory since the Commission are unable to get similar assessment in respect of candidates who are not in Government service. In actual practice, Interview Board forms its own independent opinion about the suitability of a candidate having regard to his performance during the interview and the CRs do not influence the Interview Boards' assessment. However, as per DoPT's OM No. AB 14017/101/91-Estt. (RR) dated 14.7.1993, in case of Direct Recruitment by selection, i.e. 'Selection by Interview', it is the responsibility of the requisitioning Department/ Ministry to bring to the notice of the Commission any point regarding unsuitability of any candidate (Govt. servant) from the vigilance angle and the appropriate time for doing so would be the consultation at the time of preliminary scrutiny when the case is referred by the Commission to

the Ministry/ Department for comments on the provisional selection of candidates for interview by the Commission.

3. In view of above facts, it has been decided, in consultation with the UPSC, that the requirement of providing CRs of short listed candidates (Government servants) who apply for appointment by direct recruitment against vacancy advertised by the UPSC should be discontinued forthwith.

4. Hindi version will follow.

(121)

**Sub:- Review of Scheme for Compassionate Appointment in light of the 6<sup>th</sup> Pay Commission recommendations – instructions reg.**

I am directed to forward herewith a copy of Government of India, Department of Personnel and Training O.M. No. 14014/2/2009-Estt.(D) dated 11.12.2009 on the above subject for information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(41)/2008-PD dated 29.1.2010*

F.No.14014/2/2Q09-Estt(D) dated 11 December, 2009

Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training

Subject:- Review of Scheme for Compassionate Appointment in the light of the 6th Pay Commission recommendations.

The modification of the existing Scheme for Compassionate Appointment has been considered in the light of the recommendation of the 6th CPC as contained in para 2.2.9 and 2.2.10 of its Report. Accordingly, in partial modification of the Scheme for Compassionate Appointment issued by this Department vide O.M. No. 14014/6/94-Estt(D) dated 9th October, 1998, as amended from time to time, it has been decided in consultation with the Department of Expenditure that for appointment on compassionate grounds, in exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. "Government may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be governed by the minimum of the - 1S pay band of Rs. 4440-7440 without any grade pay. In addition, they will be granted all applicable Allowances, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum of 1S pay band without any grade pay. The period spent in the – 1S pay band by the future recruits will not be

counted as service for any purpose as their regular service will start only after they are placed in the pay band PB-1 of Rs,5200-20200 along with grade pay of Rs.1800.

2. The above decision may be brought to the notice of all concerned for information, guidance and necessary action.
3. Hindi version will follow.

**(122)**

**Sub:- Modified Assured Career Progression Scheme (MACPS) for Central Government Civilian Employees - implementation thereof in CSIR**

In continuation of this office letter of even number dated 28.5.2009, forwarding therewith a copy of the Modified Assured Career Progression Scheme (MACPS) notified by the Govt. of India vide DoPT OM No.35034/3/2008-Estt.(D) dated 19.5.2009, I am directed to state that DG, CSIR, in his capacity as Chairman, GB, on the concurrence of Ministry of Finance, Department of Expenditure vide ID Note No.768010/DS(E.IH)(A)/2010 dated 7.5.2010, has been pleased to accord approval to the adoption of MACP scheme for CSIR employees who were covered under the earlier ACP Scheme. The Modified Scheme would be operational w.e.f. 01.09.2008. All the provisions of the MACP scheme may please be strictly adhered to. Consolidated instructions on the subject may be downloaded from CSIR website. Further necessary action may please be taken accordingly.

*Copy of CSIR letter No. 5-1(63)/2009-PD dated 13.5.2010*

No.35034/3/2008-Estt (D) dated 19th May, 2009

Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

SUBJECT: - MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.

The Sixth Central Pay Commission in Para 6.1.15 of its report, has recommended Modified Assured Career Progression Scheme(MACPS). As per the recommendations, financial upgradation will be available in the next higher grade pay whenever an employee has completed 12 years continuous service in the same grade. However, not more than two financial upgradations shall be given in the entire career, as was provided in the previous Scheme. The Scheme will also be available to all posts belonging to Group "A" whether isolated or not However, organised Group "A" services will not be covered under the Scheme

2. The Government has considered the recommendations of the Sixth Central Pay Commission for introduction of a MACPS and has accepted the same with further

modification to grant three financial upgradations under the MACPS at intervals of 10, 20 and 30 years of continuous regular service .

3. The Scheme would be known as "MODIFIED ASSURED CAREER PROGRESSION. SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES. This Scheme is in supersession of previous ACP Scheme and clarifications issued there under and shall be applicable to all regularly appointed Group "A", "B", and "C" Central Government Civilian Employees except officers of the Organised Group "A" Service. The status of Group "D" employees would cease on their completion of prescribed training, as recommended by the Sixth Central Pay Commission and would be treated as Group "C" employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government only on adhoc or contract basis shall not qualify for benefits under the aforesaid Scheme. The details of the MACP Scheme and conditions for grant of the financial upgradation under the Scheme are given in Annexure-T
4. An Screening Committee shall be constituted in each Department to consider the case for grant of financial upgradations under the MACP Scheme. The Screening Committee shall consist of a Chairperson and two members. The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a grade above the members of the Committee.
5. The recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organisation/competent authority in other cases for approval.
6. In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year — preferably in the first week of January and first week of July of a year for advance processing of the cases maturing in that half. Accordingly, cases maturing during the first-half (April-September) of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year.
7. However, to make the MACP Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee within a month from the date of issue of these instructions to consider the cases maturing upto 30th June, 2009 for grant of benefits under the MACPS.

8. In so far as persons serving in The Indian Audit and' Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.
9. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the MACP Scheme shall be given by the Department of Personnel and Training (Establishment-D). The scheme would be operational w.e.f. 01.0Q-20Q8, In other words, financial upgradations as per the provisions of the earlier ACP Scheme (of August, 1999) would be granted till 31-08.2008.
10. No stepping up of pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.
11. It is clarified that no past cases would be re-opened. Further, while implementing the MACP Scheme, the differences in pay scales on account of grant of financial upgradation under the old ACP Scheme (of August 1999) and under the MACP Scheme within the same cadre shall not be construed as an anomaly.

#### **ANNEXURE-I**

#### **MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)**

1. There shall be three financial upgradation s under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay.
2. The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section 1 , Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre/organisation will be given only at the time of regular promotion.
3. The financial upgradation s under the MACPS would be admissible up-to the highest grade pay of Rs. 12000/ in the PB-4.
4. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. To

illustrate, in case a Government Servant joins as a direct recruit in the grade pay of Rs. 1900 in PB-1 and he gets no promotion till completion of 10 years of service, he will be granted financial upgradation under MACPS in the next higher grade pay of Rs. 2000 and his pay will be fixed by granting him one increment plus the difference of grade pay (i.e. Rs. 100). After availing financial upgradation under MACPS, if the Government servant gets his regular promotion in the hierarchy of his cadre, which is to the grade of Rs. 2400, on regular promotion, he will only be granted the difference of grade pay between Rs. 2000 and Rs. 2400. No additional increment will be granted at this stage.

5. Promotions earned/upgradation's granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay scales/upgradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting upgradations under Modified ACPS.

The pre-revised hierarchy (in ascending order) in a particular organization was as under:-

Rs. 5000-8000, Rs. 5500-9000 & Rs. 6500-10500.

- (a) A Government servant who was recruited in the hierarchy in the pre-revised pay scale Rs. 5000-8000 and who did not get a promotion even after 25 years of service prior to 1.1.2006, in his case as on 1.1.2006 he would have got two financial upgradations under ACP to the next grades in the hierarchy of his organization, i.e., to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500.
- (b) Another Government servant recruited in the same hierarchy in the pre-revised scale of Rs. 5000-8000 has also completed about 25 years of service, but he got two promotions to the next higher grades of Rs. 5500-9000 & Rs. 6500-10500 during this period.

In the case of both (a) and (b) above, the promotions/financial upgradations granted under ACP to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500 prior to 1.1.2006 will be ignored on account of merger of the pre-revised scales of Rs. 5000-8000, Rs. 5500-9000 and Rs. 6500-10500 recommended by the Sixth CPC As per CCS (RP) Rules, both of them will be granted grade pay of Rs, 4200 in the pay band PB-2. After the implementation of MACPS, two financial upgradations will be granted both in the case of (a) and (b) above to the next higher grade pays of Rs. 4600 and Rs. 4800 in the pay band PB-2.

6. In the case of all the employees granted financial upgradations under ACPS till 01.01.2006, their revised pay will be fixed with reference to the pay scale granted to them under the ACPS.
- 6.1. In the case of ACP upgradations granted between 01.01.2006 and 31.08.2008, the Government servant has the option under the CCS (RP) Rules, 2008 to have his pay fixed in the revised pay structure either (a) w.e.f. 01.01.2006 with reference to his pre-revised scale as on 01.01.2006; or (b) w.e.f. the date of his financial upgradation under ACP with

reference to the pre-revised scale granted under ACP. In case of option (b), he shall be entitled to draw his arrears of pay only from the date of his option i.e. the date of financial upgradation under ACP.

- 6.2. In cases where financial upgradation had been granted to Government servants in the next higher scale in the hierarchy of their cadre as per the provisions of the ACP Scheme of August, 1999, but whereas as a result of the implementation of Sixth CPC's recommendations, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted to the post. To illustrate, in the case of Jr. Engineer in CPWD, which was granted 1<sup>st</sup> ACP in his hierarchy to the grade of Asstt Engineer in the pre-revised scale of Rs.6500-10500 corresponding to the revised grade pay of Rs.4200 in the pay band PB-2, he will now be granted grade pay of Rs.4600 in the pay band PB-2 consequent upon upgradation of the post of Asstt Eriggs. In CPWD by granting them the grade pay of Rs.4600 in PB-2 as a result of Sixth CPC's recommendation. However, from the date of implementation of the MACPS, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified vide CCS (Revised Pay) Rules, 2008.
7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, a Government servant has an option under FR22 (1) (a) (1) to get his pay fixed in the higher post/ grade pay either from the date of his promotion/upgradation or from the date of his next increment viz. 1st July of the year, The pay and the date of increment would be fixed in accordance with clarification no.2 of Department of Expenditure's O.M. No. 1/1/2008-IC dated 13.09-2008.
8. Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.
- 8.1. Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs. 5400 is now in two pay bands viz., PB-2 and PB-3. The grade pay of Rs. 5400 in PB-2 and Rs.5400 in PB-3 shall be treated as separate grade pays for the purpose of grant of upgradations under MACP Scheme.
9. Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

10. Past service rendered by a Government employee in a State Government/statutory body/Autonomous body/Public Sector organisation, before appointment in the Government shall not be counted towards Regular Service.
11. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority.
12. The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment.
13. Existing time-bound promotion scheme, including in-situ promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.
14. The MACPS is directly applicable only to Central Government Civilian employees. It will not get automatically extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department. Keeping in view the financial implications involved, a conscious decision in this regard shall have to be taken by the respective Governing Body/Board of Directors and the administrative Ministry concerned and where it is proposed to adopt the MACPS, prior concurrence of Ministry of Finance shall be obtained.
15. If a financial upgradations under the MACPS is deferred and not allowed after 10 years in a grade pay, due to the reason of the employees being unfit or due to departmental proceedings, etc, this would have consequential effect on the subsequent financial upgradation which would also, get deferred to the extent of delay in grant of first financial upgradation.
16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.
17. The financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above.
18. In the matter of disciplinary/ penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.

19. The MACPS contemplates merely placement on personal basis in the immediate higher Grade pay /grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.
20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/grade pay under the MACPS.
21. Pay drawn in the pay band and the grade pay allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
22. If Group "A" Government employee, who was not covered under the ACP Scheme has now become entitled to say third financial upgradation directly, having completed 30 year's regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly.
23. In case an employee is declared surplus in his/her organisation and 'appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organisation shall be counted towards the regular service in his/her new organisation for the purpose of giving financial upgradation under the MACPS.
24. In case of an employee after getting promotion/ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial upgradations on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.
25. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal
26. Cases of persons holding higher posts purely on adhoc basis shall also be considered by the Screening Committee alongwith others. They may be allowed the benefit of financial

upgradation on reversion to the lower post or if it is beneficial vis-avis the pay drawn on adhoc basis.

27. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to draw the pay in the pay band and the grade pay of the post held by them or the pay plus grade pay admissible to them under the MACPS, whichever is beneficial.

## 28. Illustrations

- A (i) If a Government servant (LDC) in PB-I in the Grade Pay of Rs.1900 gets his first regular promotion (UDC) in the PB-1 in the Grade Pay of Rs.2400 on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion then he would be eligible for 2nd financial upgradation under the MACPS in the PB-1 in the Grade Pay of Rs.2800 after completion of 18 years (8+10 years).
- (ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation in the PB-11 in Grade Pay of Rs.4200 on completion of further 10 years of service i.e. after 28 years (8+10+10).
- (iii) However, if he gets 2<sup>nd</sup> promotion after 5 years of further service in the pay PB-II in the Grade Pay of Rs.4200 (Asstt Grade/Grade "C") i.e. on completion of 23 years (8+10+5years) then he would get 3rd financial upgradation after completion of 30 years i.e. 10 years after the 2<sup>nd</sup> ACP in the PB-II in the Grade Pay of Rs.4600.

In the above scenario, the pay shall be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay or in the higher Grade Pay, Only the difference of grade pay would be admissible at the time of promotions.

- B. If a Government servant (LDC) in PB-1 in the Grade Pay of Rs.1900 is granted 13<sup>th</sup> financial upgradation under the MACPS on completion of 10 years of service in the PB-1 in the Grade Pay of Rs.2000 and 5 years later he gets 1<sup>st</sup> regular promotion (UDC) in PB-I in the Grade Pay of Rs.2400, the 2nd financial upgradation under MACPS (in the next Grade Pay w.r.t. Grade Pay held by Government servant) will be granted on completion of 20 years of service in PB-I in the Grade Pay of Rs.2800. On completion of 30 years of service, he will get 3<sup>rd</sup> ACP in the Grade Pay of Rs. 4200. However, if two promotions are earned before completion of 20 years, only 3rd financial upgradation would be admissible on completion of 10 years of service in Grade Pay from the date 2nd promotion or at 30th year of service, whichever is earlier.
- C. If a Government servant has been granted either two regular promotions or 2<sup>nd</sup> financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service then only 3<sup>rd</sup> financial upgradation would be admissible to him under the MACPS on

completion of 30 years of service provided that he has not earned third promotion in the hierarchy.

No. 35034/3/2008-Estt(D) dated 16<sup>th</sup> November, 2009 of Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Subject:- Modified assured career progression scheme (MACPS) for the central government civilian employees - clarifications regarding.

Reference is invited to the Department of Personnel and Training (DOPT)'s Office Memorandum of even number dated the 19th May, 2009 regarding the Modified Assured Career Progression Scheme (MACPS). Consequent upon the implementation of Sixth Pay Commissions recommendations, the four pre-revised Group 'D' pay scales viz., Rs.2550-3200, Rs.2610-3540, Rs.2610-4000 and Rs.2650-4000 have been upgraded and replaced by the revised pay structure of grade pay of Rs.1800 in the pay band PB-1. As per the recommendations of Sixth CPC, Government servants in these four pre-revised Group 'D' scales have been granted the Group 'C' revised pay structure of grade pay of Rs.1800 in the pay band PB-1. It has been decided on the analogy of point-5 of Annexure-I of MACPS dated 19.05.2009 that promotions earned or upgradations granted under ACP Scheme of August, 1999 in the past to the four pay scales mentioned above, which now carry the grade pay of Rs.1800/- shall be ignored for the purpose of MACPS. However, promotions/financial upgradations earned by existing Group 'D' employees to grade pay of Rs.1900 (pre-revised scale of Rs.3050-75-3590-80-4590) shall be counted for the purpose of MACPS.

2. Hindi version would follow.

(123)

**Sub:- Modified Assured Career Progression Scheme (MACPS) for Central Government Civilian Employees – Implementation thereof in CSIR – reg.**

I am directed to refer to CSIR Circular letter No, 5-1 (163)/2009-PD dated 13.05.2010 on the subject cited above and to state that in order to consider cases of eligible Common Cadre Officers of CSIR for financial upgradation under the Modified Assured Career Progression Scheme (MACPS). It is requested to furnish the requisite information in respect of eligible Common Cadre Officer of your Lab./Instt. in the enclosed proforma by 05.08.2010 positively.

It is also requested to intimate in their respect as to whether any vigilance / disciplinary case is pending

The information may also be sent through email at [resiyer@csir.res.in](mailto:resiyer@csir.res.in).

*Copy of CSIR letter No. 3-27/2010-E.I dated 27.7.2010*

Name of CCOs who have become eligible for consideration for grant of financial upgradation under MACP Scheme

Name of the Lab/Instt.

| Sl. No. | Name, Present designation & D.O.B. | Post to which Direct recruitment was made, its scaie of pay and date of appointment | Name of post to which 1 <sup>st</sup> regular promotion or 1 <sup>st</sup> ACP subsequent to direct recruitment mentioned at Column number 3, if any, was granted, its scale of pay/grade pay and its date | Name of post to which 2 <sup>nd</sup> regular promotion or 2 <sup>nd</sup> ACP or NFS was granted, its scale of pay/grade pay and its date | Date from, which next' , financial upgradation is admissible, its, Scale of Pay / grade pay {whether on completion of 10/20/30 years or stagnation in a single "grade for 10 years) | Remarks |
|---------|------------------------------------|---|--|--|---|---------|
| 1       | 2                                  | 3   | 4  | 5  | 6   | 7       |
|         |                                    |   |  |  |   |         |

(124)

**Sub:- Terms & Conditions governing the appointment of Assistants (Assistants Gr. I) under CASE 2009 II – reg.**

I am directed to forward herewith a copy of standard Terms & Conditions governing the appointment of Assistants (Assistants Gr. I) selected under CASE 2009 II for taking necessary action at your end.

*Copy of CSIR letter No. 3-2(a)/CASE 2009 II – E.I dated 22.10.2010*

**TERMS AND CONDITIONS FOR APPOINTMENT TO THE POST OF ASSISTANT (ASSISTANT Gr. I)**

1. The appointment is under Council of Scientific and Industrial Research (CSIR), which is a Central Autonomous Body registered under the Societies Registration Act 1880.
2. You will be on probation for a period of one year, from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the competent authority. During the period of probation, the service may be terminated at any time without notice and without any reason being assigned.
3. After successful completion of probationary period, the appointment may be terminated at any time by a month's notice given by either side i.e. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making the payment of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

4. The post is governed by the New Pension Scheme {Defined Contribution Pension Scheme}.
5. In respect of others who have joined service before 1.1.2004 in a Government Department / Organization where the CCS (Pension) Rules is in vogue, the post will be pensionable subject to discharge of prorata pension liability by the parent Department, where the incumbent was working.
6. You will not be entitled to any traveling allowance for reporting for duty or on termination of your appointment under the Council.
7. Your appointment will be subject to production of following original -documents at your own expense at the time of your reporting for duty:-
  - a) Medical Certificate of health and physical fitness from Government Civil Surgeon.
  - b) Documentary proof in support of date of birth;
  - c) Documentary proof in support of Caste/Tribe / Community /PWD/Ex Serviceman as the case may be
  - d) In case detailed character and antecedents verification had already been carried out by your present employer (i.e. Central /State Govt./Autonomous Body/PSUs) as per Attestation Form appearing at Annexure 1 (Attestation Form) of the 'Brochure on Verification of Character and Antecedents" -- 3rd Edition, Ministry of Personnel, Public Grievances & Pensions, 1992 (which may be accessed in CSIR website), the Attestation Form may be produced through your employer for record and retention in CSIR.
  - e) Original Certificates of educational qualifications.
9. The appointment is provisional and is subject to the Caste / Tribe / Community certificate being verified through the proper channels. If the verification reveals that the claim to belong to Scheduled Caste / Scheduled Tribe / Other Backward Class or not belonging to creamy layer, as the case may be, is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
10. You will not be allowed to carry forward your leave earned by you in your previous appointment.
11. Your services will be liable for transfer to any of the CSIR Laboratories / Institutes anywhere in India under the administrative control of the Council.
12. You will have to take an oath of allegiance to the Constitution of India.

13. You will be required to sign a declaration that if married, you will not have more than one living spouse and, if unmarried, you will not marry for second time while your first spouse is alive, save with the permission of the competent authority.
14. You will be governed by the provisions of the Central Civil Service (Classification, Control and Appeal) Rules, Central Civil Services (Conduct Rules) and such other rules or executive orders, as amended from time to time, to the extent they are made applicable to Council employees.
15. You will be required to intimate the details of applications made for employment elsewhere prior to taking over charge of the post.
16. You will be liable to be removed from service and such other action, as may be deemed necessary, if any, of the declaration given or information furnished by you is found to be false or, if you are found to have willfully suppressed any material information.
17. In this regard any matter not specifically covered in foregoing paragraphs, you will be governed by the rules and orders applicable to other employees of the Council.

**(125)**

**Sub:- Training of Private Secretaries as Section Officer (Gen.) – reg.**

Reference is Invited to the Rule 3 (ii) under Section – II of Part II of ASRP Rule 1982, vide which 25% of the Private Secretaries who have completed minimum six years of approved service as Private Secretary be made to work as Section Officer (General) for a period of one year before they are considered for promotion to the post of Under Secretary/Administrative Officer.

2. It has been observed that a number of Private Secretaries have not been made to work successfully as Section Officer (Gen.) in terms of said recruitment rules. In view whereof. They are ineligible for being considered for promotion to the post of US/AO.
3. Therefore, Directors of all Labs/Instts are requested to ensure that all PSs who have completed 6 years of service in their post be assigned the duties and responsibilities of SO(G) for a minimum period of one year in order to ensure their eligibility for consideration for promotion, if they have not yet worked as SO(G).
4. Further, it has been decided by the Competent Authority that COAs/AOs/Head of Administration in Lab/Instt shall be responsible for ensuring the implementation of provisions of Rule 3 (ii) under Section – II of Part II of Part Ii of ASRP Rule 1982 as stated above.

This issues with the approval of Competent Authority.

*Copy of CSIR letter No. 33(113)/87/2010-E.I dated 2.11.2010*

**Sub:- Completion of pre appointment formalities to enable newly recruited Section Officer/Assistants under CASE 2009 II to join the Induction training programme – reg.**

Kind reference is invited to this Office Memorandum of even number dated 01/11/2010 wherein it is mentioned that before the Section Officers/Assistants report for training on 21 or 22 Nov. 2010, all pre appointment formalities including medical examination and character & antecedent verification is to be completed.

The matter has been reviewed and it has been decided that pending receipt of report of verification of Character and Antecedent, provisional appointment letters in the format enclosed may be issued (wherever it has been yet been issued) to the candidates selected for the post of Section Officer (by CSIR Hqrs.)/Assistant (by labs./institutes) as soon as the report of their being medically fit issued by an appropriate medical authority is received. However, it is to be noted that the appointee should not be assigned work/project of a sensitive nature until the receipt of a detailed character and antecedent verification in the format prescribed from the concerned authorities.

You are requested to take further appropriate action accordingly and instruct all the appointees that they need to report for induction/orientation training on or before 22<sup>nd</sup> November, 2010.

*Copy of CSIR letter No. 3-2(a)/CASE 2009-E.I dated 8.11.2010*

Subject: Appointment to the post of Assistant in CSIR and its National Labs./Instts.

Sir,

In continuation of this office letter of even number dated \_\_\_\_\_ and having conveyed your acceptance to the post of Assistant vide your letter dated \_\_\_\_\_, the Director \_\_\_\_\_ has been pleased to appoint you as Assistant on Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4200/- plus usual allowances as admissible under the rules the rules to CSIR employees of your status on the terms and terms and conditions enclosed with this letter.

2. Further, as already informed to you vide this office letter dated 25.10.2010, you are directed to report at HRDC, Ghaziabad on or before 21<sup>st</sup> November, 2010 failing which, it will be presumed that you are no longer interested in joining this post and the offer of appointment made to you will be treated as cancelled.

The Training Centre (Human Resource Development Centre at Sector – 19, Central Govt. enclave, Kamla Nehru Nagar, Ghaziabad – 201002 (UP) is well provided in terms of boarding/lodging , recreational facilities and good learning ambience. The details of the facilities available, location of the Training Centre and its mandate can be viewed at the website: [www.csirhrdc.res.in](http://www.csirhrdc.res.in). In case of any query, you may get in-touch with Dr. Naresh

Kumar, Head, HRDC on his office telephone number 0120-2789882. You can also e-mail you query to his e-mail: [osd@csirhrdc.re.in](mailto:osd@csirhrdc.re.in) .

3. The appointment is provisional and subject to :

- (i) Verification of your original certificates relating to date of birth and qualification etc, at the place of your posting;
- (ii) Verification of your Caste certificate, in case you belong to Scheduled Caste/Scheduled Tribe/Other Backward Classes and have been appointed against the post reserved for this category, from appropriate authority. If on verification, it is revealed that your claim of belonging to SC/ST/OBC community, as the case may be, is false. Your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Rules/Laws.
- (iii) Receipt of original Character and Antecedent Verification Report from appropriate Authorities/your present employer (i.e. Central/State Govt. Offices/Autonomous Bodies).
- (iv) Final decision of the Central Administrative Tribunal, Bangalore in OA Nos. 385/2010 and 386/2010 filed by S/Shri Raman Kimar and Eklabya kumar, respectively.

4. You are further informed that in case of receipt of adverse report of your Character and Antecedents, your services are liable to be terminated forthwith without assigning any reason.

5. You are be on probation for a period of one year from the date of joining the post, which may be curtailed or extended at the discretion of the competent authority.

**(127)**

**Sub: - Payment of TA/DA to the newly recruited Section Officers/Assistants who have reported for training directly at HRDC – reg.**

I am directed to state that a number of candidates selected for the post of Section Officers / Assistants under CASE 2009 II have reported for induction training programme directly at HRDC Ghz and are presently undergoing induction training programme.

A number of requests have been received seeking clarification as to whether the SOs / Asstts. who have reported directly at HRDC for Induction training programme will be entitled for TA for their travel to the Lab / Instt where they have been posted.

The matter has been examined in consultation with CSIR Finance and it is clarified that all SOs / Asstts. recruited under CASE - 2009 II who have reported directly at HRDC for induction training programme, will be entitled for (1) DA as per rules from the date of their joining at

HRDC and (2) TA as per rules for their travel to the Labs. / Instts where they have been posted. The TA/DA will be borne by the respective Labs. / Instts.

*Copy of CSIR letter No. 3-2(a)/CASE/2009-II/EI dated 7.12.2010*

**(128)**

**Sub:- Re-orientation Training Programme for Common Cadre Officers in ZOC for DPC scheduled from 3<sup>rd</sup> to 5<sup>th</sup> March, 2011 –reg.**

With reference to OM No. 2/70/2011-JS dated 8.2.2011, it is intimated that the comprehensive re-orientation programme for offices in the Zone of Consideration for ensuing DPC for Group 'A' posts (Vacancy Year 20.10.2011 – CoSP and Vacancy Year 2011-2012) has now been arranged from 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> February and 1<sup>st</sup> March, 2011 (i.e. 04 days) at HRDC, Ghaziabad.

2. It is mandatory for officers who are in ZOC to attend this Re-orientation Training.
3. Head, HRDC may be contacted for details with regard to boarding/loading for the duration of training and transport to and from HRDC, Ghaziabad.
4. The names of officers in the respective Zones of Consideration for various Group 'A' posts is notified vide this office Circular No. 3-3(b)/2011-E.I dated 14.2.2010.

*Copy of CSIR letter No. 2/70/2011-JS dated 14.2.2011*

**(129)**

**Sub:- Forward herewith the office Memorandums issued by Govt. of India on Reservation and Promotion.**

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance.

| S.No. | Govt. of India OM No. & date  | Subject  |
|-------|---|--|
| 1.    | DoPT OM No. 36012/45/2005-Estt.(Res.) dated 10 <sup>th</sup> August, 2010       | Reservation in promotion – Treatment of SC/ST candidates promoted on their own merit.  |
| 2.    | DoPT OM No. 12016/5/2009-Estt.(L) dated 31 <sup>st</sup> January, 2011          | Encashment of Earned Leave to be granted to officers appointed on contract in various posts under the Central Government – reg.                                      |
| 3.    | DoPT OM No. 13026/1/2010-Estt. (Leave) dated 7 <sup>th</sup> February, 2011     | Rate of calculating entitlement to Earned Leave (E.L.) and Half Pay Leave (HPL)  |
| 4.    | MoF, Deptt. of Exp. OM No. 2(13)/2008-E.II(B) dated 4 <sup>th</sup> March, 2011 | Decision of the Government on the recommendation of the Sixth Central Pay Commission relating to re-classification of cities/towns for grant of House Rent Allowance |

|    |   |   |
|----|---|---|
|    |   | (HRA)   |
| 5. | DoPT OM No. 12011/01/2011-Estt. (Allowance) dated 4 <sup>th</sup> May, 2011 | Clarification on increase in certain allowances by 25% as a result of enhancement of Dearness Allowances w.e.f. 1.1.2011. |

*Copy of CSIR letter No. 5-1(17)/08-PD dated 4.7.2011*

No. 36012/45/2005-Estt. (Res.) dated 10<sup>th</sup> August, 2010

Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Subject:- Reservation in promotion – Treatment of SC/ST candidates promoted on their own merit.

The undersigned is directed to refer to this Department's O.M. No. 36028/17/2001-Estt. (Res.) dated 11<sup>th</sup> July, 2002 which clarified that SC/ST candidates appointed by promotion on their own merit and not owing to reservation or relaxation of qualification will be adjusted against un-reserved points of the reservation roster and not against reserved points. It was subsequently clarified by this Department's O.M. No. 36028/17/2001-Estt. (Res.) dated 31.1.2005 that the above referred O.M. took effect from 11.7.2002 and that concept of own merit did not apply to the promotions made by on-selection method.

2. Central Administration Tribunal, Madras Bench in O.A. No. 900/2005 [S.Kalugasalamoorthy v/s. Union of India & Others] has set aside the O.M. No. 36028/17/2001-Estt. (Res.) dated 31.1.2005 and held that when a person is selected on the basis of his own seniority, the scope of considering and counting him against quota reserved for SCs does not arise. The High Court of Judicature at Madras in the matter of UOI v/s S. Kalugasalaoorthy [WP No. 15926/2007] has upheld the decision of the Central Administrative Tribunal.
3. The matter has been examined in the light of the above referred judgments and it has been decided to withdraw O.M. No. 36028/17/2001-Estt. (Res.) dated 31.1.2005 referred to above. It is clarified that SC/ST candidates appointed by promotion on their own merit and seniority and not owing to reservation or relaxation of qualifications will be adjusted against unreserved points of reservation roster, irrespective of the fact whether the promotion is made by selection method or non-selection method. These orders will take effect from 2.7.1997, the date on which post based reservation was introduced.
4. These instructions may be brought to the notice of all concerned.

(130)

**Sub:- Delegation of Powers to Directors/Heads of Labs/Instt relating to forwarding of applications and consideration/relief of employees on deputation – reg.**

I am directed to refer to this office circular letter of even no dated 12.4.2010 on the subject cited above and to state that references have been received seeking clarification on whether instructions in the ibid circular are also applicable to Common Cadre Offices.

In this regard it is clarified that the instructions are not applicable to Common Cadre Officers. The applications of Common Cadre Officers for outside posts would continue to be forwarded to borrowing organization through CSIR Hqs.

It may be noted that in case of selecting to the post to outside departments on deputation basis for which application is forwarded, the officer shall be relieved subject to exigencies of work where the concerned officer is posted and with the approval of the competent authority at CSIR Hqrs. Further the Competent Authority has decided to set a limit on the number of officers who will be allowed to proceed on deputation to 10% of the filled up position of the respective cadre.

*Copy of CSIR letter No. 5-1(50)/2008-PD dated 10.8.2011*

(131)

**Sub:- Detailed verification of character and antecedents through Intelligence Bureau in respect of Indian Nationals who had stayed/have been staying abroad for a short period i.e. less than a year during the preceding five years – Clarification – reg.**

I am directed to draw attention to the subject cited above and to state that as per the procedure contained in Department of Personnel & AR (Cabinet Secretariat) OM No. 18011/13/75-Estt. (B) dated 05-04-1976 for detailed verification / Record check in case of candidates, those who have stayed abroad for some years or living abroad, particularly during the five years preceding the date of initiating verification of character and antecedents (C&A)r apart from the usual verification of C&A though the District authorities in India, a reference should also be made by the appointing authorities to the intelligence Bureau, New Delhi together with all the particulars as contained in the attestation form in respect of period of such stay abroad.

Accordingly, the matter has been examined and it has been decided with the approval of Competent Authority that in view of indication in the attestation form that only details of stay abroad for more than a year in the preceding 5 years is required to be mentioned, any stay abroad for less than that period need not be sent to Intelligence Bureau for verification.

*Copy of CSIR letter No. 4-28(38)/2011-E.II dated 19.9.2011*

(132)

**Sub:- Filling up of one post of Staff Officer to DG, CSIR on deputation basis.**

I am directed to inform you that CSIR Hqrs. New Delhi intends to fill up one post of Staff Officer to DG, CSIR, on deputation basis in the Pay Band of Rs. 37100-67000 (PB-1) plus Grade Pay Rs 8700/- by calling applications from amongst the Common Cadre Officers in CSIR. The applicant should have a Bachelor's Degree in any subject from a recognized university and have minimum three year experience as Deputy Secretary/Controller of Administration/Deputy Financial Adviser/Controller of Finance & Accounts/Controller of Store and Purchase/Sr. Principal Private Secretary in CSIR or its Laboratories/Institutes.

The crucial date for determining the eligibility for the post will be 1<sup>st</sup> January, 2011. The candidate must have thorough knowledge of CSIR Rules & Regulations and Bye- Laws and should be well versed in computer application and internet use. The candidates should also have good interpersonal skills. The Recruitment Rules for the post was circulated vide CSIR letter No. 3-33(113)/2004-E.I dated 8.3.2007.

You are, therefore, requested to circulate the information to all DS/COA/DFA/CoFA/CoSP/Sr. PPS and forward the application(s) of eligible interested candidates of your Laboratory/Institutes to CSIR Hqrs. in the enclosed proforma, duly verified latest by 5<sup>th</sup> October, 2011. Applications received after this date will not be entertained. Kindly acknowledge receipt.

*Copy of CSIR letter No. 6-3(102)/2011-E.III dated 21.9.2011*

**APPLICATION FOR THE POST STAFF OFFICER TO DG, CSIR**

1. Name of the Lab/Instt \_\_\_\_\_
2. Name of the Applicant \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Whether SC/ST/OBC \_\_\_\_\_
6. Date of Appointment and length of service on the post of Deputy Secretary/Controller of Administration/Deputy Financial Adviser/Controller of Finance & Account/Controller of Stores & Purchase/Sr. Principal Private Secretary.
  - (a) Date of Appointment \_\_\_\_\_
  - (b) Length of service \_\_\_\_\_
7. Enclose attested copies of following educational documents:
  - (a) Matriculation Certificate,
  - (b) Degree Certificate, and
  - (c) Certificates of higher educational qualifications, if any.
8. Job Experience  
\_\_\_\_\_  
\_\_\_\_\_

(133)

**Sub:- Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees – Clarification reg.**

I am directed to forward herewith the Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel & Training OM No. 35034/3/2008-Estt.(D) dated 9<sup>th</sup> September, 2010 on the subject cited above for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(63)/2009-PD dated 27.10.2011*

No. 35034/3/2008-Estt.(D) dated 9<sup>th</sup> September, 2010

Government of India Ministry of Personnel, public Grievances and Pensions (Department of Personnel & Training)

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated the 19<sup>th</sup> May, 2009 regarding the Modified Assured Career Progression Scheme (MACPS). Consequent upon introduction of the Scheme clarification have been sought by various Ministries/Departments about certain issues in connection with implementation of the MACPS. The doubts raised by various quarters have been duly examined and point-wise clarification have accordingly been indicated in the Annexure.

2. The MACPS should strictly be implemented in Keeping with Department of Personnel and Training Office Memorandum of even number dated 19.5.2009 read with the aforesaid clarification (Annexure).

3. All Ministries/Departments may give wide circulation to the contents of this O.M. for general guidance and appropriate action in the matter.

4. Hindi version would follow.

Annexure

[Reference:- Office Memorandum No. 35034/3/2008-Estt.(D) dated 9.9.2010]

| S.No. | Point of doubt  | Clarification  |
|-------|---|--|
| 1.    | Whether the Pay Band would change in the hierarchy of Pay Bands & Grade Pay on grant of the benefits under MACPS? | Yes. The upgradation under MACPS is to be granted in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay as prescribed in the CCS (RP) Rules, 2008. |
| 2.    | Whether the benefits of MACPS would be allowed to the Government servants who have                                | No. the benefits under MACPS is not applicable to Group 'A' officer of Organized Group 'A' Services as the officer under Organized Group 'A' Services have   |

|    |  |  |
|----|--|--|
|    | been later on inducted in the Organized Group 'A' Service.                     | already been allowed parity of two years on non-functional basis with the officers of Indian Administrative Service (IAS)  |
| 3. | How will the benefits of ACP be granted if due between 1.1.2006 and 31.8.2008? | <p>The new MACPS has come into existence w.e.f 1.9.2008. However, the pay structure has been changed w.e.f. 1.1.2006. therefore the previous ACPs would be applicable in the new pay stricture adopted w.e.f. 1.1.2006 Para 6.1 of Annexure-I of MACPS is only for exercising option for coming over to hte revised pay structure and not for grant of benefits under MACPS. The following illustrations would explain the position.</p> <p>(A) <u>In the case of isolated post:</u></p> <p>Date of appointment in entry Grade in the pre-revised pay scale of Rs. 4000-6000: 1.10.1982</p> <p>1<sup>st</sup> ACP granted on 9.8.1999<br/>: Rs. 4500-7000 (pre-revised)</p> <p>2<sup>nd</sup> ACP due on 1.10.2006<br/>: Rs. 5000-8000 (pre-revised)<br/>[revised PB-2 Grade Pay of Rs. 4200]</p> <p>3<sup>rd</sup> financial upgradation under the MACPS would be due on 1.10.2012 (on completion of 30 years of continuous regular service) in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay i.e. Grade Pay of Rs. 4600 in PB-2.</p> <p>(B) <u>In the case of normal promotional hierarchy:</u></p> <p>Date of appointment in entry Grade in the Pre-revised pay scale of Rs. 5500-9000: 1.10.1982</p> <p>1<sup>st</sup> ACP due on 9.8.1999 :Rs 6500-10500<br/>(pre- revised)</p> <p>2<sup>nd</sup> ACP due on 1.10.2006 (as per the existing hierarchy) : Rs. 10000-15200 (pre-revised)</p> <p>Therefore, 2<sup>nd</sup> ACP would be in PB-3 with Grade pay of Rs. 6600 (in terms of hierarchy available).</p> |

|    |  |  |
|----|--|--|
|    |  | 3 <sup>rd</sup> financial upgradation under MACPS would be due on 1.10.2012 in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay of Rs. 7600.   |
| 4. | Whether the benefits of MACPS would be granted from the date of entry grade or from the date of their regular service/approved service counted under various service rules.  | The benefit under MACPS would be available from the date of actual joining of the post in the entry grade.   |
| 5. | In a case where a person is appointed to an ex-cadre post in higher scale on deputation followed by absorption, whether the period spent on deputation period would be counted as continuous service in the grade or not for the purpose of MACPS.                       | <p>(i) Where a person is appointed on direct recruitment/deputation basis from another post in the same grade, then past regular service as well as past promotions/ACP in the earlier post, will be counted for computing regular service for the purpose of MACPS in the new hierarchy.</p> <p>(ii) However, where a person is appointed to an ex-cadre post in higher scale initially on deputation followed by absorption, while the service rendered in the earlier post, which was in a lower scale cannot be counted, there is no objection to the period spent initially on deputation in the ex-cadre post prior to absorption being counted towards regular service for the purposes of grant of financial upgradation under MACPS, as it is in the same Pay band/grade pay of the post.</p> |
| 6. | Whether the pay scale/grade pay of substantive post would be taken into account for appointment/selection to a higher post on deputation basis or the pay scale/grade pay carrying on account of financial on account of financial upgradation(s) under ACP/MACP Scheme. | The pay scale/grade pay substantive post would only be taken into account for deciding the eligibility for appointment/selection to a higher post on deputation basis.   |
| 7. | In a case where 1 <sup>st</sup> /2 <sup>nd</sup> financial upgradation are postponed on account of the employees not found fit or due to departmental proceedings etc. whether this  | Yes, if a financial upgradation has been deferred/postponed on account of the employee not found fit or due to departmental proceedings, etc., the 2 <sup>nd</sup> /3 <sup>rd</sup> financial upgradations under MACPS would have consequential effect (Para 18  |

|     |   |   |
|-----|---|---|
|     | would have consequential effect on the 2 <sup>nd</sup> /3 <sup>rd</sup> financial upgradation.  | of Annexure-I of MACPS referred).   |
| 8.  | In a case where the Government servant have already earned three promotions and still stagnated in one grade for more than 10 years, whether he would be entitle for any further upgradation under MACPS.   | No, Since the Government servant has already earned three promotions, he would not be entitled for any further financial upgradation under MACPS.   |
| 9.  | Whether the pre-revised pay scale of Rs. 2750-4400 in respect of Group 'D' non-matriculate employees, would also be taken as merged to grade pay of Rs 1800 for the purpose of MACPS in view of merger of pre-revised pay scales of Rs.2550-3200 Rs. 2610-3540 Rs. 2610-4000 and Rs. 2610-4000, which have been upgraded and replaced by the revised pay structure of grade pay of Rs. 1800 in the pay band PB-1. | Yes.  |
| 10. | If a Govt. Servant on deputation earns upgradation under MACPS in the parent cadre whether he would be entitled for deputation (duty) allowance on the pay and emoluments granted under the MACPS or not?   | No. while eligibility of an employee for appointment against ex-cadre posts in terms of the provisions of the RRs of the ex-cadre post will continue to be determined with reference to the post/pay scale of the post held in the parent cadre on regular basis (and not with reference to the higher scale granted under ACPs/MACPS). Such an officer in the event of his selection may be allowed to opt to draw the pay in the higher scale under ACP/MACP Scheme without deputation allowance during the period of deputation, if it is more beneficial than the normal entitlements under the existing general order regulating pay on appointment on deputation basis. |
| 11. | Since the pay scales of Group 'D' employees have been merged and placed in the Grade Pay of Rs. 1800, whether they  | Yes, on the analogy of point 22 of Annexure-I of MACPS, the pay of such Group 'D' employees who have been placed in the Grade Pay of Rs. 1800 w.e.f 1.1.2006 shall be fixed successively in the   |

|  |  |   |
|--|--|---|
|  | are entitled for grant of increment @ 3% during pay fixation at every stage. | next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. |
|--|--|---|

**(134)**

**Sub:- Brochure on Reservation for the SCs/STs and OBCs in Services.**

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance:-

| Sl.No. | Govt. of India OM No. & date   | Subject   |
|--------|--|---|
| 1.     | DoPT OM No. 21011/16/2009-Estt. (AL) dated 17 <sup>th</sup> June, 2011 | Clarification on Children Education Allowance.  |
| 2.     | DoPT OM No. 1/18/2011-IR dated 16 <sup>th</sup> September, 2011        | Observation of Hon'ble Supreme Court on Right to Information Act, 2005 in Civil Appeal "No. 6454 of 2011, arising out of SLP(C) No. 7526/2009 in the case of Central Board of Secondary Education & Anr. Vs. Aditya Bandopadhyay & Ors. |
| 3.     | DoPT OM No. 36011/1/2011-Estt.(Res) dated 17.11.2011.                  | Brochure on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in Services.  |

*Copy of CSIR letter No. 5-1(17)/08-PD dated 10.1.2012*

**(135)**

**Sub:- Reservation for Other Backward Classes in Civil Posts and Services under the Govt. of India-Sub-quota for Minority Communities.**

I am directed to forward herewith a copy of Govt. of India, DoPT OM No. 41018/2/2011-Estt.(Res.) dated 22<sup>nd</sup> December, 2011 on the above subject for information and compliance.

*Copy of CSIR letter No. 5-1(39)/2008-PD dated 10.1.2012*

No.41018/2/2011-Estt. (Res.) Dated the 22<sup>nd</sup> December, 2011 Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

The undersigned is directed to invite attention to this Department's O.M No.36012/22/93-Estt.(SCT) dated 8<sup>th</sup> September, 1993 regarding reservation for Other Backward Classes in civil posts and services under the Government of India.

2. The Government of India had set up the National Commission for Religious and Linguistic Minorities to suggest criteria for the identification of the socially and economically backward" sections amongst Religious and Linguistic Minorities and to recommend measures for their welfare, including reservation in Government employment: The Commission submitted its report to the Government on 10<sup>th</sup> May, 2007, wherein it had, inter-alia, recommended creation of a sub-quota for minorities from within the reservation of 27% available to OBCs, in Government employment.
3. The Government have carefully considered the above recommendation and it has been decided to carve out a sub-quota of 4.5% for minorities, as defined under Section 2 (c) of the National Commission for Minorities Act, 1992, from within the 27% reservation for OBCs as notified by the aforesaid O.M. The castes / communities of the said minorities-which are included in the Central list of OBCs, notified state-wise from time to time by the Ministry of Social Justice and Empowerment, shall be covered by the said sub-quota.
4. Similar instructions in respect of public sector undertakings and financial institutions including public sector banks will be issued by the Department of Public Enterprises and by the Ministry of Finance respectively.
5. These orders will have effect from 1<sup>st</sup> January, 2012 and the O.M. No. 36012/22/93-Estt. (SCT) dated 8<sup>th</sup> September, 1993 stands modified to the above extent.
6. The Hindi version of the O.M. follows.

**(136)**

**Sub:-Revision of Grade Pay in respect of Group C (Non-Tech) employees erstwhile Group D (Non-Tech.).**

I am directed to state that in partial modification of CSIR circular letter No. 5-1(3)/2008-PD dated 04.10.2008 and in compliance with the decision of 174<sup>th</sup> Governing Body meeting held on 11-08-2009, the Competent Authority in consultation with FA, CSIR and Legal Adviser, CSIR has approved the revision of Grade Pay from Rs. 1900/- to Rs. 1800/- in the Pay Band of Rs. 5200-20200 (PB-1) in respect of Group C (Non Tech,) employees [erstwhile Group D (Non-Tech.)] who were in the pre-revised pay scale of Rs. 2650-65-3300-70-4000, and also to the waiver of overpayment made to such employees in consequence of the CSIR Circular letter dated 04.10.2008 referred above.

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 1.5.2012*

(137)

**Sub:- Applicability of revised Group 'D' pay scales to Casual Labourers with Temporary Status.**

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

| S.No. | Govt. of India, (DoPT), MoF, OM No. & date                     |  | Subject   |
|-------|--|--|---|
| 1.    | MoF OM No.2(14)/2010-E.II (B) Dated 15.06.2011.                |  | Re-classification of Saharanpur as 'Y' class city for the purpose of House Rent Allowance-regarding.  |
| 2.    | (a)  | DoPT OM No. 20011/5/2008-AIS-II dated 25.7.2011            | Children Education Allowance – clarifications   |
|       | (b)  | DoPT OM No. 12011/07[(i)/2011-Estt.(AL) dated 21.2.2012    |   |
|       | (c)  | DoPT OM No. 12011/07/(ii)/2011-Estt.(AL) dated 21.02.2012. |   |
| 3.    | MoF OM No. 2(25)/2004-E.II(B) dated 15.12.2011.                |  | Re-imbursement of Guest House Charges to Government servants during their stay in State Bhavans/ Guest Houses run by State Governments/Autonomous Organizations, etc. Wherever the term 'rent' appears in this OM, the same may be read as 'Guest House Charges'. |
| 4.    | DoPT OM No. 49011/31/2008 - Estt.(C) dated 23.01.2012.         |  | Recommendations of 6th Central Pay Commission-Applicability of revised Group 'D' pay scales to Casual Labourers with Temporary Status.  |
| 5.    | MoF, Deptt. of Exp. OM No. 19030/6/2010-E.IV dated 10.02.2012. |  | Concession to persons re-employed in Government Service: Payment of Travelling Allowance-reg.   |

*Copy of CSIR letter No. 5-1(17)/08-PD dated 27.6.2012*

No.49011/31/2008-Estt.(C) Dated; 23rd January, 2012 of Government of India Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training

Subject:- Recommendations of 6th Central Pay Commission - Applicability of revised Group 'D' pay scales to Casual Labourers with Temporary Status.

In supersession of this Department's OM. of even number dated 12.9.2008 on the above subject it has been decided that the wages of Casual Labourers, who were granted the temporary status in terms of the provisions of the Casual Labourers (Grant of Temporary Status and Regularization) Scheme, 1993 issued by this Department and were in receipt of wages based on the pre-revised S-I scale as on 1.1.2006, may be worked out and paid on the basis of the Pay Band 1 with Grade Pay of 1800/- w.e.f. 1.1.2006 provided they are matriculate. In case of similarly placed non-matriculate temporary status casual labourers, the above benefit of wages w.e.f. 1.1.2006 may be extended only after imparting the requisite training by the respective administrative Ministries/Departments on the lines indicated in the MOF O.M. No.1/1/2008-IC dated 24.12.2008.

2. This issues with the concurrence of Ministry of Finance (Department of Expenditure).

(138)

**Sub:- Guidelines regarding grant of 'Vigilance Clearance'.**

I am to forward herewith a proforma for consideration of cases for grant of vigilance clearance. The Instt./Lab while seeking vigilance clearance form CVO, CSIR must send the proposal in the enclosed proforma. Proposals sent in any other form will not be considered w.e.f. 1<sup>st</sup> February 2013. The proposal for such clearance from vigilance angle must reach this office at least 10 days in advance.

*Copy of CSIR letter No. 15-6(83)/98-O&M dated 16.1.2013*

Particulars of the officer to be considered for issued of vigilance clearance.

- (i) Name of the Officer/Official:
- (ii) Designation:
- (iii) Posting details of Last 5 years:-

|                  | From | To |
|------------------|------|----|
| Place of posting |      |    |
| Designation      |      |    |
| Grade            |      |    |

- (iv) Vigilance history during the relevant period:
- (v) Whether appears in Doubtful Integrity list?
- (vi) Whether any disciplinary/vigilance proceeding is pending or contemplated (wherever applicable)?
- (vii) If yes:
  - (a) Case No./details in brief:
  - (b) Status of the case:
- (viii) whether any penalty has been imposed in the past (last 5 year):

- (a) If yes, whether major or minor,
- (b) Brief details of the penalty,
- (ix) Indicate if any penalty is in operation as on date:
- (x) Whether Annual Property Return for the previous year ending 31<sup>st</sup> Dec. has been filed, if yes, then date of submission?
- (xi) Other remarks if any:

(Signature)

(139)

**Sub:- Orientation Training Programme for PS/PA'/Sr. Stenographers from 18<sup>th</sup> – 22<sup>nd</sup> February, 2013 to be conducted by HRDC, Ghaziabad – reg.**

I am directed to state that CSIR-HRDC Ghaziabad has intimated that they are conducting Orientation Training Programme from 18<sup>th</sup>-22<sup>nd</sup> February, 2013 at HRDC, Ghaziabad for PS/PAs/Sr. Stenographers of CSIR Laboratories who have been recently promoted through DTQ/DPC during last 2-3 years.

The programme will cover changing the role of PS/PAs'/Sr. Stenographers, Skills for managing office productivity, interpersonal skill, self-effectiveness at workplace, ICT tools etc. The training will be delivered through pedagogic sessions, hands on exercises, group work, games etc.

Dr. Nadir Sheikh, Scientist is the coordinator of the said programme. The said training programme is a residential and free boarding & lodging will be provided by HRDC. For any query about the orientation training programme, the contact details of Dr. Sheikh is as under-

|           |  |
|-----------|--|
| Email ID  | <a href="mailto:nadir@csirhrdc.res.in">nadir@csirhrdc.res.in</a> |
| Tele. No. | 0120-2788938   |

The Directors of all CSIR Labs/Instts. are requested to nominate the eligible PS/PAs/Sr. Stenographers of their respective Labs/Instts. who have been promoted through DTQ/DPC mode during last 2-3 years. The nominations may be forwarded directly to Dr. Manu Saxena, Scientist, In-Charge, CSIR-HRDC, Ghaziabad latest by 4<sup>th</sup> February, 2013. The nominee/participants will make arrangements for his/her/their travel etc at their own level.

*Copy of CSIR letter No. 3-10(1)/2013-E.I dated 30.1.2013*

**Sub:- TPC guidelines for posting/transfer of Common Cadre Officers.**

The TPC guidelines, especially those issued vide CSIR communication No.3-4(C)/2011-E.I dated 25-02-2012 were reviewed in consultation with Chairman, TPC and JS(A), After detailed discussion with DG, CSIR, the following revised guidelines were laid down:

Revised guidelines for posting & transfer of CCOs:

1. Reconcile maximally requests of Directors of Labs / Instts and that of CCOs to the extent possible keeping in view their base-station choices and organizational requirements, so as to enhance the satisfaction level (i.e. happy-happy situation), w/r to earlier guidelines dt. 25-2-2012.
2. While considering choices/options of CCOs, those at difficult stations and those who have completed full tenure at their respective stations of" postings, will be given priority for posting at their base stations.
3. While considering the postings and transfers, it would be ensured, to the extent possible that a minimum core strength of CCOs in General Administration, Finance & Accounts, Stores & Purchase is deployed/ maintained in each of the Labs. Typically, the minimum functional core strength should be:-
  - Two Officers of which at least one at the level of PB-3/PB-4 for General Administration,
  - Two Officers of which at least one at the level of PB-3/PB-4 for Finance & Accounts,
  - One Officer at the level of PB-3/PB-4 for Stores & Purchase
4. In order to meet organizational requirements, if an officer has been posted to a difficult stations (i.e. typically not opted by officers for posting, viz. IHBT, CSMCRI, NEIST, CECRI, CEERI, AMPRI, NIO, CIMFR,) from the place of his choice/base station; on completion of the prescribed tenure (of 2 yrs), the said officer shall ordinarily be reverted to his/her base station.

In future efforts would also be made to earmark positions at difficult stations and invite applications for posting at these places on deputation basis from those fulfilling prescribed requirements, through appropriate notification.
5. In case of posting to/from a difficult station due consideration would be given to factors such as the history of postings of the concerned officer, his age; exposure to desired areas of work, competency profile etc.
6. Where there have been large scale infrastructure development activities or mega projects under implementation in a Lab., the team of officers who have handled these activities in such Lab., will not ordinarily be disturbed.

7. In the current exercise, efforts have been made to move away from vacancy-based approach to functional need based approach.

Hindi version follows.

*Copy of CSIR letter No. 3-4(C)/2011-E.I dated 14.2.2013*

**(141)**

**Sub:- Forward of DoPT O.M (a) on revision of income criteria to exclude creamy layer from the purview of reservation for OBC and (b) representation from Govt. servant on service matter.**

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance.

| S.No. | Govt. of India, DoPT, OM/Instructions No. & date                        | Subject   |
|-------|---|---|
| (1)   | (2)   | (3)   |
| 1.    | DoPT OM No. 36033/1/2013-Estt (Res.) dated 27 <sup>th</sup> May, 2013   | Reservation of income to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg. |
| 2.    | DoPT OM No. 11013/08/2013-Estt.(A)-III dated 6 <sup>th</sup> June,2013  | Representation from Government servant on service matters.  |
| 3.    | DoPT instructions No. 12/5/2013-JCA-2 dated 11 <sup>th</sup> June, 2013 | Holidays to be observed in Central Government Offices during the year 2014.   |

*Copy of CSIR letter No. 5-1(17)/08-PD dated 14.6.2013*

No. 36033/1/2013-Estt. (Res.) dated 27<sup>th</sup> May, 2013

Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training

Subject:- Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's office memorandum No. 36012/22/93-EstL (SCT) dated 8th September, 1993 which, inter-alia; provided that sons and daughters of persons having gross annual Income of Rs. 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to Rs. 2.5 lakh and. Rs. 4.5 lakh and accordingly- the expression "Rs. 1 lakh" under Category-VI) of Schedule to OM dated 8th September, 1993 was revised to "Rs. 2.5 lakh" and to "Rs. 4.5 lakh" vide this Department's OMs No. 36033/3/2004-Estt. (Res.) dated 09.03.2004 and dated 14.10.2008 respectively.

2. It has now been decided to raise the income limit from Rs. 4.5 lakh to Rs, 6 lakh per annum for determining the creamy layer amongst the Other Backward Classes,. Accordingly, the expression "Rs. 4.5 lakh" under Category VI in the Schedule, to this Department's aforesaid O.M of 8th September, 1993 would be substituted by Rs,. "Rs. 6 lakh".

3. The provisions of this office memorandum have effect from 16<sup>th</sup> May, 2013.

4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the, notice of all concerned.

No.11013/08/2013-Estt(A)-III Dated the 8th June, 2013

Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

Subject:- Representation from Government servant on service matters.

The undersigned is directed to refer to the Ministry of Home Affairs GM No. 118/52-Ests. dated the 30<sup>th</sup> April, 1952. QM Mo. 25/34/68-Estt(A) dated the 20<sup>th</sup> December, 1968 and this Department's GM No. 11013/07/1999-Estt.(A) dated the 1<sup>st</sup> November, 1999 (copies enclosed for ready reference) on the above mentioned subject. This Department is receiving a number of representations, on service matters, addressed to the Prime-Minister/ Minister/ Secretary (P) and other officers directly from the Government servants.

2. It has been envisaged in these instructions that whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. Of late, it is observed that there is an increasing tendency on the part of officers at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. The problem is more acute in large Departments where often very junior employees at clerical level address multiple representations to the Minister, Prime Minister and other functionaries. Apart from individual representations, the service unions have also developed a tendency to write to the Ministers and Prime Minister on individual grievance. Some of these representations are often forwarded through Members of Parliament, in violation of Rule 20 of the CCS (Conduct) Rule, 1964.

3. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel The stage at which an advance copy of the representation may be sent to higher authorities has also been indicated. In MHA O.M. No, 25/34/68-Estt(A) dated 20.12.68 time limits for disposal of various types of representations have been prescribed, if it is anticipated that an appeal\* or petition cannot be disposed of within a month of its submission, an acknowledgement or interim reply should be sent to the individual within a month.

4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions as it can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1)(iii) of the CCS (Conduct) Rules, 1964.
5. It is again reiterated that these instructions may be brought to the notice of all Govt. servants and appropriate disciplinary action may be taken against those who violate these instructions.

(142)

**Sub:- Recruitment Rules for Multi-Tasking Staff (erstwhile Group 'D' Non Technical i.e. Group C Non-Technical under 6<sup>th</sup> CPC) –reg.**

The Governing Body, CSIR in its 182nd meeting held, on 6<sup>th</sup> February. 2013 has approved the .Recruitment Rules for Multi-Tasking Staff (erstwhile Group 'D' Non-Technical) i.e. Group C Non-Technical Staff as at Annexure-I However, recruitment to the post of Multi-Tasking Staff should be done in exceptional circumstances and with the prior-approval of DG, CSIR.

It is requested that the above decision may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Hindi version will follow.

*Copy of CSIR letter No. 5-1(151)/2012-PD dated 2.7.2013*

|    |   |  |
|----|---|--|
| 1. | Name of the Post                              | Multi-Tasking Staff #  |
| 2. | Classification                                | Non-Tech Group 'C  |
| 3. | Pay Band and Grade Pay                        | PB-1, Rs. 5200-20200 + Grade Pay Rs. 1800  |
| 4. | Age-limit                                     | 18-25 years, relaxation in age-limit to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.<br><br>Note- The crucial date for determining the age-limit and other eligibility criteria shall be the last date of receipt of the application. |
| 5. | Educational and other qualifications required | Matriculation or equivalent pass<br>OR   |

|    |                                     |   |
|----|-------------------------------------|---|
|    |                                     | IT I pass *   |
|    |                                     | * May be adopted as per special requirements of the post, if any.   |
| 6. | Desirable qualifications            | Intermediate (12 <sup>th</sup> class) pass. i   |
| 7. | Period of Probation                 | Two years.  |
| 8. | Method of Recruitment               | Direct Recruitment  |
| 9. | Constitution of Selection Committee | 1. Director or his nominee in Labs/Instts. or JS(A) or his nominee in CSIR Hqrs.....Chairman<br>2. Three Officers from amongst the following officers..... Members<br>a). Sr Deputy Secretary/Sr. Controller of Administration/Deputy Secretary/Controller of Administration/Under Secretary/Administrative officer<br>b). Deputy Secretary/Under Secretary from CSIR Hqrs./Lab/Instt.<br>c). Deputy Financial Adviser/Finance & Accounts officer.<br>3. Representative of SC/ST as per rules..... Member |

#### # Erstwhile Non-Tech Group D

Note: Recruitment to the post of Multi-Tasking Staff should be done in exceptional circumstances and with the prior approval of DG, CSIR.

**(143)**

**Sub:- Surrender of vacant & utilized posts in the administrative & non-technical cadres including isolated posts to the central pool at CSIR Hqrs – reg.**

I am directed to refer to this office OM No. 2/70/2011-JS(A) dated 22.3.2011 on the subject cited above and to state that the following posts stand released to the respective Labs/Instts so as to maintain status quo ante:-

- A. Administrative post to be utilized for (i) absorption of indentified casual workers (ii) to fill up back log vacancies of SC/ST/OBC etc. (iii) appointment on compassionate ground.
- B. Administrative posts (except DRQ posts of Asstts (G/FA/SP) Gr. III and Jr. Steno/Sr. Steno) for which recruitment process had already been initiated prior to issue of OM dated 22.3.2011 and
- C. Administrative posts under the DPC & DTQ modes of promotion.

Thus, all the letters/references received from Labs/Instts on this subject stand disposed.  
This issues with the approval of JS. (A), CSIR.

Hindi version follows.

*Copy of CSIR letter No. 3-8(7)/11-E.I dated 2.7.2013*

**(144)**

**Sub:-Filling up backlog vacancies reserved for scheduled Castes (SCs)/Scheduled Tribes (STs)/other Backward Classes (OBCs).**

I am directed to forward herewith a photocopy of letter No. 36038/1(iii)/2013-Estt.(Res.) dated 28<sup>th</sup> June, 2013 received from Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training alongwith enclosures on the subject cited above for your kind information and necessary action.

*Copy of CSIR letter No. SO(2)/SC/ST/OBC-Cell/2013 dated 15.7.2013*

No. 36038/1(iii)/2013-Estt(Res.) dated 28<sup>th</sup> June, 2013  
Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training

Reference is invited to this Department's correspondence of even number dated the 21st June, 2013 (copy enclosed) on the subject cited above informing about the actions to be taken to fill up the backlog vacancies reserved for Scheduled Castes/Scheduled Tribes/Other Backward Classes and to enhance the employability of reserved category candidates.

As regards one of the action points regarding filling up of vacancies for Scheduled Castes/Scheduled Tribes/Other Backward Classes, reserve list/wait list of successful reserved category candidates may be maintained by the Recruitment Agencies so that in a situation when reserved category candidates with higher merit do not join the post, the post may be filled up from the candidates available in the reserved list.

It is requested that action should be taken on the above at the earliest and should be communicated to this Department at the earliest.

**(145)**

**Sub:- Recruitment to the post of Protocol officer in the Pay Band of Rs. 9300-34800 plus Grade Pay Rs. 4600/- (PB-2)**

I am directed to state that one post of Protocol Officer in the Pay Band of Rs.9300-34800 plus Grade Pay Rs.4600/- (PB-2) is to be filled up at CSIR H'qrs. In accordance with the rules

approved by the Governing Body of CSIR, the post is to be filled up by selection from amongst eligible departmental candidates. The qualification and experience prescribed for the post are as follows:

|                             |  |
|-----------------------------|--|
| Educational Qualifications: | Graduate in any discipline or equivalent   |
| Experience :                | Assistant Gr.I or equivalent with 5 years experience in protocol and hospitality work, particularly relating to foreign guests and delegations; customs and airlines formalities etc.<br><br>Qualification & experience can be relaxed in case of candidates otherwise found suitable. |

The post may kindly be given wide publicity in your Laboratory/Institute.

Applications of eligible employees alongwith their CR folders, pay particulars and vigilance clearance may kindly be sent to the undersigned latest by 14.08.2013.

*Copy of CSIR letter No. 7-3(1)/2011-E.III dated 19.7.2013*

**(146)**

**Sub:- Appointment of Assistants (Gen/F&A/S&P) Gr. I through CASE-2013.**

I am directed to draw your attention to this office letter of even no. dated 11/11/2013 and various other letters vide which dossiers of the CASE-2013 Assistants (Gen/F&A/S&P) Gr. I posted at different Labs/Instts were forwarded for issuing formal appointment letters and completion of various other pre-appointment formalities.

It has been reported by some of the Labs/Instts that many candidates are either not reporting for duty or are not responding. The matter has been considered by the competent authority and the following time schedule has been approved to be followed by all the Labs/Instts:-

- a) Not more than one month's time period may be given in the initial appointment letter;
- b) If the candidate does not respond, first reminder may be sent giving 15 days' time;
- c) If the candidate still does not respond, final reminder may be sent giving 07 days' time clearly mentioning that if the candidate fails to present himself/herself in the Lab/Instt for completion of pre-appointment or joining, as the case may be, the appointment offered to him/her shall stand cancelled.

d) Thereafter, the offer of appointment may be cancelled forthwith and dossier of the candidate be sent to CSIR HQ.

e) Extension of joining time should not be granted beyond a period of three months..

*Copy of CSIR letter No. 3-2(a)CASE-2013-EI dated 31.1.2014*

**(147)**

**Sub:- Reservation Rosters for the Posts of Assistant (Gen/F&A/S&P) Gr.I – DTQ & DRQ modes : Status as on 1/1/2014.**

I am directed to state that CSIR HQ intends to initiate the process of centralizing the reservation rosters for the posts of Assistants (Gen/F&A/S&P) Gr. I - DTQ & DRQ modes since recruitment to these posts is made centrally by the CSIR HQ.

You are, therefore, requested to furnish the requisite information as on 1/1/2014 in r/o the above posts of your laboratory/Institute in the enclosed proformae by 24/3/2014. Additional sheets may be used, if required.

*Copy of CSIR letter No. 33(84)1/7/2014-E.I dated 26.2.2014*

**Status as on 1/1/2014**

Name of the Lab/Instt : \_\_\_\_\_

Name of the Post : Assistant (Gen) Gr. I

| Total<br>Sanctioned Strength | Allocated to |     |     |
|------------------------------|--------------|-----|-----|
|                              | DPC          | DTQ | DRQ |
|                              |              |     |     |

Extract of Reservation Roster for the post of Assistant (Gen.) Gr. I (DTQ), current incumbents only : Status as on 1/1/2014:-

| S.No. | Roster Point | Name of the Official | Date of Birth | Date of Joining | UR/SC/ST | Utilized by UR/SC/ST | Remarks |
|-------|--------------|----------------------|---------------|-----------------|----------|----------------------|---------|
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |

Signatures & Stamps of

Signature & Stamps of

AO/COA/Sr. COA

Liaison Officer (SC/ST)

Continuation sheets may be used, if required

**Status as on 1/1/2014**

Name of the Lab/Instt : \_\_\_\_\_

Name of the Post : Assistant (Gen) Gr. I

| Total<br>Sanctioned Strength | Allocated to |     |     |
|------------------------------|--------------|-----|-----|
|                              | DPC          | DTQ | DRQ |
|                              |              |     |     |

Extract of Reservation Roster for the post of Assistant (Gen.) Gr. I (DRQ), current incumbents only : Status as on 1/1/2014:-

| S.No. | Roster Point | Name of the Official | Date of Birth | Date of Joining | UR/SC/ST | Utilized by UR/SC/ST | Remarks |
|-------|--------------|----------------------|---------------|-----------------|----------|----------------------|---------|
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |

Signatures & Stamps of  
AO/COA/Sr. COA

Signature & Stamps of  
Liaison Officer (SC/ST)

Continuation sheets may be used, if required

**Status as on 1/1/2014**

Name of the Lab/Instt : \_\_\_\_\_

Name of the Post : Assistant (Gen) Gr. I

| Total<br>Sanctioned Strength | Allocated to |     |     |
|------------------------------|--------------|-----|-----|
|                              | DPC          | DTQ | DRQ |
|                              |              |     |     |

Extract of Reservation Roster for the post of Assistant (F&A) Gr. I (DTQ), current incumbents only : Status as on 1/1/2014:-

| S.No. | Roster Point | Name of the Official | Date of Birth | Date of Joining | UR/SC/ST | Utilized by UR/SC/ST | Remarks |
|-------|--------------|----------------------|---------------|-----------------|----------|----------------------|---------|
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |

Signatures & Stamps of  
AO/COA/Sr. COA

Signature & Stamps of  
Liaison Officer (SC/ST)

Continuation sheets may be used, if required

**Status as on 1/1/2014**

Name of the Lab/Instt : \_\_\_\_\_

Name of the Post : Assistant (Gen) Gr. I

| Total Sanctioned Strength | Allocated to |     |     |
|---------------------------|--------------|-----|-----|
|                           | DPC          | DTQ | DRQ |
|                           |              |     |     |

Extract of Reservation Roster for the post of Assistant (F&A) Gr. I (DRQ), current incumbents only : Status as on 1/1/2014:-

| S.No. | Roster Point | Name of the Official | Date of Birth | Date of Joining | UR/SC/ST | Utilized by UR/SC/ST | Remarks |
|-------|--------------|----------------------|---------------|-----------------|----------|----------------------|---------|
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |

Signatures & Stamps of  
AO/COA/Sr. COA

Signature & Stamps of  
Liaison Officer (SC/ST)

Continuation sheets may be used, if required

**Status as on 1/1/2014**

Name of the Lab/Instt : \_\_\_\_\_

Name of the Post : Assistant (Gen) Gr. I

| Total Sanctioned Strength | Allocated to |     |     |
|---------------------------|--------------|-----|-----|
|                           | DPC          | DTQ | DRQ |
|                           |              |     |     |

Extract of Reservation Roster for the post of Assistant (S&P) Gr. I (DTQ), current incumbents only : Status as on 1/1/2014:-

| S.No. | Roster Point | Name of the Official | Date of Birth | Date of Joining | UR/SC/ST | Utilized by UR/SC/ST | Remarks |
|-------|--------------|----------------------|---------------|-----------------|----------|----------------------|---------|
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |

Signatures & Stamps of  
AO/COA/Sr. COA

Signature & Stamps of  
Liaison Officer (SC/ST)

Continuation sheets may be used, if required

**Status as on 1/1/2014**

Name of the Lab/Instt : \_\_\_\_\_

Name of the Post : Assistant (Gen) Gr. I

| Total Sanctioned Strength | Allocated to |     |     |
|---------------------------|--------------|-----|-----|
|                           | DPC          | DTQ | DRQ |
|                           |              |     |     |

Extract of Reservation Roster for the post of Assistant (S&P) Gr. I (DRQ), current incumbents only : Status as on 1/1/2014:-

| S.No. | Roster Point | Name of the Official | Date of Birth | Date of Joining | UR/SC/ST | Utilized by UR/SC/ST | Remarks |
|-------|--------------|----------------------|---------------|-----------------|----------|----------------------|---------|
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |
|       |              |                      |               |                 |          |                      |         |

Signatures & Stamps of  
AO/COA/Sr. COA

Signature & Stamps of  
Liaison Officer (SC/ST)

Continuation sheets may be used, if required

(148)

**Sub:- Appointment of Assistants (Gen/F&A/S&P) Gr. I through CASE-2013.**

I am directed to draw your attention to this office letter of even no. dated 11/11/2013 and various other letters vide which inter alia a copy each of Terms & Conditions of Appointment and service Bond were forwarded to you. In this connection it is clarified that:-

- (i) Clause 17 of the aforesaid terms and conditions of appointment is not applicable in case of advertisements issued by SSC/UPSC/State Public Service Commissions for which only intimation shall be required to be submitted by the employee concerned.
- (ii) Those who want to leave CSIR service before completion of bond period to join Central/State Govt., Public Sector Undertakings owned wholly or partly by Central/State Govt. or Quasi-Govt. organizations, shall be required to furnish a fresh bond to serve the new employer for the remaining bond period thus transferring the bond liability.

This issues with the approval of the Competent Authority.

Pending applications/representations (on the above issues) of the CASE-2013 appointees, if any, may be disposed of accordingly.

*Copy of CSIR letter No. 3-2(a)CASE-2013-EI dated 27.3.2014*

(149)

**Sub:- Forwarding of OM issued by Govt. of India regarding reservation for persons with disabilities.**

I am directed to forward the Office Memorandum No. 36012/24/2009-Estt.(Res) dated 3.12.2013 issued by Government of India regarding reservation for persons with disabilities – Computation of reservation implementation of the judgment of Hon'ble Supreme Court in the matter of Union of India and Anr. Vs National Federation of Blind of Ors. for information, guidance and compliance.

*Copy of CSIR letter No.5-1(17)/08-PD dated 1.4.2014*

No.36012/24/2009-Estt(Res) Dated the 3rd December 2013 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

Subject:- Reservation for persons with disabilities- Computation of reservation-implementation of the judgment of Hon'ble Supreme Court in the matter of Union of India & Anr. Vs, National Federation of Blind & Ors.

The undersigned is directed to refer to this Department's OM No,36035/3/2004-Esft(Res) dated 29.12.2005. a copy of which is enclosed for ready reference, through which this Department had issued consolidated instructions regarding reservation for persons with disabilities. The instructions were in consonance with the provisions of the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation)-Act, 1995.

2. Para 13 of the Office Memorandum of 29.12.2005 provides that reservation for persons with disabilities in case of direct recruitment as well as promotion for Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in Group C and Group D posts as the case may be in the establishment although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. Para 14 of the said O.M. provides that Reservation for persons with disability in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

3. The Hon'ble Supreme Court in its judgment dated 8.10.2013 in the matter of Civil Appeal No.9096 of 2013 (arising out of SLP (Civil) No.7541 of 2009) titled Union of India & Anr. Vs. National Federation of Blind & Ors. has, inter-alia, held :

"Thus, after thoughtful consideration, we are of the view that the / computation of reservation for persons with disabilities has to be computed in case of Group A, B, C and D posts in an identical manner viz., "computing 3% reservation on total number of vacancies in the cadre strength" which is the intention of the legislature."

4. The Hon'ble Supreme Court has, inter alia, directed that the following action be taken in order to ensure proper implementation of the reservation policy for the disabled and to protect their rights:-

- (i) to issue an appropriate order modifying the O.M, dated 29.12.2005 and the subsequent O.Ms consistent with this Court's Order within three months from the date of passing of the judgment.
- (ii) the "appropriate Government" to compute the number of vacancies available in all the "establishments" and further identify the posts for disabled persons within a period of three months from today and implement the same without default.
- (iii) the DoPT shall issue instructions to ail the departments/public sector undertakings/Government companies declaring that the non observance of the scheme of reservation for persons with disabilities should be considered as an act of non-obedience and Nodal Officer in department/public sector undertakings/Government companies, responsible for the proper strict implementation of reservation for person with disabilities, be departmental proceeded against for the default.

5. Keeping in view the directions of the Hon'ble Supreme Court, Para 14 of the OM dated 29.12.2005 is modified to the following extent;

"Reservation for persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group A posts or Group 'B' posts respectively, in the cadre."

6. Other provisions of the OM viz. quantum of reservation, horizontality of reservation, effecting reservation and maintenance of rosters etc, would remain the same.
7. All the Ministries/Departments/Organisations of the Government of India are requested to compute the number of vacancies available in ail the cadres under their control including attached offices, subordinate offices, public sector undertakings, Government companies, cantonment Board etc. in the aforesaid manner and further identify the posts for disabled persons within a period of three months from the date of the judgment of the Hon'ble Supreme Court (i.e. 8.10.2013) and implement the same without default.
8. This is for strict compliance in accordance with the directions of the Hon'ble Supreme Court in respect of all the Ministries/Departments including their Public Sector Undertakings/Government companies, Cantonment Boards etc. Non-observance of the provisions of reservation for persons with disabilities shall be considered as an act of disobedience and the Nodal Officer concerned in Department/Public Sector Undertaking/Government company, responsible for the proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.

**(150)**

**Sub:- Administrative Audit – Maintenance of Service Books – reg.**

I am directed to state that it has came to the notice of Director General, CSIR that in some Laboratories/Institutes modifications in the service books/records have been carried out without the approval of the Competent Authority leading to unnecessary litigation and financial liability on the Council Accordingly, DG, CSIR has decided that all the CSIR Laboratories/Institutes may be advised to strictly follow the instructions on maintenance of service books/records as also on modification of entries made therein to avoid recurrence of the incident mentioned above.

Further, it has also been decided by Director General, CSIR that as a measure to ensure compliance with administrative systems and procedures, administrative audit of Laboratories/Institutes shall be taken up on regular basis.

*Copy of CSIR letter No. 4-10(10)/2010-E.II dated 1.4.2014*

(151)

**Sub:- Amendment to Recruitment Rules for the posts of Assistant Gr.I (F&A/S&P)**

The Governing Body of CSIR in its 183<sup>rd</sup> meeting held on 29<sup>th</sup> October, 2013 while considering amendment to rules for direct recruitment of Assistants Gr.I (F&A/S&P) decided that the existing essential qualification, as laid down in the Recruitment Rules for the posts of Assistants Gr.I may continue. "However, desirable qualification(s) can be prescribed keeping in view the functional requirements of the posts."

The aforesaid amendment/addendum to rules shall come into force with immediate effect.

Hindi version follows.

*Copy of CSIR letter No. 3-33(113)/2013-HR-I dated 16.4.2014*

(152)

**Sub:- Amendment to CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 – provision for appointment on deputation to the posts of Section Officer (Gen/F&A/S&P)**

The Governing Body of CSIR in its 183<sup>rd</sup> meeting held on 29<sup>th</sup> October, 2013 has approved the following amendment to CSIR Administrative Services (Recruitment & Promotion) Rules, 1982.

| Existing rules  | Amended rules   |
|---|---|
| Pt. II, Section-II, Rule4.(iii)<br>Pt. IV, Section-II, Rule4.(iii)<br>Pt. V, Section-II, Rule4.(iii)  | Pt. II, Section-II, Rule4.(iii)<br>Pt. IV, Section-II, Rule4.(iii)<br>Pt. V, Section-II, Rule4.(iii)  |
| 33-1/3% by direct recruitment on the basis of result of an open competitive examination and interview from amongst candidates possessing University Degree. Age not exceeding 28 years, relaxable in the case of SC/ST/OBC candidates as per rules. Departmental candidates including those holding posts in the Stenographers, Finance & Accounts and Stores & Purchase Cadres and possessing the requisite educational qualification will be eligible to compete and there will be no age restriction in their case. Those who qualify in the examination will be called for interview. | 33-1/3% by direct recruitment on the basis of result of an open competitive examination and interview from amongst candidates possessing University Degree. Age not exceeding 28 years, relaxable in the case of SC/ST/OBC candidates as per rules. Departmental candidates including those holding posts in the Stenographers, Finance & Accounts and Stores & Purchase Cadres and possessing the requisite educational qualification will be eligible to compete and there will be no age restriction in their case. Those who qualify in the examination will be called for interview. |

|  |  |
|--|--|
|  | <p><i>Notwithstanding anything to the contrary, appointment to the vacant posts in this grade falling under direct recruitment quota may be made by borrowing, for a fixed period (not exceeding three years) from Central Government institutions /organizations and autonomous bodies, officers who possess a University degree and hold analogous/comparable grade or have rendered 8 years service in the grade of Assistant Gr.I or equivalent Maximum age-limit for such appointments shall be 40 years, relaxable in the case of SC/ST/OBC and departmental candidates as per rules. Desirable experience, if any, can be prescribed keeping in view the functional requirement(s) of the post.</i></p> <p><i>Total number of officers to be appointed on deputation shall be restricted to number of direct-recruit SOs on deputation to other organization and 30% of the DRQ vacancies.</i></p> <p><i>Appointment on deputation shall be made on the recommendation of a duly constituted selection committee.</i></p> <p><i>Officers taken on deputation for fixed period shall not be eligible for permanent absorption in CSIR.</i></p> |
|--|--|

The aforesaid amendment to Rules shall come into force with immediate effect.

Hindi version follows.

*Copy of CSIR letter No. 3-33(113)/2013-HR-I dated 16.4.2014*

**Sub:- Amendment to Recruitment Rules for the post of Protocol Officer in CSIR Hqrs.**

The Governing Body of CSIR in its 183<sup>rd</sup> meeting held on 29<sup>th</sup> October, 2013 has approved the following amendment to recruitment rules for the post of Protocol Officer in CSIR Hqrs:

| Existing Rule   | Amended Rule  |
|---|---|
| <b><u>Age limit :</u></b><br><br>N.A.   | <b><u>Age limit :</u></b><br><br>40 years in case of external candidates to be appointed on deputation.<br><br>No age limit for departmental candidates   |
| <b><u>Period of probation, if any:</u></b><br><br>Two years   | <b><u>Period of probation, if any:</u></b><br><br>One year in case of departmental candidates. (Not applicable in case of appointment on deputation basis.)   |
| <b><u>Method/Mode of Recruitment:</u></b><br><br>Through selection from amongst eligible departmental candidates  | <b><u>Method/Mode of Recruitment:</u></b><br><br>Through selection from amongst eligible departmental candidates; failing which by deputation or appointment on contract.   |
| <b><u>Educational Qualification:</u></b><br><br>Graduate or equipment<br><br><b><u>Experience:</u></b><br><br>Assistant or equivalent with 5 years experience in protocol and hospitality work, particularly relating to foreign quests and delegations and airlines formalities etc.<br><br>The qualification and experience can be relaxed in case the candidates are otherwise found suitable. | <b><u>Educational Qualification:</u></b><br><br>Graduate or equipment<br><br><b><u>Experience:</u></b><br><br>Assistant or equivalent with 2 years experience in protocol and hospitality work, particularly relating to foreign quests and delegations and airlines formalities etc.<br><br>The qualification & experience can be relaxed in case the candidates are otherwise found suitable. |

The deputation to the post will be governed by instructions on the subject issued by Department of Personnel & Training vide OM No, 6/8/2009-Estt (Pay II) dated 17th June, 2010 as amended from time to time.

The aforesaid amendment to rules shall come into force with immediate effect.

Hindi version follows.

*Copy of CSIR letter No. 7-3(1)/2011-E.II dated 16.4.2014*

**(154)**

**Sub:- Revised Guidelines for transfer and posting of Common Cadre Officers of CSIR.**

I am directed to enclose herewith Revised TPC Guidelines (total 06 pages), duly approved by DG,CSIR for your information. These Guidelines are in supersession of all previous TPC Guidelines / Instructions.

These guidelines come into force with immediate effect.

This may be brought to the notice of all Common Cadre Officers.

*Copy of CSIR letter No. 3/4/2014-E.I dated 17.4.2014*

**(155)**

**Sub:- Amendment to CSIR Administrative Services (Recruitment & Promotion) (ASRAP) Rules, 1982 – reg.**

I am directed to state that the Governing Body in its 183<sup>rd</sup> meeting held on 29.10.2013 approved amendment to Rule 7, under Section II, Part II: Rule 7 under Section II, Part IV and Rule 7, under Section II, Part V of the Administrative Services (Recruitment & Promotion) Rules, 1982 including the provisions relation to the competitive examination and proficiency test for recruitment of Assistant Gr.III(Gen./F&A/S&P) by direct recruitment, to the extent as under:

| <b>Mode of Recruitment</b>            | <b>Existing Rule</b>   | <b>Amended Rule</b>  |
|---------------------------------------|--|--|
| By Departmental Promotional Committee | 10% of the posts in the cadre of Assistant (Gen/F&A/S&P) Grade-III in National Labs./Instts. and 5% of the posts in CSIR Hqrs. shall be filled up from amongst the Group-D(Non-Tech.) employees borne on the regular establishment who are | 10% of the posts in the cadre of Assistant (Gen/F&A/S&P) Grade-III in National Labs./Instts./CSIR Hqrs. shall be filled up from amongst non-technical Group-C i.e. (erstwhile non-tech. Group-D re-designated multitasking staff) borne on regular |

|                            |  |  |
|----------------------------|--|--|
|                            | 10 <sup>th</sup> /X pass and have rendered five years approved service on the basis on the basis of Seniority-cum-fitness and on the recommendation of the DPC.  | establishment who are 10 <sup>th</sup> /X pass and have rendered five years of approved in CSIR on the basis of Seniority-cum-fitness and on the recommendation of the Departmental Promotion Committee.   |
| By departmental Test Quota | 10% of the posts in the cadre of Assistant (Gen/F&A/S&P) Grade-III in the National laboratories/Institutes and 5% of the posts in CSIR Hqrs. shall be filled up from amongst the Group 'D' (non-technical) employees borne on the regular establishment on the basis of a departmental competitive examination in General Hindi/General English and General knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m in Hindi/English, confined to such Group 'D' (non-technical) staff who have rendered minimum of 5 years of approved service in CSIR and have acquired a minimum educational qualification of 10 <sup>th</sup> /X pass or equivalent. | 20% of the posts in the cadre of Assistant (Gen/F&A/S&P) Grade-III in the National Labs/Intts./CSIR Hqrs. shall be filled up from amongst Non-Tech Group C (i.e. erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) employees borne on regular a establishment who have rendered a minimum of 5 years of approved service in CSIR and have acquired a minimum educational qualification of 10+2/XII pass or equivalent on the basis of a Departmental Competitive examination in General Hindi/General English and General Knowledge and proficiency in computer tying speed and using computer as per the prescribed norms fixed by DoPT from time to time. |

Further, the Governing Body has also approved the applicability of the provisions relating to the competitive examination and proficiency test as stated above for the Departmental Test Quota, to the Direct Recruitment of Assistant Gr.III (Gen./F&A/S&P).

It is requested that the above amendments may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(116)/2011-PD dated 23.4.2014

(156)

**Sub:- Skill Test Norms on Computer for the post of Asstt. Gr.III (G/F&A/S&P) – reg.**

I am directed to invite reference to the approval of the Governing Body in its 183<sup>rd</sup> meeting held on 29.10.2013, on the above subject wherein it is laid down in the amended rule for the post of Assistant Gr.III (G/F&A/S&P) to be filled by Direct Recruitment and by

Departmental Test Quota that proficiency in computer typing speed and in using computer shall be as per the prescribed norms fixed by DoPT from time to time.

In this regard, it is stated that as per DoPT OM No. AB-14017/20/2008-Estt (RR) dated 17.05.2010, the Skill Test Norms on Computer as on date are as under:

English Typing @ 35 w.p.m.  
Hindi Typing @ 30 w.p.m.  
(Time allowed - 10 mts.)

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

It is requested that the above Skill Test Norms on Computer may be brought to the notice of all concerned for information, guidance and compliance and in case of any change in norms in future by DoPT, the same will be communicated.

*Copy of CSIR letter No. 5-1(116)/20411-PD dated 23.4.2014*

**(157)**

**Sub:- Revised Guidelines for transfer and posting of Common Cadre Officers of CSIR.**

I am directed to enclose herewith Revised TPC Guidelines (total 06 pages), duly approved by DG.CSIR for your information. These Guidelines are in supersession of all previous TPC Guidelines / Instructions, including those notified vide letter of even no. dated 17.4.2014.

These guidelines come into force with immediate effect.

This may be brought to the notice of all Common Cadre Officers.

*Copy of CSIR letter No. 3/4/2014-E.I dated 23.4.2014*

**Guidelines for transfer and posting of Common Cadre Officers of CSIR.**

The existing Transfer & Posting Guidelines for Common Cadre Officers (CCOs) of CSIR have been reviewed by the Committee of senior Directors. After taking in to consideration various instructions issued by the Govt. of India and CVC on the subject from time to time, the Committee suggests the following revised TPC guidelines:

- I. Short Title : These guidelines may be called as 'Guidelines for Transfer and Posting of Common Cadre Officers of CSIR'.
- II. Definitions :

Family: Wife, Children including legally adopted children, step children and dependent parents. This also includes the family as defined vide Min. of Health and FW OM No. S-14025/29/89-MS dated 5.6.1990 and OM No. 4-24/96-C&P-CGHS(P) dated 31.5.2007.

Permanent Employee spouse: This means spouse who is a paid employee in any Govt./Public organization and not a self employed spouse.

Station: It means any place where CSIR Lab/Instt./Unit/Centre is located in the region, as shown below:

Zone : A group of stations where CSIR Lab/Instt is located in the region, as shown below:

|        |   |  |
|--------|---|--|
| Zone 1 | - | Delhi, Ghaziabad, Pilani, Lucknow  |
| Zone 2 | - | Dehradun, Roorkee, Chandigarh,<br>Jammu/Srinagar, Palampur                 |
| Zone 3 | - | Bhubaneswar, Dhanbad, Durgapur,<br>Jamshedpur, Jorhat and Kolkata          |
| Zone 4 | - | Hyderabad, Bangaluru, Channai, Karaikudi,<br>Mysore and Thiruvananthapuram |
| Zone 5 | - | Bhopal, Nagpur, Bhavnagar, Goa and Puna                                    |

Home Station: Home Town or a station, nearest to officer's declared Home Town as mentioned in the service book or a station in his/her state. Where CSIR Lab/Instt is located.

Tenure: A continuous stay at a station for a specific period, as defined for the employees for different stations after which an officer becomes liable to be transferred.

Service: Means the period for which a person has been holding charge of a post on a regular basis in CSIR.

Choice Station: The CSIR laboratory where an employee desires to be posted, not necessarily his home station.

### **III. Categories of Transfers-**

1. Normal Transfer: Transfer on Completion of prescribed Tenure
2. Exigent Transfer/Transfer in Public Interest Transfer on administrative grounds in public interest (i.e. functional needs or any other extraordinary reason in public interest).
3. Transfer on Compassionate Grounds.
4. Transfer on Request
5. Non-Transfer on request (applies only to CCO serving at difficult/solitary laboratory towns/stations)

### **IV. Norms, Periodicity and tenure-**

### **1. Normal Transfer:**

- j) All the Common Cadre Officers will ordinarily be considered for transfer after 5 years of stay in a Laboratory/Institute. While doing so, it will be ensured that all the three heads of administrative wings i.e. Gen. Admin. F&A, S&P in a Lab. will not be moved simultaneously.
- ii) To the extent possible, every Group A' CCO should have a minimum tenure of five years in two different zones
- iii) Every Common Cadre Officer will be required to serve at least one tenure (2 years) at one of the difficult stations. After the difficult station posting, choice posting to the extent possible will be considered even across zones.
- iv) On transfer out of one's station of choice/home station, the officer shall be allowed to retain Council accommodation on payment of normal Licence fee for 4 months + 2 months, thereafter on review by Director, only in special circumstances like medical treatment, serious ailments or academic session of child, the accommodation can be retained.
- v) Officers on promotion will invariably be transferred out of their present station unless there is a special reason, which shall be recorded by the TPC.
- vi) Female employees will be accommodated, as far as possible, at the station of their choice, subject to felt needs and availability of vacancies, and also their fulfilling the provisions of (i), (ii) and (iii).

### **2. Transfer on Request:**

Requests from Common Cadre Officers having only 3 (three) years or less service before retirement will, as far as possible, be acceded to for posting at the same station even on promotion or otherwise, barring exception, at the discretion of the competent authority.

### **3. Exigent Transfer /Transfer in Public Interest:**

Notwithstanding any provision of these guidelines, the CCOs are liable to be transferred at any time to any Lab./Instt./Hqrs or its Units by DG, CSIR in public interest (i.e. functional needs or any other extraordinary reason in public interest) to be recorded in writing,

### **4. Transfer on Compassionate Grounds:**

- i) Other things remaining the same, while considering transfers on Compassionate Grounds, preference would be given to those who have-
  - Special need of challenged children/employee

- medical emergency
- school-going children, especially those studying in classes 10 and 12, and
- those who wish to construct their first own house at the station sought for posting on the plot already purchased and such other relevant factors. The time frame for this is only upto 2 years.

- ii) Requests for transfer will not normally be entertained unless the CCO has completed 5 years at the station of his posting: 2 years in case of posting at a difficult station.
- iii) Transfer on compassionate grounds will be subject to availability of vacancies and other administrative exigencies.
- iv) Non-Transfer on request (applies only to CCOs serving at difficult/solitary laboratory towns/stations ):

Considering the experience that difficult stations/solitary laboratory towns are not usually opted for by the CCOs, requests of the existing incumbents at such stations to continue even after completion of their tenure may be considered favorably, subject to the request being forwarded by the concerned laboratory and CCO from other stations not opting for these stations.

#### V. General provisions & procedures-

- (a) While considering requests of CCOs, those who have completed their tenure at difficult stations and those who have completed full tenure at their respective stations of postings, will be given priority for posting at the station of their choice i.e. Choice station.
- (b) While considering the postings and transfers, it would be ensured, to the extent possible that a minimum core strength of CCOs in General Administration, Finance & Accounts, Stores & Purchase is deployed/ maintained in each of the Labs.
- (c) The TPC while giving its recommendation along with due reasons/ justifications for the same will indicate clearly whether the recommendations are in accordance with the guidelines issued by CSIR from time to time.
- (d) Cases recommended in relaxation of the guidelines should be accompanied with justification/reasons and should not form precedence. The reasons need to be communicated to the concerned officer.
- (e) Each recommendation should be accompanied with complete past and present posting record of the officer concerned.
- (f) Request transfer cases not recommended by the Committee would also be sent to the competent authority i.e., DG, CSIR along with reasons thereof.

- (g) If the DG, CSIR changes any of the recommendations of the TPC, the reason should be substantiated.
- (h) Approval on the recommendations of the TPC would be accorded by the DG CSIR as soon as possible, and in no case, later than 3 (Three) available working days of submission of the recommendations.
- (i) No representations or requests for reconsideration will be entertained after the approval of DG, CSIR on the recommendation of the TPC. The transfer orders will be full and binding to be followed within the specified time frame.
- (j) In the normal situation, Directors of the concerned labs may be consulted, before transfer of a Common Cadre Officer from/to their Labs. The Directors need to appreciate that their views are required to be balanced with the availability of the officers and exigencies of the situation. Co-operation of all concerned, i.e. the Directors and concerned officers will be needed to make the process viable. The Directors need to appreciate that the non-release of transferred officers, if and when it happens, would affect the entire transfer chain.
- (k) Stay particulars of all the Common Cadre Officers will be placed on the CSIR Website in order to make the system and process transparent. The Directors as well as Common Cadre Officers are welcome to send their suggestions to the Transfer and Posting Committee by the end of January every year so that these may be taken into account while effecting the transfers.
- (l) Requests/suggestions received after 31<sup>st</sup> January of the year shall not be considered that year.
- (m) The relieving orders/instructions will become a part of the transfer order.
- (n) All transferred officers concerned shall exchange charge; within a maximum period of 30 days, from date of order, failing which they shall be deemed to have been relieved from their existing place of posting in accordance with transfer/ posting orders issued by the competent authority and their salary shall be drawn only after their resuming charge at the new station/place of posting.
- (o) In case of posting to/from a difficult, station due consideration would be given to factors such as the history of postings of the concerned officer, his age, exposure to desired areas of work, competency profile etc..
- (p) Officers transferred on request will be eligible for TA, Joining Time and other allowances as per rules if they have served for 5 years or more at a normal station and 2 years or more at a difficult station. In other cases of transfer on personal requests, the officers will not be eligible for TA/Joining Time etc.

## VI Constitution of Transfer and placement Committee

|   |             |
|---|-------------|
| Director of a CSIR laboratory to be nominated by DG, CSIR | Chairman    |
| Joint Secretary (Adm.), CSIR                              | Ex-Officio  |
| Financial Advisor, CSIR                                   | Ex- Officio |

(Generally, Chairman, DPC for Gr. 'A' posts is also the Chairman, TPC)

## VII List of difficult stations and Solitary laboratory town stations:

CSIR-North East Institute of Science and Technology, Jorhat, Assam  
 CSIR-Institute of Himalayan Bioresouce Technology, Palampur, H.P.  
 CSIR-Central Salt and Marine Chemicals Research Institute, Bhavnagar, Gujarat  
 CSIR-Central Electrochemical Research Institute, Karaikudi, Tamilnadu  
 CSIR-Central Electronics Engineering Research Institute, Pilani, Rajasthan  
 CSIR-National Institute of Oceanography, Goa  
 CSIR-Central Institute of Mining and fuel Research, Dhanbad, Jharkhand

**(158)**

## **Sub:- Recruitment to the post of Protocol Officer in the Pay Band of Rs. 9300-34800 plus Grade Pay Rs. 4600/-(PB-2)**

I am directed to state that one post of Protocol Officer in the Pay Band of Rs.9300-34800 plus Grade Pay Rs.4600/-(PB-2) is to be filled up at CSIR Hqrs. In accordance with the rules approved by the Governing Body of CSIR, the post is to be filled up by selection from amongst eligible departmental candidates, the qualification and experience prescribed for the post are as follows:

|                           |  |
|---------------------------|--|
| Educational Qualification | Graduate in any discipline or equivalent   |
| Experience                | <p>Assistant Gr. I or equivalent with two years experience in protocol and hospitality work, particularly relating to foreign guests and delegations and airlines formalities etc.</p> <p>Qualification &amp; experience can be relaxed in case the candidates are otherwise found suitable.</p> |

The post: may kindly be given wide publicity in your Laboratory/Institute.

Applications of eligible employee's alongwith their CR folders, pay particulars and vigilance clearance may kindly be sent, to the undersigned latest by 30.05.2014.

*Copy of CSIR letter No. 7-3(1)/2011-E.III dated 12.5.2014*

(159)

**Sub:- Posting of a Parliament Assistant in CSIR Hqrs. – reg.**

I am directed to state that one Assistant (G) Gr. I is required to handle the functions of Assistant, Parliament Cell in CSIR Hqrs. New Delhi, As per rule, the selected Parliament Assistant will be allowed to draw a special allowance in accordance with DoPT OM No. 15016/3/91-Estt. (Allowance) dated 29.10.1996.

It is requested that Assistants (G) Gr. I who are interested in being considered for their posting as Parliament Assistant in CSIR Hqrs may send their biodata to this office through proper channel latest by 30<sup>th</sup> May, 2014.

This may kindly be given wide publicity in your Laboratory/Institute.

*Copy of CSIR letter No. 3(105)/2014-E.III dated 13.5.2014*

(160)

**Sub:- Hierarchy of Grade Pay in respect of Multi Tasking Staff (MTS) for promotion and MACP – Clarification thereof.**

Laboratories/Institutes of CSIR have been seeking clarification with regard to the hierarchy of Grade Pay in respect of Multi Tasking Staff (MTS) for promotion and MACP purposes, The position is clarified as follows with the approval of the Competent Authority:

1. Promotional hierarchy of Non-Tech Group 'C' employees (erstwhile Group D) (Non-Technical) re-designated as Multi-Tasking Staff (MTS) is as under;

| Sr. No. | Pay Band and Grade Pay |
|---------|------------------------|
| 1.      | PB-1, GP Rs. 1800      |
| 2.      | PB-1, GP Rs. 1900      |

2. The hierarchy of Grade Pay for MACP in respect of MTS staff as per Para 2 of Annexure I of DoPT OM No. 35034/3/2008-Estt.(D), dated 19th May, 2009 and Section I, Part A of the first schedule of CCS (Revised Pay) Rules. 2008, subject to fulfillment of other conditions in MACP Scheme, is as under;

| Sr. No.              | Pay Band and Grade Pay |
|----------------------|------------------------|
| Initial appointment  | PB-1, GP Rs. 1800      |
| 1 <sup>st</sup> MACP | PB-1, GP Rs. 1900      |
| 2 <sup>nd</sup> MACP | PB-1, GP Rs. 2000      |
| 3 <sup>rd</sup> MACP | PB-1, GP Rs. 2400      |

*Copy of CSIR letter No. 4-45(27)/2008-E.II dated 15.5.2014*

(161)

**Sub:- Induction Training Programme for assistants (General/Finance & Accounts/Stores & Purchase) Grade-I recruited under Combined Administrative Services Examination (CASE) – 2013 – reg.**

I am directed to state that CSIR-HRDC, Ghaziabad is organizing "Induction Training Programme" for newly recruited Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I recruited through CASE-2013. The training programme is scheduled to be conducted from 23<sup>rd</sup> June, 2014 to 25<sup>th</sup> July, 2014. All CASE-2013 appointees posted in Labs./Instts. outside Delhi, are required to report at. HRDC on 22<sup>nd</sup> June, 2014.

In this connection, kind attention is invited to the Terms and Conditions of appointment to the posts of Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I under CSIR-CASE-2013; whereby they shall undergo compulsory residential training. After completion of the training, there shall be an examination. Qualifying this examination is a pre-requisite for completion of their probationary period.

Therefore, it is requested to kindly depute all Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I appointed through CASE-2013 for the above stated residential Induction Training Programme. The participants will be entitled for TA/DA on training as per rules and the same shall be borne by the respective Labs/Instts.

Further details of the programme shall follow from Head, HRDC, Ghaziabad.

*Copy of CSIR letter No. 3-2(a)/CASE-2013-E.I dated 23.5.2014*

(162)

**Sub:- Representation from Council Servants on service matters – reg.**

Kind attention is invited to CSIR letters No. 17(226)/97-E.II dated 24.11.1997, 25/27.09.2002 and No. 17(66)/94-PPS dated 23.05.2006 on the subject cited above whereby instructions were issued with regard to representations from Council employees on service matters.

2. Of late it has been observed that there is an increasing tendency on the part of some of the officers and members of staff at different levels to by-pass the prescribed channels of representation and write directly to the higher authorities ignoring the prescribed channels. Some of these representations are often forwarded through Members of Parliament in violation of Rule 20 of the CCS (Conduct) Rules, 1964. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication, may be viewed seriously and appropriate disciplinary action may be taken

against those who violate these instructions as it tantamount to act unbecoming of a Council Servant and thus violates the provisions of Rule 3 (1) (iii) of CCS (Conduct) Rules, 1964, as made applicable to Council employees.

3. It has also been observed that some of the Council employees are in the habit of sending copies of their representations to outside authorities, i.e. to those who are not directly concerned with the consideration thereof (e.g. Hon'ble Ministers, Secretaries of other Departments, Members of Parliament etc.). This is an undesirable activity, contrary to official propriety and tantamount to subversion of discipline.

In this regard Gol, DoPT OM No. 11013/08/2013-Estt. (A) - III dated 06.06.2013 is being forwarded for information and compliance.

4. Insofar as redressal of grievances of Council employees is concerned, CSIR has its own well defined grievance redressal procedure, it is desirable to bring this procedure once again to the notice of all Council employees and advise them to desist from making direct representation on service matters to higher authorities without following the laid down process and without exhausting the remedies available at laboratory level.

5. It is requested that these instructions may be brought to the notice of all Council employees in your Laboratory/Institute.

This issues with the approval of Director General, CSIR.

*Copy of CSIR letter No. 17(226)/97/E.II (HR-II) dated 26.5.2014*

**(163)**

**Sub:- Cadre Allocation to the Section Officers and Assistants appointed through CASE 2009 II**

I am directed to state that the matter relating to allocation of cadres (Gen/ F&A/S&P) to the Section Officers and Assistants appointed through CASE 2009 II has been under consideration for quite some time.

Now, the DG, CSIR has been pleased to approve that Section Officers and Assistants appointed through CASE 2009 II may be given an option to choose the cadre (Gen/F&A/S&P) they wish to be finally assigned to. The final allotment, of cadres will be done with the approval of the Competent Authority, CSIR considering the individual option, merit position in the CASE-2009 II panel vis-a-vis vacancy, roster positions and Council requirement. Once the cadre of a person is decided, he/she will be plotted in the respective seniority list and roster as per rules and he/she will be required to move/work in that cadre only.

Accordingly, it is requested that all the Section Officers and Assistants appointed through CASE 2009 II in your Lab./Institute, may be asked to fill up the attached Option Proforma 'A' immediately and the same may be forwarded to this office after verification. Also

details of the appointees who have left the Lab/Instl. because of transfer, resignation, upgradation to SO etc. may be provided in Proforma 'B'.

The requisite information may kindly be provided latest by 10/6/2014.

*Copy of CSIR letter No. 3/12009-E.I dated 26.5.2014*

Proforma 'A'

Cadre Option Form to be filled up by the Section Officers and Assistants Appointed through CSIR CASE 2009 II

1. Name : \_\_\_\_\_
2. Category (UR/OBC/SC/ST) – PWD : \_\_\_\_\_
3. Present Post (SO/Astt.) : \_\_\_\_\_
4. Date of Joining : \_\_\_\_\_
5. Presently Working in the Cadre  
(Gen/F&A/S&P) : \_\_\_\_\_
6. Cadre I wish to Opt : (i) \_\_\_\_\_  
in the order of Preference : (ii) \_\_\_\_\_  
(Gen/F&A/S&P) : (iii) \_\_\_\_\_
7. Present Lab/Instt : \_\_\_\_\_
8. Educational Qualifications : \_\_\_\_\_

I clearly understand that I shall be allotted be the Cadre keeping in view my option, merit position in the CASE-2009-II panel vis-a-vis vacancy and roster positions and Council requirement Decision of the Competent Authority in this regard shall be final and binding on me.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

To be filled up by the respective Lab/Instt.

The above particulars have been verified from official records and found correct.

Signature and Stamp of SO/AO/COA/Sr. COA

Proforma 'B'

Details of Section Officers and Assistants Appointed through CSIR CASE 2009 II who have left the Lab/Instt

Name of the Lab/Instt. : \_\_\_\_\_

A. Section Officers

| Sl. | Name | Category | Date of joining | Date of Leaving | Reasons for Leaving |
|-----|------|----------|-----------------|-----------------|---------------------|
|     |      |          |                 |                 |                     |
|     |      |          |                 |                 |                     |

B. Assistants

| Sl. | Name | Category | Date of joining | Date of Leaving | Reasons for Leaving |
|-----|------|----------|-----------------|-----------------|---------------------|
|     |      |          |                 |                 |                     |
|     |      |          |                 |                 |                     |

Signature and Stamp of SO/AO/COA/Sr. COA

(164)

**Sub:- Grievances relating to Administrative Cadre Review -- 1994**

I am directed to state that this office has been receiving representations from various employees stating that they could not get benefits of Administrative Cadre Review - 1994 because of their transfer from one Lab. / Instt. to another. DG, CSIR has constituted a Committee to take a holistic and one time final view on this issue.

Accordingly, any staff member who has above grievance may send his / her application to this office, through proper channel, giving complete history of the case alongwith supporting documents, earlier representations submitted, and relief sought Labs / Instts. may forward the applications to this office after offering their comments.

Needful may be done latest by 30.06.2014.

*Copy of CSIR letter No. 3/31/2014-E.I dated 2.6.2014*

(165)

**Sub:- Two increments equal to 6% of Basic Pay admissible on promotion from Under Secretary to Deputy Secretary vis-a-vis benefit of increment on grant of financial upgradation under MACPS from GP Rs. 6600/- to GP 7600/- - clarification thereon - regarding**

Ref. 1) CSIR Circular letter No. 5-1(17)/2010-PD dated 20.10.2010  
2) CSIR OM No. 3-27/2010-E.I dated 27.2.2012  
3) CSIR OM No. 3-27/2012-E.I dated 9.5.2014

I am directed to state that the matter relating to subject cited above has been considered by the Competent Authority, CSIR in consultation with DOPT & FA, CSIR it has been clarified by DOPT that provisions of benefit of two increments (6%) contained in DOPT OM No. 18/3/2008-CSJ (P) dated 10.03.2010 are applicable only on promotion from GP Rs 6600/- to GP 7600/- and not on grant of financial upgradation under MACPS.

Accordingly, on grant of financial upgradation under MACPS from GP Rs 6600/- to GP Rs, 7600/-, the pay will be raised by 3% of the basic pay drawn before such upgradation and not by 6%.

Pay fixation already drawn otherwise may be reviewed.

*Copy of CSIR letter No. 3-13/2014-E.I dated 9.6.2014*

**(166)**

**Sub:- I am directed to forward herein OM issued by Govt. of India regarding representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.**

I am directed to forward the Office Memoranda issued by government of India vide Ministry of Personnel, Public Grievances & Pensions (DoPT) OM No. 42011/2/2014-Estt.(Res) dated 13.2.2014 regarding representation of SC/ST/OBC, Minorities and the Woman on Selection Board/Committees for information, guidance and compliance:-

*Copy of CSIR letter No. 5-1(17)/08-PD dated 17.6.2014*

F.No.42011/2/2014-Estt(Res) dated the 13th February, 2014  
Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

Subject:-Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.

The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M No.42011/15/1995-Estt(SCT) dated 11th July, 1995. Para 2 provided as follows:-

" 2. In partial modification of the above instructions it has now been decided that wherever a Selection Committee Board exists or has to be constituted for making recruitment to ten or more vacancies in Group 'C' or Group 'D' posts or services it shall be mandatory to have one Member belonging to SC/ST/OBC and one Member belonging to Minority Community in such Committees/Boards, Further, one of the Members of the Selection Committees/Boards whether from the general category or from the minority community or from SC, ST,OBC should be a lady failing which a lady member should be co opted on the Committee/Board. It may please be ensured that where the number of vacancies against which the .selection is to be made is less than ten no effort should be spared in finding SC/ST/OBC officer, minority community officer and a lady officer as explained in para (2) for inclusion in such Committees/Boards."

2. The matter has been reviewed and in partial modification of above instructions, it has now been decided that wherever a Selection Committee/Board exist or has to be constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one Member belonging to SC/ST, one Member belonging to OBC category and one Member belonging to Minority Community in such Committees/Boards. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from the SG/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. It may also be ensured that where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a Lady officer, for inclusion in such Committees/Boards.

3. Similar instructions in Public Sector Undertakings and Financial Institutions including. Public Sector Banks will be issued by Department of Public Enterprises and Ministry of Finance respectively.

(167)

**Sub:- Recruitment to the Administrative Posts of Assistants Gr.III (Gen/F&A/S&P) and Jr. and Sr. Stenographers.**

**Ref : (i) CSIR letter No 5-1(3)/2008-PD dated 21.10.2008**  
**(ii) CSIR OM No. 2/70/2011-JS(Admn.) dated 22/3.2011**  
**(iii) CSIR letter No. 3-8(7)/11-E.I dated 2.7.2013**  
**(iv) CSIR letter No. 5-1(14)/2008-PD dated 13.11.2013**

I am directed to refer to CSIR letter, cited at Ref (i) vide which inter-alia it was notified that all recruitment to the posts of Assistants Gr. III & I (Gen/F&A/S&P) and Jr. Stenos and Sr. Stenos maybe kept in abeyance, pending finalization of Recruitment Rules for recruitment of staff at the level of Executive Assistant. Thereafter, recruitment to the posts of Section Officers and Executive Assistants was made through CASE 2009 II. However, now options have been called from CASE 2009 II appointees vide CSIR letter No. 3/1/2009-EI dated 26/5/2014 to assign cadres (viz. Gen/F&A/S&P).

DG, CSIR has reviewed the position in view of acute shortage of administrative manpower as a result of operation of the aforesaid CSIR letter; and has been pleased to approve that Labs/Instts may fill up the vacant posts of Assistants Gr.III (Gen/F&A/S&P) and Jr. Stenos and Sr. Stenos as per the provisions of the Recruitment Rules and instructions on the subject.

Further, while making the recruitment, it may be ensured that instructions issued vide CSIR letter mentioned at Ref (iv) above are complied with.

*Copy of CSIR letter No. 3-2(c)/2014-E.I dated 17.6.2014*

(168)

**Sub:- Tentative Cadre Allocation to the Section Officers and Assistants appointed through CASE 2009 II**

**Ref : CSIR letter of even no. dated 26.5.2014**

In continuation of the above letter, I am directed to state that the competent authority has approved the tentative cadre allocation to the above appointees based on the inter se merit of the existing incumbents,, options exercised by them vis-a-vis no, of posts available for that, cadre and category,

The methodology of cadre allocation and details of posts etc. are at Annexure - A. Tentative cadre allocation in r/o Section Officers and Assistants is at Annexures — B & C respectively.

It may be noted that cadre allocation is with retrospective effect i.e. from the initial date of joining of the incumbent. The same is final and unchangeable.

It is requested that the above cadre allocation may be brought to the notice of all the above appointees presently available in your Lab/instt. Their acceptance of the cadre allocation/representation, if any, may be forwarded to the undersigned latest by 18/7/2014.

*Copy of CSIR letter No. 3/1/2009-E.I dated 14.7.2014*

Annexure – A

CASE 2009 II – Methodology of Cadre Allocation and Details of Posts etc.

- A. The vacancies notified and filled up in CASE 2009 II and present incumbents are as under: -

**Section Officers**

|                    | UR | OBC | SC | ST | Total |
|--------------------|----|-----|----|----|-------|
| Notified           | 23 | 11  | 06 | 03 | 43    |
| Filled up          | 23 | 10  | 06 | 03 | 42    |
| Present Incumbents | 16 | 08  | 02 | 02 | 25    |

**Assistants**

|                    | UR | OBC | SC | ST | Total |
|--------------------|----|-----|----|----|-------|
| Notified           | 47 | 24  | 13 | 06 | 90    |
| Filled up          | 45 | 23  | 11 | 06 | 85    |
| Present Incumbents | 26 | 14  | 06 | 03 | 49    |

B. Actual vacancies then available in case of Section Officers:-

|             | SO(Gen) | SO(F&A) | SO(S&P) | Total |
|-------------|---------|---------|---------|-------|
| UR          | 07      | 11      | 05      | 23    |
| OBC         | 04      | 04      | 04      | 12    |
| SC          | 02      | 01      | 01      | 04    |
| ST          | 01      | 03      | NIL     | 04    |
| Total       | 14      | 19      | 10      | 43    |
| Grand Total | 43      |         |         |       |

C. Actual vacancies then available in case of Assistants Gr. I:-

|             | Asstt (Gen)<br>Gr. I | Asstt (F&A)<br>Gr. I | Asstt(S&P)<br>Gr. I | Total |
|-------------|----------------------|----------------------|---------------------|-------|
| UR          | 47                   | 14                   | 07                  | 68    |
| OBC         | 14                   | NIL                  | NIL                 | 14    |
| SC          | 07                   | NIL                  | NIL                 | 07    |
| ST          | 01                   | NIL                  | NIL                 | 01    |
| Total       | 69                   | 14                   | 10                  | 90    |
| Grand Total | 43                   |                      |                     |       |

D. Criteria for Cadre Allocation:-

- (i) Existing incumbents have been allotted cadre as per their inter se merit, options exercised by them vis-a-vis no. of posts available for that cadre and category, as notified.
- (ii) If the appointee has already resigned/appointed as SO (in case of Assistants), he/has been shown in a cadre as per CSIR requirement.

**(169)**

**Sub:- Eligibility of officers to be considered for promotion by DPC – Fixing of Crucial Date – Reg.**

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

| S.No. | Govt. of India, DP, PG&P,<br>DoPT, OM No. & date  | Subject(s)   |
|-------|---|--|
| (1)   | (2)   | (3)  |
| 1.    | DoPT OM No. 22011/4/2007-Estt.(D) dated 28.4.2014 | Guidelines on treatment of effect of penalties on promotion - role of Departmental Promotion Committee |
| 2.    | DoPT OM No. 22011/6/2013-Estt.(D) dated 28.5.2014 | Eligibility of officers to be considered for promotion by DPC- Fixing of Crucial Date-reg.             |

DoPT OM No. 22-1 I/4/2007-Estt.(D) dated 28-04-2014 is adopted in CSIR and made applicable to the Council employees to the extent it is commensurate with the provisions of CSIR Administrative Services (Recruitment & Promotion) (ASRP) Rules, 1982,

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 18.7.2014*

No. 22011/6/2013-Estt.(D) dated 28.5.2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Subject:- Eligibility of officers to be considered for promotion by DPC – Fixing of Crucial Date – Regarding.

The undersigned is directed to invite reference to the Department of Personnel and Training's Office Memorandum No. 22011/3/98-Estt(D) dated September 17, 1998 regarding subject mentioned above, which provides that the crucial date for determining eligibility for promotion in case of financial year-based vacancy year would fall on January 1, immediately preceding such vacancy year and in case of calendar year-based vacancy year also, the first day of the vacancy year i.e. 1<sup>st</sup> January itself would be the crucial date.

2. In case of financial year-based vacancy year, there is a clear gap of 3 months between the crucial date of eligibility and the date of commencement of vacancy year i.e, between January 1 and April 1, Due to this gap, for any such vacancy year, even if the Departmental Promotion Committee (DPC) meeting is held in time as per the Model Calendar, there is always a possibility of few officers not fulfilling the eligibility criteria as on the crucial date of eligibility, though they are fulfilling the same as on the date of commencement of the vacancy year.

3. The matter has been examined in consultation with Union Public Service Commission. It has been decided that the crucial date of eligibility shall be 16<sup>th</sup> April of the vacancy year in case of financial year based vacancy year i.e. where the Annual Performance Appraisal Reports (APARs) are written financial year-wise. In case of calendar year based vacancy year, i.e. where APARs are written calendar year-wise, the crucial date of eligibility shall remain as 1st January of the vacancy year, These instructions shall come into force in respect of vacancy year 2015-18 (financial year) commencing from April 1, 2015 and vacancy year 2015 (calendar year) commencing from January 1, 2015 and shall, accordingly, be applicable to all such subsequent vacancy years,

4. These instructions shall be applicable to all services/posts. All Ministries/Departments are requested to bring these instructions to the notice of all concerned including attached and subordinate offices.

(170)

**Sub:- Review of Structure, Pattern and Syllabus of Departmental and Direct Examinations for the posts of Section Officer (Gen/F&A/S&P) and Assistant (Gen/F&A/S&P) Gr.I – reg.**

A Committee had been constituted to comprehensively review the structure, pattern (scheme) and syllabus of the departmental and direct examinations i.e. LDCE and CASE. The Committee's recommendations have been considered. Accordingly, the revised structure, pattern and syllabus of departmental and direct examinations, as approved by the Competent Authority are notified herewith as per Annexure to this OM.

The revised syllabus and scheme are in supersession of all the previous orders/instructions on the subject, and shall come into force with immediate effect.

For the posts of Private Secretaries, the existing instructions on the subject, as notified vide CSIR letter No. 3-33(113)/2002-EI dated 2/11/2004 shall continue to apply until further orders.

*Copy of CSIR letter No. 3-2(g)/2014-E.I dated 29.8.2014*

Annexure to CSIR OM No. 3-2(g)/2014-EI dated 29.8.2014

**Revised Structure, Pattern and Syllabus of Departmental and Direct Examinations**

**A. Open Examinations [Section Officers (Gen/F&A/S&P) and Assistants (Gen/F&A/S&P) Gr. I]**

**A1. Scheme of Examination**

| <b>Paper</b> | <b>Subject</b>   | <b>Max. Marks</b> | <b>Time</b> |
|--------------|--|-------------------|-------------|
| Paper -1     | This paper will be divided in two parts, Part - A & Part - B   | 150               | 02 Hours    |
| Part – A     | General Intelligence, General Awareness etc. (100 Objective Type Questions of one mark each, with negative marking @ 0.25 marks for every wrong answer.) |                   |             |
| Part -B      | English Language & Comprehension (50 Objective Type Questions of one mark each with negative marking @ 0.25 marks for every wrong answer.)               |                   |             |

|  |  |     |          |
|--|--|-----|----------|
| Paper– II  | Domain Knowledge<br>(150 Objective Type Questions of one mark each with negative marking @ 0.25 marks for every wrong answer.) | 150 | 02 Hours |
| Paper-III  | Noting, Drafting and Precis Writing (Descriptive); Besides one Precis, max. upto 05 questions may be asked.                    | 100 | 02 Hours |
| Papers – I & II will be common for both Assistants and Selection Officers.<br>Paper - 111 will be for Section Officers Only.<br>All papers will be bilingual (English & Hindi) except Part B of Paper I. |  |     |          |
| Interview carrying 100 marks will continue for both Assistants and Section Officers<br>the total marks for Assistants and Section Officers will be 400 and 500 respectively.                             |  |     |          |

**A2. Syllabus and Break up of marks [Section Officers (Gen/F&A/S&P) and Assistants (Gen/F&A/S&P) Gr. 1]**

| <b>Paper – I (Total Marks = 150)</b>                           |   |               |
|--|---|---------------|
| <b>Part – A (General Intelligence, General Awareness etc.)</b> |   | <b>MM=100</b> |
| (i)  | General Intelligence and Reasoning  | 20            |
| (ii)   | Quantitative ability (Arithmetic)   | 20            |
| (iii)  | Constitution of India   | 20            |
| (iv)   | General Awareness (General Science, History, Geography, Economics, General Polity, Current Events, Management etc.) | 40            |

| <b>Part – B (English Language &amp; Comprehension)</b> |   | <b>MM=50</b> |
|--|---|--------------|
| (i)  | Comprehension   | 50           |
| (ii)   | Do as directed (Active-Passive; Direct-Indirect etc.) |              |
| (iii)  | Prepositions, fill in the blanks,                     |              |
| (iv)   | Synonyms/Antonyms                                     |              |
| (v)  | Sentence Correction; common errors                    |              |
| (vi)   | Punctuation, Idioms & Phrases etc.                    |              |

| <b>Paper – II (Total Marks = 150)</b>                          |  |               |
|--|--|---------------|
| <b>Part – A (General Intelligence, General Awareness etc.)</b> |  | <b>MM=150</b> |
| 1.   | Fundamental Rules (FRs) and Supplementary Rules (SRs) <ul style="list-style-type: none"> <li>- Definitions; General conditions of service;</li> <li>- Pay and addition to pay; Combination of appointment</li> <li>- Dismissal, removal and suspension; Retirement</li> <li>- Foreign Service; TA Rules; LTC Rules; Leave Rules</li> </ul> | 50            |
| 2.   | CCS (Conduct) Rules, 1964, CCS (CCA) Rules, 1965   | 25            |

|  |   |    |
|--|---|----|
| 3.   | General Financial Rules (GFRs) – 2005 <ul style="list-style-type: none"> <li>- General System of Financial Management</li> <li>- Budget</li> <li>- Advances</li> <li>- Procurement of Goods &amp; Services</li> <li>- Works Accounts</li> <li>- Inventory Management</li> <li>- Contract Management</li> <li>- Establishment</li> </ul> | 40 |
| 4.   | Manual of Office Procedure  | 20 |
| 5.   | Basic Computer Awareness and Office Automation  | 10 |
| 6.   | RTI Act, 2005   | 05 |
| Respective rules and clarifications/amendments issued by Govt. of India and Handbooks/Publications issued by carious private publishers may be referred to for guidance on Paper – II. |   |    |

| <b>Paper – III (Total Marks = 100)</b><br><b>Descriptive Paper for Section Officers Only</b> |   | <b>MM = 100</b> |
|--|---|-----------------|
| 1.   | Noting, Drafting and Precis Writing<br>Besides one Precis, max. upto 05 questions may be asked. | 100             |

**B. Departmental Examinations [Section Officers (Gen/F&A/S&P) and Assistants (Gen/F&A/S&P) Gr. I]**

**B1. Scheme of Examination for Section Officers (Gen/F&A/S&P)**

| <b>Paper</b> | <b>Subject</b>  | <b>Max. Marks</b> | <b>Time</b> |
|--------------|---|-------------------|-------------|
| Paper-I      | Noting, Drafting and Precis Writing (Descriptive)   | 100 Marks         | 02 Hours    |
| Paper-II     | General Knowledge, Constitution of India and Rules, Regulations and Bye Laws of CSIR<br>(100 Objective Type Questions of one mark each, with negative marking @ 0.25 marks for every wrong answer). | 100 Marks         | 01:30 Hours |
| Paper-III    | Specialized Knowledge<br>(100 Objective Type Questions of one mark each, with negative marketing @ 0.25 marks for every wrong answer).  | 100 Marks         | 01:30 Hours |

All the three papers will be common for all the candidates appearing for the posts of SOs (Gen/F&A/S&P).  
All papers will be bilingual (English & Hindi)

## **B2. Syllabus and Break up of Marks for Section Officers (Gen/F&A/S&P)**

|           |   |          |
|-----------|---|----------|
| Paper-I   | Noting, Drafting and Precis Writing   | MM = 100 |
| Paper-II  | General Knowledge, Constitution of India and Rules, Regulations and Bye Laws of CSIR<br>General Knowledge (35 Marks) Constitution of India (35 Marks) Rules, Regulations and Bye Laws of CSIR (30 Marks)  | MM = 100 |
| Paper-III | Specialized Knowledge<br><br><b>Part A (10 Marks)</b><br>Manual of Office Procedure (10 Marks)<br><br><b>Part B (30 Marks)</b><br>FRs, SRs, CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Leave) Rules, GFRs, CCS (Pension) Rules, TA Rules and LTC Rules.<br><br><b>Part C (30 Marks)</b><br>Elementary Book Keeping and Accountancy, Works Accounts, Project Costing, Budget, CSIR/Govt. of India Instructions on Financial Management and Delegation of Powers, Auditing and Bank Reconciliation.<br><br><b>Part D (30 Marks)</b><br>Materials Management, CSIR Purchase Procedure, Objectives, Roles and Scope of Functioning of Purchase & Stores Departments in CSIR, Disposal of Obsolete and Surplus Items, Price Preference, ABC, FSN, VED, LIFO & FIFO Analysis, EOQ and Foreign Purchase. | MM = 100 |

## **B3. Scheme of Examination for Assistants (Gen/F&A/S&P)**

| <b>Paper</b> | <b>Subject</b>  | <b>Max. Marks</b> | <b>Time</b> |
|--------------|---|-------------------|-------------|
| Paper-I      | Language Comprehension and Precis Writing (Descriptive)                         | 100 Marks         | 02 Hours    |
| Paper-II     | CSIR Rules, Regulations and Bye Laws and Knowledge of Rules (e.g. FRs/SRs etc.) | 100 Marks         | 01:30 Hours |

|   |   |  |  |
|---|---|--|--|
|   | (100 Objective Type Questions of one mark each, with negative marking @ 0,25 marks for every wrong answer.) |  |  |
| <p>All the three papers will be common for all the candidates appearing for the posts of Assistants (Gen/F&amp;A/S&amp;P) Gr. 1.</p> <p>Paper - 1 will be as per the opted medium.</p> <p>Paper - II will be bilingual (English &amp; Hindi).</p> |   |  |  |

#### **B4. Syllabus and Break up of Marks for Assistants (Gen/F&A/S&P)**

|          |   |          |
|----------|---|----------|
| Paper- I | <p>Language Comprehension and Precis Writing</p> <p>General Hindi/General English (75 Marks)</p> <p>Precis Writing (25 Marks)</p>   | MM = 100 |
| Paper-II | <p>CSIR Rules, Regulations and Bye Laws and Knowledge of Rules (e.g. FRs/SRs etc.)</p> <p>CSIR Rules, Regulations and Bye-Laws (10 Marks)</p> <p>Computer Awareness (10 Marks)</p> <p>General Awareness (10 Marks)</p> <p>Manual of Office Procedure (10 Marks)</p> <p>FRs, SRs, CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Leave) Rules (20 Marks)</p> <p>CSIR (Pension) Rules, GFR, Civil Works, Basic Accounting Knowledge, Accounting Practices in CSIR (20 Marks)</p> <p>CSIR Purchase Procedure, Objectives, Roles and Scope of Functioning of Purchase &amp; Stores Departments in CSIR (20 Marks)</p> | MM = 100 |

**(171)**

**Sub:- Filling up the Posts at the level of Assistants Gr. III (Gen/F&A/S&P) and Jr. Stenographers – reg.**

I am directed to state that in accordance with Rule 254 of General Financial Rules - 2005 and Rule 5 of Part - I, Section - II of CSIR Administrative Services (Recruitment & Promotion) Rules, 1982, the DG, CSIR has been pleased to allow the CSIR Labs/Instts/HQ to temporarily shift 50% of the vacant posts (as on date) of Assistants (Gen/F&A/S&P) Gr. II and fill up these posts at the level of Assistants (Gen/F&A/S&P) Gr. III. Accordingly, post based Rosters for direct recruitment at the level of Assistants (Gen/F&A/S&P) Gr. III shall temporarily expand. All such posts shall revert to the original posts of Assistants (Gen/F&A/S&P) Gr. II on vacation of the

posts in the event of promotion, retirement or resignation etc. of the incumbents. Further, similar action may also be taken for filling up the posts at the level of Jr. Stenographers.

It is further stated that Ministry of Finance OM dated 18/9/2013, issued vide CSIR letter No. 5-1(14)/2008-PD dated 13/11/2013 shall be applicable in r/o the above posts temporarily shifted to Assistants (Gen/F&A/S&P) Gr. III and Jr. Stenographers respectively in DRQ mode, from the date of issue of this order.

These orders come into force with immediate effect.

*Copy of CSIR letter No. 3-2(c)/2014-EI dated 8.9.2014*

**(172)**

**Sub:- Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Govt. for efficient performance of their duties.**

I am directed to forward herewith the following Office Memorandum/Notification issued by Government of India for information, guidance and compliance:-

| <b>S.No.</b> | <b>Govt. of India, Ministry of Personnel, Public Grievances and Pensions OM No. &amp; date.</b>  | <b>Subject</b>  |
|--------------|--|---|
| 1.           | Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (DoPT), Establishment Division, OM No. 36035/3/2013-Estt.(Res) dated 31st March, 2014. | Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties. |

*Copy of CSIR letter No. 5-1(17)/08-PD dated 25.9.2014*

No.36035/3/2013-Estt(Res) Dated the 31<sup>st</sup> March, 2014 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

Subject:-Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties.

A need has been felt to issue guidelines to provide certain additional facilities /amenities to the persons with disabilities (PWD) to enable them to effectively discharge their duties. The facilities such as identification of jobs, post recruitment and pre-promotion training, assistive devices, free accessibility, preference in transfer/posting, special casual leave, etc. have been identified as areas which require special attention. The proposed facility indicated in the guidelines should be applicable in respect of such employees working in the Ministries/Departments of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc.

2. An inter ministerial committee was formed to finalize guidelines for providing certain facilities in respect of persons with disabilities, who are already employed in efficient discharge of their duties. Based on the discussions field with the stakeholders and suggestion received from the stakeholders, the following guidelines are issued to provide certain facilities/amenities to the persons with disabilities:

**A. Identification of jobs**

Each Ministry/Department of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc. should identify the types of jobs which could be easily performed by them specially for Group B, C and D posts where the number of jobs are more. Such persons should preferably be posted to perform such identified jobs and they be allowed to continue performing such jobs, as far as possible. If the concerned PWD officer could perform all the jobs as people without disability or could perform several types of jobs efficiently, no effort should be made to instruct them to certain types of jobs only.

**B. Post recruitment and Pre-promotion training**

Induction training is an essential component of the service requirement of an employee. Induction training programme for the persons with disabilities should be imparted together with the other employees.

Job specific, post-recruitment as well as pre-promotion training programmes are required to be organized for the persons with disabilities. Outlining a specific module/norm for training programme for the persons with disabilities common to all the Ministries/Departments and their attached/subordinate offices, Central Public Sector Enterprises, cantonment Board, etc. may not be possible as the training requirement may be different on the basis of the work pattern. All the Ministries / Departments should take definite action to conduct job specific inclusive training programmes for the persons with disabilities with other employees.

Duration and training contents may be finalized in consultation with the National Institutes under the Department of Disability Affairs, Ministry of Social Justice & empowerment and, if felt necessary, prominent Associations/Federations/Confederations working in the sphere of disability can be consulted. It should also be ensured that training programmes are conducted at the time of change in job, introduction of new technology, after promotion of the employee, etc. the venue of the training may be fixed as considered suitable for conducting such training. The Ministries/Departments and their offices shall utilize existing Budget provisions for undertaking the aspects of training programme.

The employee with disability shall be placed with an experienced employee, for atleast one month on resuming responsibility of a post. This would help him to pick up skills required to perform the job and also the adaptations that may be required in individual cases.

**C. Providing aids/assistive device**

The persons with disabilities could perform their duties efficiently, if they are provided with aids and appliances which are suitable to their needs. Ministries/Departments and their

attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc. should assist the persons with disabilities by providing them high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorized if required by the employee), software scanners, computer and other hardware, etc. in accordance with their requirement, which would improve their efficiency.

They should either provide or shall reimburse the cost of such devices with a specific, time period for such devices to persons with disabilities in accordance with the price/durability of the special devices, special furniture, software, scanners, computer and other hardware, etc. as fixed by them, in consultation with various National institutes working in the sphere of disability. A review exercise shall be carried out by the Departments/Ministries every three years to check the availability or need for introduction of enhanced/upgraded versions of such devices/software etc. They shall utilize their existing budget provisions for providing these facilities.

#### **D. Accessibility and barrier free environment at work place**

In addition to the guidelines for modification in all public buildings including Government offices to provide easy accessibility and barrier free environment for PWDs as per the provisions of the PWD Act, all Government offices should take special steps to provide barrier free and accessible work stations to PWD employees, access from main building entrance to their work stations and access to common utility areas such as Toilets, canteens, etc. Lifts/elevators should be made accessible by providing Braille signage and audio outputs. Wherever required, suitable colour contrast may also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.

#### **E. Preference in Govt. accommodation**

The Directorate of Estates may give preference to the persons with disabilities for providing them accessible accommodation near their place of posting and they may be preferred for allotment of ground floor accommodation. Possibility of existing housing accommodations being renovated to make them conveniently accessible to persons with disabilities, he explored by the Directorate of Estates.

#### **F. Grievance redressal**

Some of the employees including persons with disability may be got trained by the empanelled Master Trainers/Offices of various National Institutes working in the sphere of disability to develop their skills in handling grievances relating to PWDs.

The Liaison Officer appointed to look after reservation matters for SCs, STs may also act as the Liaison Officer for reservation matters relating to persons with disabilities. The Liaison Officer would also look after the issues relating to providing of "amenities for the persons with disabilities. In addition, every Ministry/Department, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc., would preferably constitute a Grievance Redressal Mechanism headed by the Head of Administration and comprising at least

two employees including a PWD having knowledge in disability matters. The Committee so constituted would receive and try to redress the grievances of persons with disabilities within a reasonable time frame.

#### **G. Special Casual Leave**

Vide this Department's OM No. 25011/1/2008 Estt.(A) dated 19.11.2008, a provision of Special Casual Leave for 4 days in a calendar year has been made for the employees of Central Government with disabilities for specific requirements relating to disabilities of the official, further, vide this Department's OM No. 28016/02/2007 Estt.(A) dated 14.11.2007. There is also a provision of 10 days Special Casual leave in a calendar year subject to exigencies of work for the differently abled Central Government employees with disabilities for participating in Conference/Seminars/Trainings./Workshop related to disability and development to be specified by Ministry of Social Justice & empowerment.

#### **H. Preference in transfer/posting**

As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same job, where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.

The practice of considering choice of place of posting in case of persons with disabilities may be continued. To the extent feasible, they may be retained in the same job, where their services could be optimally utilized.

3. Every Ministry/Department in consultation with the Office of the Chief Commissioner for Persons with Disabilities would arrange for training of the Liaison Officer on "Disability Equality and Etiquettes".
4. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control, for information and compliance. The Department of Public Enterprises may ensure to give effect the above guidelines in all the Central Public Sector Enterprises.

**(173)**

#### **Sub:- Procedure for Conducting Examination for Recruitment purposes – reg.**

I am directed to state that CSIR vide letter No. 14(6)/2000-E.II dated 04/01/2001 had notified that for conducting open as well as departmental examinations, the job of setting the question papers and evaluation of answer sheets should invariably be assigned to the outside experts in the relevant disciplines from the State/Central Govt. recognized educational/professional institutions only.

In the light of the fact that the examination pattern in CSIR has a considerable component of CSIR specific syllabus relating to General Administration, Finance & Accounts and Stores & Purchase related activities. Therefore, at times the outside experts may not be well conversant with the CSIR systems as an organization and its rules and procedures.

The Competent Authority has, therefore, reviewed the above instructions and approved the following methodology:-

- (i) In case difficulties are experienced in following the aforesaid CSIR letter dated 04/01/2001, the job of setting the question papers and evaluation of answer sheets may be assigned to the serving/retired officers of the level of Deputy Secretary or equivalent.
- (ii) While conducting the examination, strict confidentiality for setting the question papers and evaluation of answer scripts need to be maintained.
- (iii) At least two sets of question papers should be got prepared. The final selection of question paper be made with the approval of the appointing authority or by the designated officer or a team (as decided by the appointing authority).

*Copy of CSIR letter No. 3-2(g)/2014-E.I dated 25.9.2014*

**(174)**

**Sub:- Furnishing of the requisite information under Cadre Review – reg.**

I am directed to request you that requisite information in Proforma 1-A, 1-8, 2 and 3 may kindly be sent to this office BY POST on "PRIORITY" under the signature of CoA /AO/CoFA/ FAO/ CoSP/SPO as -the case may be by 27th October, 2014 for consideration of the Cadre Review Committee constituted by the DG,CSIR for the cadre review of Administrative staff of CSIR. The same information may also be forwarded by e-mail in doc format to [santoshk@csir.res.in](mailto:santoshk@csir.res.in).

*Copy of CSIR letter No. 5-1(211)/14-PD dated 20.10.2014*

**PROFORMA-1-A**

|   |                            |  |   |
|---|----------------------------|--|---|
| <b>Name of Lab/Institution:</b> _____                         |                            |  |   |
| <b>REGULAR MANPOWER/PENSIONER'S POSITION AS ON 01.01.2014</b> |                            |  |   |
| <b>PARTICULARS</b>  | <b>SANCTIONED STRENGTH</b> | <b>NUMBER IN POSTIONS AS ON 1.1.2014</b> | <b>EXPECTED NUMBER AS ON 31.12.2014</b> |
| 1   | 2                          | 3  | 4                                       |
|   |                            |  |   |
|   |                            |  |   |

|   |   |   |   |
|---|---|---|---|
| <b>A. SCIENTIFIC/TECHNICAL</b>  |   |   |   |
| OS/STIO<br>DS<br>QHS<br>Group IV<br>Group III<br>Group II<br>Group I<br>Temporary status casual<br>Worker*<br>Other (if any)            |   |   |   |
| Total A   | 0 | 0 | 0 |
| <b>B. ADMINISTRATION</b>  |   |   |   |
| Group A<br>Group B<br>Group C<br>Group D {Now Gr. 'C'}<br>Temporary status casual<br>Worker*<br>Isolated cadre posts<br>Others (if any) |   |   |   |
| Total B   | 0 | 0 | 0 |
| TOTAL (A+B)   | 0 | 0 | 0 |
| <b>C. PENSIONERS</b>  |   |   |   |
| No. of Pensioners/Family Pensioners   |   |   |   |
| Total A+B+C   | 0 | 0 | 0 |
| Outstanding Scientist (OS), Distinguished (DS), Quick Hire Scientist (QHS)<br>*Paid from regular Budget                                 |   |   |   |

Signature of CoA/AO

**Proforma -1-B**

|  |  |
|--|--|
| <b>NAME OF LAB./INSTITUTION:</b> _____                             |  |
| <b>TEMPORARY MANPOWER/POSITION AS ON 1.1.2014</b>                  |  |
| <b>PARTICULARS</b>   | <b>NUMBER IN POSITION AS ON 1.1.2014</b> |
| 1  | 2  |
| <b>A. SCIENTIFIC/TECHNICAL</b>                                     |  |
| JRF/SRF/RA/SRA/Research intern<br>Project Assistant/Project fellow |  |

|   |          |
|---|----------|
| M.Tech/Phd. Students  |          |
| Casual/Contractual Workers (if any)   |          |
| Consultants   |          |
| Other (if any)  |          |
| <b>TOTAL A</b>  | <b>0</b> |
| <b>B. ADMINISTRATION</b>  |          |
| Casual/Contractual Workers (if any)   |          |
| Consultants   |          |
| Other (if any)  |          |
| <b>TOTAL B</b>  | <b>0</b> |
| <b>C. Manpower engaged through contractor (for Security/Cleaning/Data Entry etc.)</b> |          |
| <b>TOTAL C</b>  | <b>0</b> |
| <b>TOTAL A+B+C</b>  | <b>0</b> |
|   |          |

Signature of CoA/AO  
**Proforma-2**

| <b>No. of ongoing Projects with financial outlay for the year 2013-14</b> |                 |               |                               |
|---|-----------------|---------------|-------------------------------|
| <b>(Rs. In Lakh)</b>  |                 |               |                               |
| <b>Particulars</b>  | <b>Total</b>    | <b>No. of</b> | <b>Total financial outlay</b> |
|   | <b>Projects</b> |               |                               |
| <b>A. In-house/CSIR grant Projects</b>                                    |                 |               |                               |
| i)Special Proj. SIP/NWP/FAC/IAP/RSP/HCP etc.                              |                 |               |                               |
| ii)In-house Projects (ILP, MLP, OLP, STS, etc.)                           |                 |               |                               |
| iii)NMITLI projects   |                 |               |                               |
| iv)ITR Innovation complexes   |                 |               |                               |
|   |                 |               |                               |
| <b>B. Externally Funded Projects</b>                                      |                 |               |                               |
|   |                 |               |                               |
| <b>C. World Bank/Other Loan Projects</b>                                  |                 |               |                               |
| <b>Total (A+B+C)</b>  |                 | <b>0</b>      | <b>0</b>                      |
|   |                 |               |                               |

Signature of CoFA/FAO

**Proforma-3**

**Name of the Lab./Instt.**

**General Administration**

**As on 1.1.2014**

| Post Grade       | SS | Filled up | Residency period for next promotion | The number of years completed in the grade |    |    |    |    |    |    | Retirement in |      |      |
|------------------|----|-----------|-------------------------------------|--|----|----|----|----|----|----|---------------|------|------|
|                  |    |           |                                     | >10  | 10 | 09 | 08 | 07 | 06 | 05 | 2014          | 2015 | 2016 |
| Asstt. Grade-III |    |           |                                     |  |    |    |    |    |    |    |               |      |      |
| Asstt. Grade-II  |    |           |                                     |  |    |    |    |    |    |    |               |      |      |
| Asstt. Grade-I   |    |           |                                     |  |    |    |    |    |    |    |               |      |      |

**Finance & Accounts**

| Post Grade       | SS | Filled up | Residency period for next promotion | The number of years completed in the grade |    |    |    |    |    |    | Retirement in |      |      |
|------------------|----|-----------|-------------------------------------|--|----|----|----|----|----|----|---------------|------|------|
|                  |    |           |                                     | >10  | 10 | 09 | 08 | 07 | 06 | 05 | 2014          | 2015 | 2016 |
| Asstt. Grade-III |    |           |                                     |  |    |    |    |    |    |    |               |      |      |
| Asstt. Grade-II  |    |           |                                     |  |    |    |    |    |    |    |               |      |      |
| Asstt. Grade-I   |    |           |                                     |  |    |    |    |    |    |    |               |      |      |

**Store & Purchase**

| Post Grade       | SS | Filled up | Residency period for next promotion | The number of years completed in the grade |    |    |    |    |    |    | Retirement in |      |      |
|------------------|----|-----------|-------------------------------------|--|----|----|----|----|----|----|---------------|------|------|
|                  |    |           |                                     | >10  | 10 | 09 | 08 | 07 | 06 | 05 | 2014          | 2015 | 2016 |
| Asstt. Grade-III |    |           |                                     |  |    |    |    |    |    |    |               |      |      |
| Asstt. Grade-II  |    |           |                                     |  |    |    |    |    |    |    |               |      |      |

|                   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Asstt.<br>Grade-I |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|

**Stenographic Cadre**

| Post Grade | SS | Filled up | Residency period for next promotion | The number of years completed in the grade |    |    |    |    |    |    | Retirement in |      |      |
|------------|----|-----------|-------------------------------------|--|----|----|----|----|----|----|---------------|------|------|
|            |    |           |                                     | >10  | 10 | 09 | 08 | 07 | 06 | 05 | 2014          | 2015 | 2016 |
| Jr. steno  |    |           |                                     |  |    |    |    |    |    |    |               |      |      |
| Sr. steno  |    |           |                                     |  |    |    |    |    |    |    |               |      |      |
|            |    |           |                                     |  |    |    |    |    |    |    |               |      |      |

**Group- C(erstwhile Group D)**

| Post Grade | Ss | Filled up | Residency period for next promotion | The number of years completed in the grade |    |    |    |    |    |    | Retirement in |      |      |
|------------|----|-----------|-------------------------------------|--|----|----|----|----|----|----|---------------|------|------|
|            |    |           |                                     | >10  | 10 | 09 | 08 | 07 | 06 | 05 | 2014          | 2015 | 2016 |
|            |    |           |                                     |  |    |    |    |    |    |    |               |      |      |

**Signature of CoA/AO**

**(175)**

**Sub:- Consolidated Instructions on Compassionate appointment issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT- Endorsement thereof in CSIR –reg.**

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

| Sl.No. | Govt. of India, DoPT                                    | Subject  |
|--------|---|--|
| 1      | OM No. 14014/02/2012-Estt. (D) dated 16th January, 2013 | Consolidated Instructions on Compassionate appointment |
| 2      | OM No. 14014/02/2012-Estt.(D) dated 7th October, 2014   | Consolidated Instructions on Compassionate appointment |

*Copy of CSIR letter No. 5-1(41)/08-PD dated 5.11.2014*

F.No. 14014/02/2012-Estt. (D) dated 7<sup>th</sup> October, 2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training

Subject:- Consolidated Instructions on compassionate appointment – reg.

The undersigned is directed to invite attention to this Department's O.M of even number dated 16<sup>th</sup> January, 2013 vide which Consolidated Instructions on compassionate appointment were issued. In Part – A of the Proforma annexed at pages 15-18 therein, the candidate applying for compassionate appointment has to furnish a declaration/undertaking to the effect that the facts given by him/her are, to the best of his/her knowledge, correct and if any of the facts herein mentioned are found to be incorrect or false at a future date, his/her services may be terminated. The candidate has to also furnish a declaration that he shall maintain properly the other family members who were dependent on the deceased government servant/member of the Armed Forces mentioned against 1(a) of Part- A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by him/her, his/her appointment may be terminated. This declaration/undertaking has to be countersigned by two permanent government employees.

2. The matter has been examined in this Department. It is felt that the declaration/undertaking furnished by the applicant as at page 17 of the aforesaid Consolidated Instruction is sufficient and that there is no need of getting it, countersigned by two permanent government employees. Accordingly, it has been decided to delete this provision of getting the declaration/undertaking furnished by the applicant countersigned by two permanent government employees (page 18 of the Consolidated Instructions on Compassionate Appointment). This may be brought to the notice of all concerned for information, guidance and necessary action.

3. Hindi version will follow.

F.No.14014/02/2012-Estt. (D) Dated the 16th January, 2013 of Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training)

Subject:- Consolidated Instructions on compassionate appointment- reg.

The undersigned is directed to invite attention to this Department's O.M. No.14014/6/94-Estt.(D) dated 09.10.1998 vide which Scheme for "Compassionate Appointment under Central Government" was issued. Subsequently a number of instructions on compassionate appointments under the Central Government have been issued. The content of important/relevant O.Ms and orders on the subject have been further consolidated for the facility of reference and guidance and are being made available on this Department's website [www.persmm.nic.in](http://www.persmm.nic.in) in the dynamic form (OMs & Orders>Establishment>(A) Administration (III) Concessions in appointment (a) compassionate appointment). This may be brought to the notice of all concerned for information, guidance and necessary action.

2. Hindi version will follow.

## **SCHEME FOR COMPASSIONATE APPOINTMENT**

### **1. OBJECT**

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

### **2. TO WHOM APPLICABLE**

To a dependent family member —

(A) of a Government servant who —

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or

(B) of a member of the Armed Forces who —

- (a) dies during service; or
- (b) is killed in action; or
- (c) is medically boarded out and is unfit for civil employment.

**Note I** "Dependent Family Member" means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried Government servant or
- (e) member of the Armed Forces referred to in (A) or (B) of this para,

-- who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

**Note II "Government servant"** for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or reemployment basis.

**Note III "Confirmed work-charged staff"** will also be covered by the term 'Government servant' mentioned in Note III above.

**Note IV "Service"** includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

**Note V "Re-employment"** does not include employment of ex-serviceman before the normal age of retirement in a civil post.

### **3. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT**

- (a) Joint Secretary in-charge of administration in the Ministry/Department concerned.
- (b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.
- (c) Secretary in the Ministry/Department concerned in special types of cases.

### **4. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE**

Group 'C' posts against the direct recruitment quota.

### **5. ELIGIBILITY**

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

### **6. A. EXEMPTIONS**

Compassionate appointments are exempted from observance of the following requirements:-

- (a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.
- (b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.

- (c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

## **B.RELAXATIONS**

- (a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

**Note I** Age eligibility shall be determined with reference to the date of application and not the date of appointment;

**Note II** Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

- (b) In exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. Government may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be governed by the minimum of the - IS pay band Rs.4440-7440 without any grade pay. In addition, they will be granted all applicable Allowance, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum- IS pay band without any grade pay. The period spent in the-IS pay band by the future recruits will not be counted as service for any purpose as their regular service will start only after they are placed in the pay band PB-1 of Rs.5200-20200 along with grade pay of Rs. 1800. (Para 1 of P.M. No.14014/2/2009-Estt.(D) Dated the 11<sup>th</sup> December, 2009)

**Note** In the case of an attached/subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.

- (c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard.-

- (i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or
- (ii) by the Establishment Division of the Department of Personnel and Training if the post is not included in the Central Secretariat Clerical Service.

- (d) In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULT1 TASKING STAFF, she will be placed in Group 'C'- Pay Band - 1 (Rs. 5200-20200) + Grade Pay Rs. 1800/- directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULT1 TASKING STAFF only. (Para 2 of O.M. No.14014/2/2009-Estt. (D) Dated 03.04.2012)

## **7. DETERMINATION/AVAILABILITY OF VACANCIES**

- a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- b) Compassionate appointments can be made upto a maximum of 5% of vacancies failing under direct recruitment quota in any Group 'C' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz. SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
- c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments.
- d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilizing any other vacancy e.g. sports quota vacancy.
- e) The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year in the concerned administrative Ministry/department/Office, that too within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts. (P.M.No.14014/18/2000-Estt(D) dated 22.06.2001)

- f) Calculation of vacancies by grouping of posts for small offices/cadres -Grouping of posts in small Offices/Cadres for the purpose of calculation of vacancies for appointment on compassionate grounds is allowed. Consequently, Group 'C' posts in which there are less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies 5% may be filled on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy. (Para 2 and 3 of P.M. No, 14014/24/1999-Estt.(D) dated 28.12.1999)
- g) Liberalized method of calculation of vacancies for small Ministries/Departments -The small Ministries/Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. The small Ministries/Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of DR vacancies in Group 'C' and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota.(Para 4 of O.M. No. 14014/3/2005-Estt(P) dated 09.10.2006
- h) The compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year in the technical posts. (Para 2 of P.M. No. 14014/3/2005-Estt.(D) dated 19.01.2007.

#### **8. TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT.**

Prescribing time limit for considering applications for compassionate appointment has been reviewed vide this Department CM No.14014/3/2011-Estt.(D) dated 26.07.2012. Subject to availability of a vacancy and instructions on the subject issued by this Department and as amended from time to time, any application for compassionate appointment is to be considered without any time limit and decision taken on merit in each case.

#### **9. BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT**

- (a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place

long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.

- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.
- (c) The onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment (Para 4 of O.M No.14014/3/2011-Estt.(P) dated 26.07.2012)

#### **10. WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED**

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

#### **11. WHERE THERE IS AN EARNING MEMBER**

- (a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.
- (b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

## **12. MISSING GOVERNMENT SERVANT**

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:
  - (i) an FIR to this effect has been lodged with the Police,
  - (ii) the missing person is not traceable, and
  - (iii) the competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to the case of a Government servant:-
  - (i) who had less than two years to retire on the date from which he has been missing; or
  - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
- (d) While considering such a request, the results of the Police investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

## **13. PROCEDURE**

- (a) The proforma as in Annexure may be used by Ministries/Departments/ Offices for ascertaining necessary' information and processing the cases of compassionate appointment.
- (b) The Welfare Officer in each Ministry/Department/Office should meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.

- (c) An application for appointment on compassionate grounds should be considered in the light of the instructions issued from time to time by the Department of Personnel and Training (Establishment Division) on the subject by a committee of officers consisting of three officers - one Chairman and two Members - of the rank of Deputy Secretary/ Director in the Ministry/Department and officers of equivalent rank in the case of attached and subordinate offices. The Welfare Officer may also be made one of the Members/Chairman of the committee depending upon his rank. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.
- (d) Recommendation of the committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to the next higher authority for a decision.

#### **14. UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE**

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith. The question of its legal enforceability has been examined in consultation with the Ministry of Law (Department of Legal Affairs) and it has been decided that it should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds (O.M No. 14014/16/1999-Estt.(D) dated 20.12.1999).

#### **15. REQUEST FOR CHANGE IN POST/PERSON**

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, -

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

## **16. SENIORITY**

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground. (Para 4.8 of P.M. No. No.20011/1/2008-Estt.(D) dated 11.11.2010)

## **17. TERMINATION OF SERVICE**

The compassionate appointments can be terminated on the ground of noncompliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.

In order to check its misuse, it has also been decided that this power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the Secretary in the concerned administrative Ministry/Department not only in respect of persons working in the Ministry/Department proper but also in respect of Attached/Sub-ordinate offices under that Ministry/Department (O.M. No. 14014/19/2000-Estt(P) dated 24.11.2000).

## **18. GENERAL**

- a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group 'D' Government servant to a erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
- c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has

to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.

- d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/ Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- e) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status.
- g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Government servants and to bring it at par with the upper age-limit of 57 years prescribed therein for erstwhile Group 'D' Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C' Government servants (which is at par with the age of retirement of 60 years applicable to erstwhile Group 'D' Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for erstwhile Group 'D' Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.

## **19. IMPORTANT COURT JUDGEMENTS**

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:-

- (a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor General of India and others vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in

the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

- (b) The Supreme Court's judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:
  - (i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.
  - (ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e. in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.
  - (iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
  - (iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.
  - (v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.
  - (vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.
  - (vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.
- (c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.
- (d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and Hindustan Aeronautics Limited vs. Smt A. Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that

appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

- (e) The Supreme Court has held in its judgement in the case of State of Haryana and others vs. Rani Devi and others [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.
- (f) The Hon'ble Supreme Court in its judgment dated 05.04.2011 in Civil Appeal No. 2206 of 2006 filed by Local Administration Department vs. M. Selvanayagam @ Kumaravelu has observed that "an appointment made many years after the death of the employee or without due consideration of the financial resources available to his/her dependents and the financial deprivation caused to the dependents as a result of his death, simply because the claimant happened to be one of the dependents of the deceased employee would be directly in conflict with Articles 14 & 16 of the Constitution and hence, quite bad and illegal. In dealing with cases of compassionate appointment, it is imperative to keep this vital aspect in mind" (P.M. No. 14014/3/2011-Estt.(D) dated 26.07.2012).

ANNEXURE

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT  
SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

PART- A

- I. (a) Name of the Government servant  
(Deceased/retired on medical grounds). \_\_\_\_\_
- (b) Designation of the Government Servant. \_\_\_\_\_
- (c) Whether it is MTS (erstwhile Group 'D') or not? \_\_\_\_\_
- (d) Date of birth of the Government Servant. \_\_\_\_\_
- (e) Date of death/retirement on  
medical grounds. \_\_\_\_\_
- (f) Total length of Service rendered. \_\_\_\_\_
- (g) Whether permanent or temporary. \_\_\_\_\_
- (h) Whether belonging to SC/St/OBC. \_\_\_\_\_

|      |   |       |
|------|---|-------|
| II.  | (a) Name of the candidate for appointment.  | _____ |
|      | (b) His /Her relationship with the Government servant.  | _____ |
|      | (c) Date of birth.  | _____ |
|      | (d) Educational Qualifications.   | _____ |
|      | (e) Whither any other dependent family member has been appointed on compassionate grounds.  | _____ |
| III. | Particulars of total assets left including amount of  | _____ |
|      | (a) Family Pension  | _____ |
|      | (b) D.C.R. Gratuity   | _____ |
|      | (c) G.P.F. Balance  | _____ |
|      | (d) Life Insurance Policies (including Postal Life Insurance)   | _____ |
|      | (e) Moveable and Immovable Properties and annual Income earned therefrom by the family.   | _____ |
|      | (f) C.G.E. Insurance amount   | _____ |
|      | (g) Encashment of leave   | _____ |
|      | (h) Any other assets.   | _____ |
|      | Total   | _____ |
| IV.  | Brief particular of liabilities if any.   | _____ |
| V.   | Particulars of all dependent family Member of the Government servant (if some are employed, their income and whether they are living together or separately). |       |

| S.No. | Name(s) | Relationship<br>With Govt.<br>servant | Age | Address | Employed or<br>not if<br>employed<br>particulars of<br>employment<br>and<br>emoluments) |
|-------|---------|---------------------------------------|-----|---------|---|
| (1)   | (2)     | (3)                                   | (4) | (5)     | (6)   |

1.

2.

3.

4.

5.

VI.

#### **DECLARATION/UNDERTAKING**

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Dated:

Signature of the candidate

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Shri/smt/kum\_\_\_\_\_ is known to and the facts mentioned by him/her are correct.

Date:

Signature of permanent  
Government servant.

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

I have verified that the facts mentioned above by the candidate are correct.

Date:

Signature of permanent  
Government servant.

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

PART-B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- I. (a) Name of the candidate for Appointment \_\_\_\_\_
- (b) His /Her relationship with the Government servant. \_\_\_\_\_
- (c) Age (date of birth), educational Qualifications and experience, If any. \_\_\_\_\_
- (d) Post (Group C) which employment is Proposed \_\_\_\_\_
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. \_\_\_\_\_
- (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not. \_\_\_\_\_

- (g) Whether the relevant Recruitment Rules provide for direct recruitment. \_\_\_\_\_
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post. \_\_\_\_\_
- (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxation are to be given. \_\_\_\_\_
- (II) Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records. \_\_\_\_\_
- (III) If the Government servant died/ retired on medical grounds more than 5 years back, why the case was not sponsored earlier. \_\_\_\_\_
- (IV) Personal recommendation of the Head of the Department in the Ministry/ Department/Office.  
(With his signature and office Stamp/seal) \_\_\_\_\_

Department of Personnel & Training

Establishment 'D' Division

|   |
|---|
| <b>Frequently Asked Questions (FAQs) on Compassionate Appointment</b> |
|---|

| S.No.                             | Question  | Answer   |
|-----------------------------------|---|--|
| <b>Introduction and Objective</b> |   |  |
| 1.                                | Under what provisions of Government, appointments on compassionate grounds are regulated? | The appointments on compassionate grounds against a post in Central Government are regulated in terms of the provisions of "Scheme for Compassionate Appointment under Central Government" issued under Department of Personnel & Training O.M. No. 14014/6/1994-Estt(D) dated 09.10.1998, as amended from time to time. All the instructions on compassionate appointments have been consolidated vide O.M. 14014/02/2012-Estt(D) dated 16.1.2013 |

|   |   |  |
|---|---|--|
|   |   | and are available on the Department's website <a href="http://www.persmin.nic.in">www.persmin.nic.in</a> (OMs & Orders > Establishment > (A) Administration (III) Concessions in Appointments (a) Compassionate Appointments).   |
| 2.  | What is the objective of scheme for compassionate appointments?   | The objective of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant who has died while in service or who is retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group 'D' employees), thereby leaving the family in penury and without any means of sustainable livelihood so as to provide relief to the family of the Government servant concerned from financial destitution and to help it get over the emergency. |
| 3.  | Is the Scheme applicable to member of Armed Forces?   | <u>Yes.</u> Dependent family member of a Armed Force personnel can be considered for appointment against a civilian post within any establishment/organisation under the Ministry of Defence, if the armed force personnel:<br>a) Dies during service; or<br>b) Is killed in action; or<br>c) Is medically boarded out and is unfit for civil employment   |
| 4.  | Can dependents of a deceased government employee who committed suicide be considered for compassionate appointment? | Yes. If the family satisfies the criteria to be considered for compassionate appointment (see S. No. 29).  |
| <b>Age Limit for appointment on compassionate grounds</b> |   |  |
| 5.  | What is the upper and lower age limit for making compassionate appointment?   | The age limits would be based on the Recruitment Rules of the post to which the compassionate appointment is proposed to be made.  |
| 6.  | Whether upper age limit prescribed for a post can be relaxed while making appointment on compassionate ground?      | Yes. Upper age limit can be relaxed wherever found to be necessary.  |
| 7.  | Whether lower age limit prescribed for a post can be relaxed while making appointment on compassionate ground?      | No. The lower age limit cannot be relaxed below 18 years of age.   |
| 8.  | What is the crucial date for determining age eligibility for  | Age eligibility shall be determined with reference to the 'date of application' for compassionate  |

|  |   |   |
|--|---|---|
|  | appointment on compassionate grounds?   | appointment.  |
| 9.   | Which authority is competent to grant relaxation of upper age limit?  | Authority competent to take a final decision for making compassionate appointment in a case is the competent authority to grant relaxation of upper age limit.  |
| 10.  | Is there any restriction of age limit of medically retired government servant for consideration of cases of dependents for compassionate appointment? | Yes. The Government servant should have retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group D employees).   |
| <b>Definition of a Department Family Members</b> |   |   |
| 11.  | Who are considered dependent Family Members for the purpose of consideration of appointment on compassionate grounds?                                 | Dependent Family Member means:<br>a) spouse; or<br>b) son (including adopted son); or<br>c) daughter (including adopted daughter); or<br>d) brother or sister in the case of unmarried Government servant; or<br>e) member of the Armed Forces, as defined in S.No. 3, who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be. |
| 12.  | Whether a 'married daughter' can be considered for compassionate appointment?   | <u>Yes.</u> but subject to conditions:<br>i. That she was wholly dependent on the Government servant at the time of his/her death in harness or retirement on medical grounds<br>ii. She must support other dependents members of the family.   |
| 13.  | Whether 'married son' can be considered for compassionate appointment?  | <u>No.</u> A married son is not considered dependent on a government servant.   |
| 14.  | Whether 'married brother' can be considered for compassionate appointment?  | No. A married brother is not considered dependent on a government servant.  |
| 15.  | Whether dependent of an employee working on 'daily wage or casual or apprentice or ad-hoc or contract or re-employment' basis can be considered for   | No. Only the dependent of regular government employee can be considered for compassionate appointment.  |

|   |  |  |
|---|--|--|
|   | compassionate appointment?   |  |
| 16.   | Whether dependent of "confirmed work-charged staff" can be considered for compassionate appointment?   | Yes, Confirmed work-charged staff is covered by the term Government servant.   |
| 17.   | Whether a widow appointed on compassionate ground be allowed to continue in service after re-marriage?   | Yes.   |
| 18.   | Whether dependent of deceased government employee can be considered for compassionate appointment when there is an earning member in the family? | Yes. In deserving cases, even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family. |
| 19.   | Whether dependent of a missing government employee can be considered for compassionate appointment?  | Yes. Subject to conditions prescribed in this Department O.M. dated 09.10.1998, dependent family of missing government employees can be considered for compassionate appointment.  |
| <b>Competent Authority for Compassionate Appointments</b>                   |  |  |
| 20.   | Who is the competent authority to make appointment on compassionate grounds in case of a Ministry / Department?                                  | <p>a) Joint Secretary in-charge of administration in the Ministry / Department concerned;</p> <p>b) Head of the Department under the Supplementary Rule 2(10) in case of attached and subordinate office;</p> <p>c) Secretary in the Ministry/Department concerned in special type of cases;</p>   |
| <b>Posts/vacancies against which compassionate appointments can be made</b> |  |  |
| 21.   | Against which group of posts a compassionate appointment can be made?  | Compassionate appointment can be made only upto 5% of vacancies falling under direct recruitment quota in Group 'C' posts (Including erstwhile Group 'D' posts) in a 'recruitment year'. The manner of   |

|     |   |  |
|-----|---|--|
|     |   | determination of vacancies has been explained in the consolidated instruction on compassionate appointment dated 16.1.2013.  |
| 22. | How do we make appointment on compassionate grounds in small offices/cadres in which there are less than 20 direct recruitment vacancies in a 'recruitment year', the minimum vacancies required to make a compassionate appointment? | Group 'C' posts, in which there are less than 20 direct recruitment vacancies in a recruitment year, may be grouped together and out of the total number of vacancies 'in a year', 5% may be filled up on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.   |
| 23. | How are vacancies for appointment on compassionate grounds to be calculated in small Ministries / Departments where sufficient vacancies do not arise, year after year, for making compassionate appointment?                         | The small Ministries / Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. Small Ministries / Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of DR vacancies in Group 'C and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota. |
| 24. | Can compassionate appointment be made against a Group 'A' or Group 'B1 post?  | <u>No.</u>   |
| 25. | Can compassionate appointment be made to a Group 'A' or Group 'B' post if the dependent has higher qualifications?  | <u>No.</u>   |
| 26. | If compassionate appointment cannot be given in a year, can it be considered in the next  | Yes. There is no time limit for compassionate appointment. A request for compassionate appointment can be carry forward to next or more  |

|   |   |   |
|---|---|---|
|   | recruitment year?   | years, but the total compassionate appointment made in a year should not exceed 5% limit of the direct recruitment Group C quota.   |
| 27.   | Can compassionate appointment be made against a future vacancy?   | No. Compassionate appointment can be made only if a regular vacancy is available for that purpose. No appointment can be made against a future vacancy.   |
| 28.   | Whether the administrative Ministry / Department / Office are required to prepare a waiting list for appointment on compassionate ground?   | No. Since no compassionate appointment can be made against a future vacancy, no waiting list is to be prepared.   |
| 29.   | Can a Committee constituted in a Ministry/Department for considering the request for appointment on compassionate ground recommend persons for appointment against the next year vacancy? | No. The recommendation of the Committee should be limited to existing vacancies only. No recommendation for appointment on compassionate ground can be made against a future vacancy.   |
| 30.   | Can appointment on compassionate grounds be made against a Technical post?  | Yes. Compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year against the technical posts.  |
| 31.   | Is reservation roster applicable to compassionate appointments?   | Yes. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz. SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category. |
| <b>Criteria for consideration of the desirability of compassionate appointments</b> |   |   |
| 32.   | What is the criteria for determining eligibility of a person for consideration for compassionate appointment.   | <p>Following factors are to be mandatorily taken into consideration for making compassionate appointments:</p> <p>a) The family is indigent and deserves immediate assistance for relief from financial destitution; and</p> <p>b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.</p>   |

|   |   |  |
|---|---|--|
|   |   | The onus for examining the penurious condition of the dependent family rest with authority making compassionate appointment, Courts have clearly stated in various judgments that offering compassionate appointment as a matter of course, irrespective of the financial condition of the family of the deceased or medically retired Government servant, is untenable.   |
| <b>Exemptions admissible for compassionate appointees</b> |   |  |
| 33.   | What are exemptions available to administrative Ministry/Departments while making compassionate appointment?          | Compassionate appointments are exempted from observance of the following requirements:-<br>a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.<br>b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.<br>c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure)  |
| 34.   | Whether a person appointed as LDC on compassionate ground exempted from requirement of passing the type writing test. | In the matter of exemption from the requirement of passing the typing test, those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-<br><br>i. by the CS Division of the Department of Personnel and Training, if the post is included in the Central Secretariat Clerical Service; or<br>ii. by the Establishment Division of the Department of Personnel and Training, if the post is not included in the Central Secretariat Clerical Service. |
| 35.   | Whether a person who does not fulfill education qualification of a post can be appointed on compassionate ground?     | Yes. A person who does not fulfill educational qualification of a post can be appointed as "Trainee" (DOPT OM No. 14014/2/2009-Estt(D) dated 11.02.09 and 03.04.2012)  |
| 36.   | Whether Government Department can appoint a widow who does not fulfill  | Yes, in case a widow who does not fulfill educational requirement of a post is considered for compassionate appointment, she can be appointed  |

|   |  |   |
|---|--|---|
|   | educational qualification requirement of a post?   | only against a multi-tasking staff post provided the appointing authority is satisfied that she can satisfactorily perform duties of the post with the help of some on job training.  |
| 37.   | Can dependents of deceased government employee be considered for appointment on compassionate ground on casual/daily wage/ad-hoc/contract basis?                             | No. Only regular appointment can be made on compassionate grounds against a regular vacancy.  |
| <b>Time-Limit for considering cases of compassionate appointments</b> |  |   |
| 38.   | Is there any time limit for considering a case for compassionate appointment?  | Subject to availability of a vacancy and instructions on the subject issued by this Department, as amended from time to time, any application for compassionate appointment can be considered without any time limit subject to the merit of each case (see criteria mentioned in S.No. 32).  |
| 39.   | Can a Department consider belated requests for compassionate appointment?  | Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as an adequate proof that the family had some dependable means of subsistence. |
| 40.   | Can the cases which were closed on completion of 3years' time as provided in DoPT OM dated 5.5.2003, be re-opened after the waiver of time-limit in DoPT OM dated 26.7.2012? | Yes, provided that the cases were closed due to non-availability of vacancies during the 3 year time-period and subject to the criteria mentioned in S.No. 32 and S.No. 39. Such cases should not be opened merely because the time limit has been waived off.  |
| 41.   | Whether belated case of compassionate appointments against the Group D can be considered now after regularization of all Group 'D' employees as Group 'C' employees.         | The belated cases of compassionate appointment are to be considered as per the revised recruitment rules for the MTS posts.   |

| <b>Status and admissibility of pay /allowances of a Trainee</b> |  |  |
|---|--|--|
| 42.   | What will be Status of Trainee?  | A person appointed as 'Trainee' enjoys the Status of Government servant from initial day and will be allowed all the allowances and benefit allowed to a government servant.   |
| 43.   | What will be maximum time period allowed for a person appointed as 'Trainee' to acquire minimum education qualification  | A person appointed as a 'Trainee' on compassionate grounds has to acquire minimum educational qualifications in 5 years.   |
| 44.   | Whether a person appointed on compassionate grounds as 'Trainee' will have probation period.   | <u>Yes.</u> The probation period, as specified in Recruitment rules of the post/grade against which he/she is appointed would commence from the date he/she acquires minimum educational qualifications.                                 |
| 45.   | Whether Earned Leave, Half pay leave and other types of leave as applicable to regular Government employees would be admissible to a Trainee   | A "Trainee' appointed on compassionate ground would be entitled for all kinds of leave allowed to a regular Government servant.  |
| 46.   | Admissibility of Leave Travel concession as applicable to regular government servants.   | A 'Trainee' appointed on compassionate ground would be allowed LTC concession only on completion of one year service   |
| 47.   | Is a Trainees appointed on compassionate grounds entitled to Medical facilities/ Benefit of CGEGIS/CGHS and Children Educational Allowance.  | <u>Yes.</u> As allowed to a regular government servant in the pre-revised pay scale of Rs. 4440-7440/-without grade pay. However, he would not be entitled to OTA during the period as a Trainee.  |
| 48.   | Admissibility of New Pension Scheme  | <u>Yes.</u> As allowed to a regular government servant in the pre-revised pay scale of Rs. 4440-7440/-without grade pay  |
| 49.   | Whether dependent of a Trainee appointed on compassionate grounds entitled to compassionate appointment.   | <u>Yes.</u>  |
| <b>Miscellaneous</b>  |  |  |
| 50.   | Which administrative authority is responsible for informing the dependents of deceased government employee or a medically retired official about the scheme for compassionate appointment? | Welfare Officer of the concerned Ministry/Department/Office is responsible for appropriate counseling and facilitating the process of compassionate appointment of the dependent of a deceased or medically retired Government employee. |

|     |   |   |
|-----|---|---|
| 51. | Whether maintenance of the family of the deceased employee is responsibility of person appointed on compassionate ground?   | <u>Yes.</u> A person appointed on compassionate grounds under the scheme has to give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.  |
| 52. | Once a person has been appointed on compassionate ground, can be considered eligible for consideration for appointment on compassionate ground against another post?        | <u>No.</u> When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist and he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.  |
| 53. | Can an appointment on compassionate ground be transferred from one person to another person?  | Appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion is invariably to be rejected.  |
| 54. | How is the seniority of a person appointed on compassionate ground to be determined?  | A person appointed on compassionate ground in a particular recruitment year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.  |
| 55. | Can service of an employee appointed on compassionate grounds terminated for not fulfilling the terms and condition of offer of appointment.                                | The compassionate appointments can be terminated on the ground of noncompliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose. |
| 56. | Can a dependent of deceased government employee who held the erstwhile Group 'D' now MTS post, considered for appointment on compassionate ground against a Group 'C' post? | <u>Yes.</u> A family member of erstwhile Group 'D' post Government servant (now MTS) can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.  |

|     |  |   |
|-----|--|---|
| 57. | Can an application on compassionate ground rejected because the family of the deceased government employee has received benefits under various welfare scheme? | <u>No.</u> An application for compassionate appointment cannot be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes and will have to be considered on the basis of criteria mentioned in S.No. 32 and S.No. 39.   |
| 58. | Can an application on compassionate ground be rejected on the ground of re-organisation in the Ministry/Department/Office?                                     | No. Compassionate appointment cannot be denied or delayed merely on the ground that there is reorganization in the Ministry/Department/Officer. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme (see criteria mentioned under S.No. 32.)                              |
| 59. | Can courts order appointment on compassionate grounds?   | The Supreme Court has held in its judgement dated February 28,1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [ST 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment. |

(176)

**Sub:- Criteria for transfers/postings of Gr. 'B' CCOs**

Ref : CSIR OM No. 3-4(C)/2014-EI dated 31.12.2014

**A. Principles for transfer/posting of promotees**

- (1) On promotion, the promotees have been posted at a different station;
- (2) Female promotees have been posted at the same station, subject to availability of vacancy, as far as possible;
- (3) Those having less than 05 years service to superannuate have been posted at the same station, subject to availability of vacancy.

**B. Principles for transfer in public interest**

- (1) SOs who have served in the same lab/instit for more than 05 years and have more than 10 years to retire have been transferred to different station, subject to following exceptions:-
  - (i) Women Officers;

- (ii) SOs having less than 05 years' service to superannuate;
  - (iii) SOs expected to be in the ZOC for promotion during the Vacancy Year 2015-16;
  - (iv) SOs serving in difficult station who have not requested for transfer.
- (2) Not more than 50% of the total SOs present in a cadre in a lab/instit have been transferred so as to maintain functional continuity.
- (3) SOs have also been transferred on the basis of functional needs of the labs/instits, wherever considered necessary.

**C. Principles for transfer on own request**

- (1) Such requests have been considered keeping in view the filled up and vacant position of the Lab/instit.
- (2) Preference in posting to those who have completed required residency period of 02 years at a difficult station.
- (3) Remaining requests would be considered in due course of time, subject to filled up & vacant position and over all functional needs of the labs/instits.

*Copy of CSIR letter No. 3-4(C)/2014-EI dated 31.12.2014*

**(177)**

**Sub:- Alteration of date of birth of a Government Servant-reiteration of instructions, Ministry of Personnel, Public Grievances and Pensions.**

I am directed to forward herewith following Office Memoranda for information, guidance and compliance:

| Sl.No | Officer Memorandum No.   | Subject  |
|-------|--|--|
| 1.    | Ministry of Personnel, Public Grievances, and Pensions, DoPT OM No. 19017/1/2014 Estt(A-IV) dated 16th December. 2014.                       | Alteration of date of birth of a Government. Servant-reiteration of instructions |
| 2.    | Ministry of Health and Family Welfare, Department of Health and Family Welfare OM No. 2-2014/CGHS(HQ)/PPTY/CGHS(P) dated 23rd December.2014. | Clarification regarding issue of medicines under CGHS                            |

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 6.1.2015*

F. No. 19017/1/2014 Estt(A-IV) dated 16<sup>th</sup> December, 2014 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

Subject:- Alteration of date of birth of a Government Servant-reiteration of instructions.

Rule 56 of Fundamental Rules states that except as otherwise provided in the rule, every Government servant will retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.

Provided that a Government servant whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.

2. As per Note 6 below the aforesaid Rule, the date of on which a Government servant attains the age of fifty-eight years or sixty years, as the case may be, shall be determined with reference to the date of birth declared by the Government servant at the time of appointment and accepted by the Appropriate Authority on production, as far as possible, of confirmatory documentary evidence such as High School or Higher Secondary or Secondary School Certificate or extracts from Birth Register. The date of birth so declared by the Government servant and accepted by the Appropriate Authority shall not be subject to any alteration except as specified in this note. An alteration of date of birth of a Government servant can be made, with the sanction of a Ministry or Department of the Central Government, or the Comptroller and Auditor-General in regard to persons serving in the Indian Audit and Accounts Department, or an Administrator of a Union Territory under which the Government servant is serving, if –

(a) a request in this regard is made within five years of his entry into Government service:

(b) it is clearly established that a genuine bona fide mistake has occurred; and

(c) the date of birth so altered would not make him ineligible to appear in any School or University of Union Public Service Commission examination in which he had appeared, or for entry into Government service on the date on which he first appeared at such examination or on the date on which he entered Government service.

3. The Supreme Court of India in Civil Appeal No.502 of 1993 - Union of India Vs, Harnarn Singh - Judgement dated 9th February, 1993 had observed that:

"Inordinate and unexplained delay or laches on the part of the respondent to seek the necessary correction would in any case have justified the refusal of relief to him. His inaction for all this period of about thirty five years from the date of joining service, therefore precludes him from showing that the entry of his date of birth in service record was not correct".

The observations of the Apex Court was also circulated to all Ministries and Departments of the Government of India vide OM No.19017/2/92-Estt(A) dated 19-5-1993.

4. All the Ministries and Departments are requested to keep the above in view while processing cases of requests for changes of date of birth.
5. Hindi version follows.

**(178)**

**Sub:- Central Civil Services (Revised Pay) Rules, 2008-application of the first proviso to Rule 10 in case of those who had been granted stagnation increment(s) in the pre-revised pay scales – adoption in CSIR reg.**

I am directed to forward herewith Ministry of Finance, Department of Expenditure OM No. 10/2/2011-E.III(A) dated 4<sup>th</sup> July, 2014 on the above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 9.1.2015*

No. F-10/2/2011-E.III(A) dated 4<sup>th</sup> July, 2014

Government of India, Ministry of Finance, Department of Expenditure E-III(A) Branch

Subject:- Central Civil Services (Revised Pay) Rules, 2008-application of the first proviso to Rule 10 in case of those who had been granted stagnation increment(s) in the pre-revised pay scales.

The undersigned is directed to invite a reference to the first proviso to Rule 10 of CCS(RP) Rules, 2008, which provides that in the case of persons who had been drawing at the maximum of the existing scale for more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the revised pay structure shall be allowed on the 1<sup>st</sup> day of January, 2006.

2. Attention is also invited to the Clarification no. 5 contained in this Ministry's OM No. 1/1/2008-IC dated 29.1.2009, clarifying that in all cases where a Government Servant has been granted an increment (whether normal annual increment or stagnation increment) after January, 2005, no increment will be allowed on 1.1.2006 at the time of fixation of pay in the revised pay structure.
3. It has now been brought to the notice of this Ministry that the pay of those employees who had reached the maximum of their pre-revised pay scale and had also been granted stagnation increment(s) prior to 1.1.2006 in the applicable pre-revised pay scales, came to be fixed at a lower stage vis-a-vis the employees who had drawn pay at the maximum of the same pre-revised pay for a period of more than one year as on 1.1.2006 and had been allowed one increment in the revised pay scale as on 1.1.2006 as per the first provision to Rule 10 of the CCS(Revised Pay) Rules, 2008.

4. The matter has been considered and the President is pleased to decided that, in partial modification of this Ministry's aforesaid OM No. 1.1.2008-IC dated 29.1.2009, the increment on 1<sup>st</sup> January, 2006, as envisaged under the firs proviso to Rule 10 of the CCS(RP) Rules, 2008, shall be allowed to those employees also who had reached the maximum of the applicable pre-revised pay scale more than one year before 1.1.2006 and were in receipt of stagnation increment(s) in the applicable pre-revised pay scale as admissible in terms of the orders in vogue prior to 1.1.2006, provided their pay in the revise pay stricture was fixed on 1.1.2006 with reference to the same pre-revised pay scale exactly as per the fitment Table prescribed in this Ministry's OM No. 1/1/2008-IC dated 30<sup>th</sup> August, 2008.
5. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.
6. Hindi version of this Office Memorandum is attached.

**(179)**

**Sub:- Amendment in Para 15(i) of OM dated 29.12.2005-Adoption in CSIR.**

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT OM No, 36035/4/2013-Estt.(Res) dated 6<sup>th</sup> January, 2015 on the above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 21.1.2015*

No. 36035/4/2o13-Estt.(Res) Dated 6<sup>th</sup> January, 2015  
Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel and Training

Subject: Amendment in Para 15(1) of OM dated 29.12.2005.

Department of Personnel and Training vide OM No 36035/3/2004-Estt.(Res) dated 29.12.2005 had issued consolidated instructions with regard to reservation for persons with disabilities in posts and services of the Government 'of India, superseding all previous instructions issued on this subject.

2. In accordance with the directions of the Hon'ble Supreme Court in its judgment dated 08.10.2013, in the matter of Civil Appeal No. 9096 of 2013 (arising out of SLP (Civil) No. 7541 of 2009) titled Union of India & Anr. Vs. National Federation of the Blind & Ors., para 14 of the said OM dated 29.12.2005 was amended to the following extent:-

"Reservation for the persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group 'A' posts or Group 'B' posts respectively, in the cadre."

3. The National Federation of Blind approached the Hon'ble Delhi High Court through Civil Miscellaneous Appeal No, 230/2014 stating that the Department of Personnel & Training did not implement the directions of the Hon'ble High Court of Delhi in W.P. (C) No. 15828/2006 and Hon'ble Supreme Court in Civil Appeal No. 9096/2013. On this appeal, the Hon'ble Delhi High Court in its judgment dated 17.07.2014 had directed that further modifications in Para 15 of the OM dated 29.12.2005 has to be carried out so that the directions of the Hon'ble Supreme Court to compute 3% of reservation on total number of vacancies in the cadre strength can be implemented, in accordance with these directions, Para 15(1) of the said OM dated 29.12.2005 is amended to the following extent:-

"Reservation for persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group 'A' posts or Group 'B' posts respectively, in the cadre. Separate rosters for Group 'A' posts and Group 'B' posts in the establishment shall be maintained."

4. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.

(180)

**Sub:- Filling up the Posts at the level of Assistants Gr. III (Gen/F&A/S&P) and Jr. Stenographers – reg.**

Ref : CSIR letter No. 3-2(c)/2014-E.I dated 17/06/2014 and 08/09/2014

I am directed to state that apropos of above CSIR letters, this office has been receiving references from Labs/Instts stating that some of the vacant posts are more than one year old and recruitment process had to be stalled earlier in view of CSIR letter No. 5-1(3)/2008-PD dated 21/10/2008. Labs/Instts have requested to allow them to cancel their earlier advertisements and to fill up the vacant posts in relaxation of ban imposed by Ministry of Finance. It has also been requested that for older posts ban imposed by the Ministry of Finance may be relaxed.

All the above references have been considered and it is informed that it may not be feasible for CSIR to relax the ban imposed by the Ministry of Finance and Labs/Instts may take appropriate action in accordance with CSIR letter of even no. dated 08/09/2014 and initiate the recruitment process immediately, if not initiated so far, and complete the same as early as possible.

All the references from Labs/Instts on the above issues stand replied to accordingly.

*Copy of CSIR letter No. 3-2(c)/2014-E.I dated 13.3.2015*

(181)

**Sub:-Delegation of power with regard to making compassionate appointment to family member of missing Council servant.**

The undersigned is directed to invite attention to Rule 12 of consolidated instructions on appointments issued by the Government of India, Department of Personnel and Training issued vide OM No. 14014/02/2012-Estt. (D), dated 16.01.2013 wherein decision with regard to request for compassionate appointment to the family member of a missing Government servant is taken at the level of Secretary of the Ministry/Department.

In this regard, references are being received by CSIR Hqrs. from Laboratories/Institutes seeking approval of Secretary for compassionate appointment to the family member of missing Council employee(s). After a careful consideration of the matter the Director General, CSIR has been pleased to accord approval to delegate the said power to the Director(s) of the respective CSIR Laboratories/Institutes for making compassionate appointments of the family member of the Council employee, declared missing by the appropriate authority within the scope of the guidelines/instructions issued on the subject.

*Copy of CSIR letter No. 4-6(13)/2012-HR (E-II) dated 16.3.2015*

(182)

**Sub:-Induction Training Programme for Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I recruited under Combined Administrative Services Examination (CASE) - 2013 and others – reg.**

I am directed to state that CSIR-HRDC, Ghaziabad is organizing "Induction Training Programme" for newly recruited Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I recruited through CASE-2013. The training programme is scheduled to be conducted from 20th April to 22nd May 2015.

In this connection, kind attention is invited to the Terms and Conditions of appointment to the posts of Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I under CSIR-CASE-2013; whereby they shall undergo compulsory residential training. After completion of the training, there shall be an examination. Qualifying this examination is a pre-requisite for completion of their probationary period.

Therefore, it is requested to kindly depute all Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I appointed through CASE-2013, who could not attend the earlier compulsory training at HRDC held from 23rd June, 2014 to 25th July, 2014, as well as other Assistants who have been recruited during the last 2-3 years and have not attended any Induction Training Programme. The participants will be entitled for TA/DA on training as per rules and the same shall be borne by the respective Labs/Instts.

Nominations may be sent to the Scientist-in-charge, HRDC latest by 27th March, 2015 under intimation to this office. Further details will follow from Head, HRDC.

*Copy of CSIR letter No. 3-2(a)/CASE-2013-E.I dated 20.3.2015*

**(183)**

**Sub:- Recruitment of Persons with Disabilities in CSIR-Labs./Instts.**

I am directed to forward herewith a photocopy of Cabinet Secretariat/Mantrimandal Sachivalaya, Rashtrapati Bhavan, New Delhi letter no. 501/2/4/2014-CA-V dated 07<sup>th</sup> April, 2015 along –with enclosures on the subject cited. In this regard it is requested to fill up the position pertaining to PWD within a period of four months. Action taken may kindly be intimated to CSIR Hqrs. within one month of issued of this letter.

*Copy of CSIR letter No. 19-1(7)/2014-SC/ST Cell (PWD) dated 17.4.2015*

F.No. 501/2/4/2014-CA-V dated 07<sup>th</sup> April, 2015 of Cabinet Secretariat, Rashtrapati Bhawan

Subject:- Issues relating to implementation of reservation for persons with disabilities in Central Government Posts and Services.

A meeting of Committee of Secretaries was held under the chairmanship of Cabinet Secretary on 01.04.2015 at 11:30 a.m. in the Committee Room, Cabinet Secretariat, Rashtrapati Bhawan to consider the Note received from D/o Personnel & Training (DoPT) vide OM No. 36035/7/2014-Estt. (Res.) dated 27.03.2015 on the above mentioned subject.

2. DoPT stated that reservation to persons with disabilities is being administered by the Persons with Disabilities (PwDs) Act 1995, and DoPT deals with implementation of reservation in Central Government posts/services. They further stated that Section 33 of the PwDs Act, 1995 provides that "every appropriate government shall appoint such percentage of vacancies, not less than 3 per cent, for persons of disability. DoPT informed that in a judgment dated 8.10.2013, the Supreme Court held that reservation for PwDs has to be computed in case of Group A, B, C and D posts in an identical manner viz. computing 3 per cent reservation on total number of vacancies in the cadre strength. DoPT stated that at present, the benefit of reservation for PwDs in direct recruitment is available in all Group viz. Group A, B, C and D and reservation in promotion is available to the PwDs only in Group C and D. It was brought that Section 2 of PwD Act 1995 deals with definitions, the word "appoint" is not defined in the Act of 1995 resulting in number of litigations. The scheme of reservation in direct recruitment and promotion for PwDs is being carried out through executive instructions.

3. DoPT recalled that the Committee of Secretaries in their meeting held on 10.10.2014 had, inter alia, recommended that DoPT will get examined the impact of the Bombay High Court Judgment, by the M/o Law and that DoPT will bring a note for consideration of the Cabinet.

DoPT informed that they obtained the legal opinion of the Learned Attorney General and pursuant to that, they filed a Review Petition in the High Court of Bombay against the judgment dated 4.12.2013 in which it was directed to give benefit of reservation to PwDs in promotion to posts in the Indian Administrative Service w.e.f. the date of issuance of OM dated 29.12.2005. The High Court of Bombay in its hearing dismissed the review petition clarifying that reservation for PwDs being applied for direct recruitment to posts in Groups A, B and C and D and also in the matter of promotion to the posts in Group C and Group D will also apply in the matter of promotion to the posts in Group A and Group B. Subsequent to the dismissal of the Review Petition by the High Court of Bombay, a Special Leave Petition was filed in the Supreme Court. The Supreme Court dismissed the Special Leave Petition in its hearing held on 27.2.2015.

4. DoPT stated that the National Federation of Blind has filed a Contempt Petition for proper implementation of judgment of 8.10.2013. DoPT filed Counter Affidavit along with Ministry/Department wise vacancies identified for persons with disabilities. More than 12,000 vacancies were identified by various Ministries/Departments. The matter was heard on 17.3.2015 and 24.3.2015. The Hon'ble Court directed Union of India to file an affidavit indicating

- (i) Total number of vacancies out of 12786 vacancies identified that have been filled up till date;
- (ii) The number of vacancies that are presently under process of recruitment and the time that will be taken to complete the same;
- (iii) The number of vacancies, if any that are yet to be covered by any recruitment process.

On the issue of reservation in promotion, the Apex Court observed that they would pronounce their views. They also observed that they may proceed to monitor recruitment through a Court appointed Committee.

- 5. A view was expressed that it would be better that DoPT inform/intimate the Court that DoPT shall form a Committee to monitor the progress in filling up of PwD vacancies. This may avoid monitoring by the Supreme Court appointed Committee.
- 6. DoPT informed that they have already conveyed to the various Ministries/Departments the vacancies for PwDs that were submitted to the Hon'ble Supreme Court. However, only some Ministries/Departments have furnished information so far. As the affidavit is to be filed by 28.04.2015, Ministries/Departments were urged to provide the information in the format to DoPT positively by 07.04.2015.
- 7. M/o Railways brought out that while posts have been filled up, they would provide information on the number of posts that were identified for PwDs by 07.04.2015. M/o Home Affairs was asked to obtain information from its 30 subordinate offices and

furnish the same by 07.04.2015, As regards D/o Telecommunications (DoT); it was brought out that out of 200 total posts, 39 belong to DoT and remaining 181 are with the PSUs. While no recruitment is being made in the PSUs, out of 39 posts in DoT, 16 have been filled and requisitions have been sent for the remaining to UPSC/SSC/DoPT, M/o Health & Family Welfare informed that recruitment has also been made for organizations such as AIIMS, PGI Chandigarh for which they will provide information to DoPT by 07.04.2015. M/o Power brought out that majority of the vacancies are with the PSUs and the 3 per cent quota of vacancies In the Ministry has been filled. All Ministries/Departments agreed to provide the requisite information to DoPT by 07.04.2015.

8. It was agreed that Ministries/Departments will make efforts to advertise filling up of posts for PwDs immediately and upload them on their websites as well as on the website of DoPT. it was observed that the discrepancies in the figures reflected in the statements of DoPT will be reconciled by Ministries.
9. D/o Legal Affairs stated that the intention of the Government of India to fill up vacancies for PwDs should be brought out clearly before the Hon'ble Supreme Court, it should also be brought out that recruitment is a lengthy process and as such, vacancies exist even in the general category. However, advertisements issued and other such measures to fill up vacancies should be highlighted.
10. After detailed deliberations, CoS recommended that;
  - (i) All the Ministries/Departments will furnish information in the format provided.
  - (ii) All Ministries/Departments will furnish action plan for filling up such posts to DoPT positively by 07.04.2015.
  - (iii) Ministries/Departments will advertise the posts and take all necessary steps for filling such posts and upload the same on their websites as well as websites of DoPT.
  - (iv) DoPT will prepare a detailed affidavit in consultation with M/o Law and file it in time.

**(184)**

**Sub:- Forwarding of application of CCOs for employment outside CSIR.**

I am directed to inform you that application of Common Cadre Officers for outside employment on Direct/Deputation basis is to be forwarded by CSIR Hqrs only and not by the

Labs/Instts. In this regard, you are requested to kindly forward the enclosed check list every time dully filled up before forwarding their applications to CSIR Hqrs.

*Copy of CSIR letter No. 3/12/2007-E.I dated 23.4.2015*

CHECK LIST FOR FORWARDING OF APPLICATION OF CCOs FOR EMPLOYMENT OUTSIDE CSIR  
(To reach CSIR Hqrs at least 15 working days before the last date of receipt of application)

|     |  |      |     |
|-----|--|------|-----|
| 1.  | Name of the CCO & Designation  |      |     |
| 2.  | Name of the Lab/Instt.   |      |     |
| 3.  | Name of the post for which applied   |      |     |
| 4.  | Mode of Recruitment (Direct/Deputation/Other)  |      |     |
| 5.  | Name of borrowing Organization/Deptt.  |      |     |
| 6.  | a. Whether he/she meets eligibility criteria i.e. Educational Qualification, Experience and Age etc. as per Advertisement of borrowing Organization/Deptt.<br>b. if no, at 6.a above state the reason of forwarding of his/her application   | E.Q  | Y/N |
|     |  | EXP. | Y/N |
|     |  | AGE  | Y/N |
| 7.  | In case of deputation, has he/she completed 09 years of service in CSIR  |      |     |
| 8.  | Number of applications in the calendar year except UPSC/SPSC Applications.   |      |     |
| 9.  | Whether he/she has forwarded advance copy of application   |      |     |
| 10. | Last date for receipt of application.  |      |     |
| 11. | Whether the following documents have been attached/verified (Yes/No)<br>a. Copy/Original Application Form<br>b. Copy of Advertisement<br>c. Vigilance clearance certificate in prescribed proforma (as per CVO Circular dated 16.1.2013 on CSIR Website)<br>d. Whether the borrowing organization has sought endorsement, if any, and the same has been verified by the CoA/AO and certified as such on the endorsement, if any. (Yes/No).<br>e. Whether Penalty statement of Last 10 years enclosed (Yes/No)<br>f. Is he covered under para 4 of DoPT OM No. 14017/101/91-Estt, (RR) dated 14/7/1993 (Yes/No) |      |     |

The above information is verified and correct as per office records.

(185)

**Sub:- Implementation of the judgement of Hon'ble Supreme Court of India in the matter of Union of India vs. National Federation of Blind and Ors. – Filling of vacancies earmarked for Persons with Disabilities.**

Instructions have been issued repeatedly to fill up the vacancies reserved for Persons with Disabilities in the laboratories/Institutes of CSIR. The Hon'ble Supreme Court of India in Civil Appeal No. 9096/2013 title Union of India vs. National Federation of Blind has issued directions to fill up the vacant positions for Persons with Disabilities.

Accordingly, all Heads of Laboratories/Institutes are requested to initiate the recruitment process for filling up of the vacant positions immediately. If not already initiated and complete the process within a period of four months from the date of issue of this notification. All Sr. CoAs/CoAs/AOs are directed to take immediate steps in pursuance of the same, including forwarding copies of advertisements issued by the respective Laboratory/Institute to CSIR Hqrs. by the 1<sup>st</sup> week of every month so as to enable CSIR Hqrs. to monitor the same.

*Copy of CSIR letter No. 19-1(7)/2014-SC/ST-Cell dated 6.5.2015*

(186)

**Sub:- Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Amendment Rules, 2014 reg.-Notification reg.**

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT Notification No. 15012/1/2014-Estt(D) dated 30th September, 2014 on the above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(22)/2008-PD dated 19.6.2015*

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES, AND PENSIONS (Department of Personnel and Training) NOTIFICATION dated 30th September, 2014

G.S.R. 707(E).—In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to the persons serving in the Indian Audit and Accounts Department, the president hereby makes the following rules further to amend the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Rules, 1997, namely:-

1. (1) These rules may be called the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age limit for Recruitment to Central Civil Service\* and posts) Amendment Rules, 2014.  
(2) They shall be deemed to have come into force with effect from the 1<sup>st</sup> day of January, 2014.

2. In the Residents of the State of Jammu and Kashmir {Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Rules, 1997, in rule I, in sub-rule(3), for the figures "2013", the figures "2015" shall be substituted.

[F.No.15012/1/2014-Estt.(D)]  
MAMTA KUNDRA, Jt. Secy.

#### EXPLANATORY NOTE

The Central Government has decided to extend the age relaxation to all persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1<sup>st</sup> day of January, 1980 to the 31<sup>st</sup> day of December, 1989 for a further period of two years beyond 31<sup>st</sup> December, 2013.

2. It is clarified that nobody's interest will be adversely affected by the retrospective effect being given to the rules.

(187)

**Sub:- Pay fixation of direct recruit Assistant appointed after 1.1.2006 – Stepping up of pay of DRs with reference to the pay of junior promote Assistants – Clarification reg.**

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT Notification No. 7/7/2008-CS.I(A) dated 25<sup>th</sup> May, 2015 on above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(22)/2008-PD dated 3.7.2015*

Subject: Pay fixation of direct, recruit Assistants appointed after 1.1.2006-Stepping up of pay of DRs with reference to the pay of junior promotee Assistants - Clarification regarding.

The undersigned is directed to draw attention to the issue of stepping up of pay of direct recruit Assistants, appointed on or after 1.1.2006 at par with the pay of the UDCs promoted and appointed to the post of Assistant between. 1.1.2006 to 31.8.2008 whose pay has been fixed in terms of para 2(c) of Department of Expenditure's U.O. Mo. 10/1/2009-IC dated 14.12.2009.

2. The matter has been examined in this Department in consultation with the Department of Expenditure and they are of the view that as per the CCS (RP) Rules, 2008, the stepping up of pay is allowed if the anomaly in pay, if at all arising, is a direct outcome of fixation of pay in the

revised pay scale from the pre-revised scale to the effect that the senior who was drawing higher pay in the pre-revised, scale, starts drawing lower pay in the revised scale. However, in the case of direct recruit Assistants appointed on or after 1.1.2006, the direct recruits never drew the pre-revised pay prior to 1.1.2006. Further, Department of Expenditure's U.O. dated 14.12.2009 relates to fixation of pay in revised scale from pre-revised scale of pay.

3. All the Ministries/Departments are therefore advised to review all the cases wherein stepping up of pay has been allowed to direct recruit. Assistants appointed on or after 1.1.2006 with reference to the pay of their junior' promotee Assistants. The pay fixation in revised pay structure of such direct recruit Assistants be revised immediately and action be initiated for effecting recoveries of excess payments, if any as per extant instructions.

(188)

**Sub:- Request for Voluntary retirement from disability – Supreme Court Order in Bhagwan Dass & Anr Vs Punjab State Electricity Board,(2008) 1 SSC 579-reg.**

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No 25012/1/2015-Estt.(A-IV) dated 19<sup>th</sup> May, 2015 on the above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 3.7.2015*

F.No.25012/1/2015-Estt (A-IV) Dated May 19, 2015 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training Establishment (A-IV) Desk

Subject:- Request for Voluntary retirement from persons suffering from disability - Supreme Court Order in Bhagwan Dass & Am Vs Punjab State Electricity Board, (2008) 1 SCO 573.

The undersigned is directed say that vide Department of Personnel and Training's OM No.18017/1/2014-Estt(L) dated the 25th February, .2015, certain clarifications regarding treatment of leave and absence of disabled Government servants have been issued.

2. Instances have come to notice where Government servants apply for voluntary retirement under various provisions like Rules 38, Rule 48 and 48A of CCS (Pension) Rules, 1972 or Rule 56 of the Fundamental Rule on account of hardships faced by them due to a disability, as they are unaware of the protection provided by the Section 47 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 (PWD Act), Section 47 of the PwD Act, 1995 is reproduced below for reference:

"Non-discrimination in Government Employment - (1) No establishment shall dispense with, or reduce in rank, an employee who acquires a disability during his service.

Provided that, if an employee, after acquiring disability is not suitable for the post he was holding, could be shifted to some other post with the same pay scale and service benefits;

Provided further that, if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

No promotion shall be denied to a person merely on the ground of his disability;

Provided that the appropriate Government may, having regard to the type of work carried on in any establishment, by notification and subject to such conditions, if any, as may be specified in such notification, exempt any establishment from the provisions of this section".

3. The issue had come up in Bhagwan Dass & Anr. Vs Punjab State Electricity Board (2008) 1 SCO 579, decided by the Hon'ble Supreme. Court where the employee who had during his service suffered from blindness, had applied for voluntary retirement. The Hon'ble Supreme court has observed that the Petitioner was not aware of any protection that the law afforded him and apparently believed that the blindness would cause him to lose his job, which was the source of livelihood of his family. In those circumstances, it was the duty of the superior officers to explain to him the correct legal- position and to tell him about his legal rights.

4. Keeping in view the provisions of the Section 47 of the PwD Act, 1995 and the above mentioned judgment, it has been decided that whenever a Government servant seeks voluntary retirement citing medical grounds, or when the said notice has been submitted due to a disability, the administrative authorities shall examine as to whether the case is covered under Section 47 of PWD Act 1995, In case the provisions are applicable, the Government servant shall be advised that he/she has the option of continuing in service with the same pay scale and service benefits.

5. In case a disabled Government servant reconsiders his decision and withdraws the notice for voluntary retirement, his case shall be dealt with under the provisions of the Section 47 read with the Department of Personnel and Training OM dated 25th February, 2015, mentioned above. If however, in spite of being so advised, such Government servant still wishes to take voluntary retirement, the request may be processed as per the applicable rule.

6. All the Ministries and Departments are requested to keep the above in view while processing cases of requests for Voluntary retirement from disabled Government servants.

7. Hindi version follows.

(189)

**Sub:- Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr. III – clarification reg.**

**Ref : CSIR-SERC letter No. A1(614)88-Ret. Dated 12.5.2015**

In continuation of CSIR letter No.7-4(3)/2006-R&A dated 12:n March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes may be ignored for UR/OBC /SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates,

for example:- For a typing test of 10 minutes:-  
5% mistakes of total words typed are ignored.

|                     |              |
|---------------------|--------------|
| Total strokes typed | 1600         |
| Words typed         | 1600/5=320   |
| Mistakes            | 19           |
| Ignorable mistakes  | 5% of 320=16 |
| Admissible mistakes | 19-16=3      |

As per formula : No. of words (-) Number of Mistakes

$$\begin{aligned} & 10 \\ = & (320/10/-3 \\ = & 32-3 \\ = & 29 \text{ w.p.m} \end{aligned}$$

For computing the typing speed for skill test on computer for the post of Asstt. Gr. III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(116)/2011-PD dated 23.4.2014.

*Copy of CSIR letter No. 5-1(116)/2011-PD dated 13.7.2015*

(190)

**Sub:- Hon'ble CAT, Lucknow Bench order dated 26.05.2015 in OA No. 37/2011 (Harsh Bahadur & 101 other vs. UOI/CSIR/CDRI/IITR/NBRI/CIMAP)– compliance thereof.**

I am directed to state that the Competent Authority of CSIR has accepted the Hon'bel CAT, Lucknow Bench order dated 26.05.2015 in OA No. 37/2011 (Harsh Bahadur & 101 others vs. UOI/CSIR/IITR/NBRI/CIMAP) for implementation.

Accordingly, a copy of the said CAT order is sent herewith for information and compliance.

*Copy of CSIR letter No. 5-1(90)/10-PD dated 14.7.2015*

**Sub:- Grant of age concession to the Persons with Disabilities suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy for direct recruitment to civil posts/services under the Central Government –reg.**

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No 15012/1/2003-Estt.(D) dated 29th June 2015 on the above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 5.8.2015*

F.No. 5012/1/2003-Estt(D) 29<sup>th</sup> June, 2015 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

Subject:- Grant, of age concession to the Persons with Disabilities suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy for direct recruitment to civil posts/services under the Central Government.

The undersigned is directed to say that the following age concessions have been provided to physically handicapped persons for recruitment under the Central Government:

- (i) Provision of ten years concession in upper age limit for Group C and D posts filled through employment exchanges issued vide O.M. No. 15012/6/77-Estt.(D) dated 28.1.1978;
- (ii) Provision of five years' concession in upper age limit. (10 years for SC/ST, 8 years for OBC) for recruitment to Group 'A' and 'B' posts otherwise than through Open Competitive Examination issued vide O.M.No.15012/5/92-Estt(D) dated 27.7.1995; and
- (iii) Provision of ten years concession in upper age limit (15 years for SC/ST, 13 years for OBC) for recruitment to Group A,B,C and D Civil Posts/Services filled through Open Competitive Examination issued vide O.M.No.43019/28/86-Estt.(D) dated 1.2.1999.

2. The question of prescribing uniform age-concession for direct recruitment to all Civil Posts/Services under the Central Government has since been examined and in supersession of the OMs referred to at (i), (II) and (iii) above, the following has been decided:

- (i) Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy in case of direct recruitment to ail civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

- (ii) The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability. This provision will not apply to the Civil Services Examination, in respect of which the List of Services identified suitable for Physically Disabled Category along with the Physical Requirements and Functional Classifications is notified separately.
- (iii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.
- (iv) The definitions of above categories of disabilities, for the purpose of age relaxation, will be same as given in this Department's O.M. No. 36035/3/2004-Estt(Reservation) dated 29<sup>th</sup> December 2005.
- (v) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a "person with disability" or as a "Central Government employee" whichever may be more beneficial to him/her. This provision will not apply to the Civil Services Examination, which is governed by the Civil Services Examination Rules, published annually.
- (vi) Provisions of this O.M. will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

3. The Ministries/Departments are advised to ensure invariably that while sending the requisition to the UPSC/SSC and other recruitment agencies for direct recruitment posts by selection, they should clearly mention in the requisition the category of person(s) with disabilities suitable for the post(s) in question. No change or modification in identified post(s) for physically disabled persons with respect to an Examination, intimated after the Notification of that Examination, shall be acceptable.

4. These instructions come into effect from the date of their issue.

**(192)**

**Sub:- Forwarding O.M issued by Govt. of India on service matter.**

I am directed to forward herewith DO letter No. 501/1/4/2014-CA.V dated 17th August, 2015 from the Cabinet Secretary, Govt. of India on the above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 24.8.2015*

Of late, it has been observed that Government servants including officers/officials of para military forces and even army personnel are addressing communications on service matter and other issues directly to the Prime Minister/Prime Ministry's Office, which is a violation of Conduct Rules.

2. As you are aware, instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their service matters and other issues. As per these instructions whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior or Head of his office, or such other authority at the appropriate level as is competent to deal with the matter in the organisation. Adequate instructions are also available in the matter of submission to representation by Government servants and disposal of representations by the authorities concerned. As such, submission of representations directly to higher authorities by-passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

3. I would request you to reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those who violate such instructions.

(193)

**Sub:- Monitoring of the implementation of reservation policy of ESM in Central Government Ministries/Departments, Banks, PSUs and CPMFs – designating of DGR as the Nodal Agency – reg.**

I am directed to forward herewith a copy of letter No.0515/DGR/RMC dated 10th Aug., 2015 received from Govt. of India, Min. of Defence, Deptt of Ex-servicemen Welfare, Dte. Gen of Resettlement., West Block-4, RK Puram, New Delhi alongwith the prescribed format on the subject cited above with the request to provide annual report for the period from 01.04.2014 to 31.03.2015 in prescribed format by 08.10.2015 to enable this office to transmit, the duly compiled information to Directorate General of Resettlement.

*Copy of CSIR letter No. 19-1(7)(ESM)2015/SC/ST Cell dated 22.9.2015*

**Subject:- Monitoring of the implementation of reservation policy of ESM in Central Government Ministries/Departments, Banks, PSUs and CPMFs – designating of DGR as the Nodal Agency – reg.**

As per DOP&TS Notification No. 36034/1/2006-Estt.(Res) dated 04.10.2012, 10% of the vacancies in the posts upto the level of the Assistant Commandant in all para-military forces, 10% of the vacancies in Group 'C' posts; and 20 % of the vacancies in Group 'D' posts are reserved for Ex-Servicemen (ESM) in Central Govt. jobs. Likewise 14.5% vacancies is Group 'C' and 24.5% vacancies in Group 'D' are reserved for ESM in Nationalized Banks and CPSUs.

2. Cabinet Secretariat has mandated Deptt of Ex-Servicemen Welfare to collect and compile the data/information in respect of implementation of reservation policy for ESM in Central Govt. Ministries/Departments, PSU banks Public Sector Undertakings, Central Para Military Forces etc and other implementing agencies vide their OM 1/21/5/2011 Cab dated 16, Dec,2013.
3. With the approval of the Competent Authority, Directorate General of Re-settlement(DGR) has been designated as the Nodal Agency on behalf of Deptt of ESW/Min. of Defence to collect and compile the required data for facilitating monitoring of implementation of reservation policy for ESM.
4. All Central Government Ministries/Deptt. PSU Banks, public Sector Undertaking, Central Para Military Forces etc. and other implementing agencies were requested to furnish data as per the enclosed proforma annually w.e.f. 1.1.2014 directly to the Nodal agency i.e. DGR vide MoD letter No. 25(1)/2010/D(Res-1) dated 04 Jun 2014 and 13 Aug 2014 respectively. The first report was to be 15 May 15.
5. The requisite data has however not yet been received from your department(s).
6. Reservation in Govt. jobs has been provided by the Govt. for the Ex-Servicemen for their resettlement in civil life due to their early retirement from the armed forces to maintain a youthful profile. It may please be appreciated that delay in submission of the information is hampering the process of monitoring of the reservation policy thereby defeating the purpose for which reservation has been provided.
7. In view of the above, it is requested that the requisite information may be got expedited. The information may be sent in the enclosed prescribed format.
8. It is further requested that the information required for monitoring the reservation policy for Ex-servicemen may be provided thereafter on half yearly basis.

**(194)**

**Sub:- Forwarding of Applications of CCOs for outside employment (Direct/Deputation) through proper channel – reg.**

I am directed to slate that keeping in view the acute shortage of manpower in CSIR especially of CCOs, DG, CSIR has been pleased to approve the following:-

- (i) Applications of all CCOs (Group 'A' & 'B') for Direct Recruitment positions to outside organizations will be forwarded on immediate absorption basis only (without retention of lien at CSIR).

- (ii) Applications to outside organizations on deputation basis will be forwarded for Group 'A' CCOs only. Applications of Group 'B' CCOs for deputation to outside organizations will not be forwarded.

The applications which have already been forwarded by this office/pending in this office will also be governed by the aforesaid instructions.

These instructions will be operative temporarily for a period of one year from the date of issue of the order.

*Copy of CSIR letter No. 3/12/2007-E.I dated 31.12.2015*