

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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Dated 2nd Nov, 2010

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors
all CSIR Labs/Instts

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 ASRP Rule 1982 as stated above.

This issues with the approval of Competent Authority

Yours faithfully,


(A K Mukherjee)
Deputy Secretary