

**Section
18
MERIT AND NORMAL ASSESSMENT SCHEME (MANAS)**

(Copies of CSIR OMs /letters)

1

Copy of CSIR Letter No.17(66)/94-PPS dated 29.9.1994

**Sub:- Merit Assessments under the revised MANAS effective from
1.4.1992.**

In continuation of DO letter of even Number dated 1st September 1994 from Shri Dilip Kumar, JS(Admn) forwarding a copy of the revised MANAS, I am directed to state that the DG, CSIR has desired that the merit assessments after ¾ years under the revised MANAS effective from 1.4.92 should be held in abeyance till further orders. However, the normal assessments may be held as per revised MANAS.

You are requested kindly to note the above instructions for strict compliance. A line in acknowledgement of this letter will be highly appreciated.

2

Copy of CSIR Letter No.17(66)/94-PPS dated 11.10.1994

Sub: Option for MANAS- Staff governed by erstwhile bye-law 71 (b).

I am directed to invite your kind attention to para 0.2 of Revised MANAS wherein a provision has been made for the staff governed by erstwhile Bye Law 71(b) to exercise the option by 31.10.94 to move to MANAS w.e.f. 1.4.1992. You are requested kindly to confirm whether this provision has been brought to the notice of staff members governed under Bye Law 71(b) and the eligible staff members who did not exercise the option for MANAS earlier have been given the opportunity afresh to exercise the option as stipulated under the above para. If so, the number of persons who have exercised the aforesaid option so far may also kindly be intimated.

3

Copy of CSIR Letter No.17(66)/94-PPS dated 12.10.1994

Sub: Assessment under the revised MANAS effective from 1.4.1992.

In continuation of DO letter of even number dated 1st September 1994 from Shri Dilip Kumar, JS(Admn) forwarding a copy of the revised MANAS, I am directed to state that it has been decided to revise the threshold percentage for assessment promotion from Gr. III (2) to Gr. III(3) under the revised MANAS effective from 1.4.92 from 65 to 60.

4

Copy of CSIR Letter No.17(66)/94-PPS dated 12.10.1994

**Sub: Computing of the period spent on deputation for determining
the eligibility for assessment.**

I am directed to refer to your DO letter No. 3/39(E/O-E.II)/91-92/E.III dated 1st July 1994 on the above subject and to state that it has been decided that

for the assessment due upto 31.3.1992 under the pre-revised MANAS, the period spent on official deputation, which has been treated as duty for all purposes and for which full salary has been paid by CSIR to the employee concerned, shall be computed for determining the eligibility for merit assessment.

The above decision, however, will not be applicable to the merit promotions under the revised MANAS effective from 1.4.92 which have already been kept in abeyance till further orders vide this office letter of even number dated 29th Sept. 1994.

Kindly acknowledge receipt of this letter.

5

Copy of CSIR Letter No.17(66)/94-PPS dated 10.11.1994

Sub: Assessment for Scientists A/A1 in Group III and V(A)

I am directed to state that references are being received from the Labs./Instts. seeking clarification about the position regarding provision of the special assessment of the employees of Group III & V(A) on reaching the stage of Rs. 2200/- in the scale of Rs. 20-00-3500, to the next higher scale of Rs. 2200-4000. In this connection, it is clarified that the above provision has since been withdrawn in the Revised MANAS effective from 1.4.1992.

As regards the cases of the employees who have already been assessed under the said provision before 1.4.1992 but not recommended for promotion first time, this will be treated as the first chance due on completion of 5 years and will get further chances as per table for eligibility for normal assessment for Group III and in the cases of employees not recommended on more than one occasions all the chances availed before 1.4.1992 will likewise be adjusted against the total number of chances admissible for normal assessment to the next higher grade of RS. 2200-4000 under the Revised MANAS.

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

6

Copy of CSIR Letter No.17(65P.42/3A/90-PPS dated 13.6.95

Sub:- Induction of Non-technical employees into technical side in Group II.

I am directed to invite your kind attention to CSIR Circular No. 17(65)P-42/90-PPS dated 6th April, 1994 notifying the revised guidelines regarding induction of non-technical employees into technical side in Group II, which have also been incorporated in the revised MANAS under para 1.2.2. and to state that subsequent to issuance of the above revised guidelines there have been a number of representations from various sources for removing the condition of age restriction of 50 years for being eligible for consideration for induction into technical side from these guidelines, on the ground that this condition has denied the benefit of induction to the employees who have already attained the age of 50 years. The matter was, therefore, placed before the Governing Body at its 138th meeting held on 26.5.1995 for their consideration.

After detailed discussions on the proposal placed before it, the Governing Body approved that there would be no age limit till 31st Dec. 1996 for induction of non-technical side in Group II under MANAS (revised and effective from 1.4.1992). However, w.e.f. 1st January 1997 only those employees would be considered for induction who have not attained the age of 50 years. All other conditions as stipulated in CSIR circular letter dated 6.4.1994 cited above, would apply to the induction of non-technical staff into technical side till 31st Dec. 1996.

Further with the provision of induction against available vacancies in Group II under the revised guidelines, induction of any employee will amount to filling up of a vacancy, for which prior approval of the DGSIR is required to be obtained. Accordingly all proposals for induction on non-technical Group D employees in Group I under Para 1.2.1 and that of the other non-Gazetted employees in Group II under para 1.2.2 of the revised MANAS should be referred to CSIR Hqrs. alongwith the recommendations of the Management Council of the Lab./Instts. and other supporting documents, for obtaining the approval of the DG, CSIR for filling up the vacancy by induction of non-technical employees into technical side in Group I or Group II, as the case may be.

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

Kindly acknowledge receipt.

7

Copy of CSIR Letter No.17(66)/94-PPS dated 19.6.1995

Sub: Revised MANAS effective from 1.4.1992 – some clarifications regarding.

I am directed to invited your kind attention to DO letter of even number dated 1st September 1994 from Shri Dilip Kumar, JS(Admn) CSIR forwarding a copy of the revised MANAS approved by the competent authority for implementation w.e.f. 1.4.92 and to state that references have been received in this office from some of the Labs./Instts. after issuance of the above document, seeking clarifications regarding some of the provisions of the revised MANAS. These points are clarified as under for your kind information, guidance and necessary action.

1. There was a provision under the pre-revised MANAS made effective from 1.4.88 vide para 2.5.8 to the effect that

“ Those employees in Group III & V(A) who did not possess qualifications of the lowest Grade of these Groups on 1.2.1981 will be eligible for consideration for assessment upto Grade III(2) and V(A) (2) (RS. 1640-2900) only. However, if condition of qualification in respect of those in position on 1.2.81 in Group I & II pre-revised scales of RS. 260-350 (revised RS. 950-1400) and RS. 425-700 (revised RS. 1400-2300) has been relaxed as an exceptional case by the DG, CSIR by virtue of acquiring experience, specialised skill etc., assessment of these persons can be considered upto Grade II(3) in the scale of RS. 1400-2300 and Grade III(4) in the scale of RS. 2200-4000.”

The Governing Body while considering the revision of the MANAS, decided to delete the above provision of MANAS taking a view that there may be stray cases requiring the application of the said provision under Para 2.5.8 of the pre-revised MANAS. While deciding to delete the said provision, the Governing Body at the same time also decided that separate administrative instructions could be issued to decide such stray cases that may come in future.

Pursuant to the decision of the Governing Body as above, it has administratively been decided that under the revised MANAS implemented w.e.f. 1.4.92 also, the employees in Group III and V(A) who did not possess the qualifications of the lowest grade (entry level qualifications prescribed under NRAS) of these Groups on 1.2.1981, will be eligible for consideration for assessment upto Gr. III(2) and V(A) (2) (Rs. 1640-2900) only. However, if the condition of qualification in respect of those who were in position on 1.2.1981 in Group I in the pre-revised scale of RS. 260-350 (revised RS. 950-1400) and in Group II in the pre-revised scale of RS. 425-700 (revised RS. 1400-2300) has been relaxed as an exceptional case by the DG, CSIR by virtue of acquiring experience, specialised skill etc., assessment of these persons can be considered upto Grade II(3) in the scale of RS. 1400-2300 and Grade III(4) in the scale of RS. 2200-4000 in the respective Groups. Accordingly, para 1.3.2 of the revised MANAS containing the provision that “for assessment promotion within the same group, the restriction of minimum qualifications and experience will not apply for the existing employees” may be deemed to have been modified to the above extent in respect of the above categories of employees in Group III and V(A).

2. Para 0.6.7 of the revised MANAS provides that :

“For foreign assignment/deputation, study leave, EOL wjhc has not resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview and peer review combined for Group IV and interview (including trade test) for other groups will be counted for Normal assessment only by conversion or rating given by the outside organisation into 7 point scale. For this purpose, at least three ACRs/APARs written in CSIR Labs./Hqrs. are required.”

It may kindly be seen from the above that the provision has been made under the said para for regulating the cases of assesseees involving foreign assignment/deputation, study leave, EOL, with or without the availability of ACRs/APARs for the period of their foreign assignment/deputation etc. The conversion of rating given by the outside organisation into 7 point scale is envisaged only in respect of the cases where the ACRs/APARs may be available. But this is not very clear from the language of the para as it is. It is, therefore, clarified that para 0.6.7 under the revised MANAS may be deemed to have been modified as under :-

“For foreign assignment/deputation study leave, EOL which has not been resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview and peer review, combined for Group IV and interview (including trade test) foir other Groups will be counted

for Normal assessment only. If, however, the ACRs/APARs for the said period are available, then the rating given by the outside organisation will be converted into 7 points scale. For above purposes, at least three ACRs/APARs written in CSIR Labs./Instts. are required.”

3. It has also been noted that Para 6.4.7 and 2.3.5 of the old and revised MANAS respectively are being misinterpreted by some of the Labs./Instt. who are taking them at par with other provisions of MANAS applicable for assessment promotions for the next higher grades for the purpose of determining the effective date of promotion to the higher group post, and are giving the benefit to the concerned employees with retrospective effect of 1.4.1988 i.e. the effective date of implementation of the old MANAS containing this provision, on the basis of the interviews conducted by them under the provisions of the said paras much after 1.4.1988, which is not in order. It is, therefore, clarified here that the benefit of placement in the higher group under the provisions of the said paras is admissible to the concerned employees from prospective effect from the date of their joining on the higher group post after their selection for the same on acquiring a comparable level expected in open recruitment to such positions through the selection Committee constituted as per the instructions.
4. Clarifications are also being sought by the Labs./Instts. whether there is any cut off date for acquiring the qualification of next higher group by the employees who were in position as on 1.2.1981/31.12.1981 for being eligible for the benefit of movement to higher group under the provisions of paras 6.4.7 and 2.3.5 of the pre-revised and revised MANAS, respectively. It is clarified in this regard that the benefit envisaged under the above provisions is admissible prospectively as explained in para 3 here above, to all the employees who were in position as on 31.12.81 and acquire the qualifications of the next higher group at any time after 31.12.81 without the restriction of any cut off date for acquiring the same.
5. It has also been observed that in spite of the fact that it has been clearly stipulated under the relevant provisions under the old as well as the revised MANAS that Assessment Committees will be constituted areawise from the approved panel of experts, as per prescribed constitution, some of the Labs/Instts. are not following these guidelines strictly, in as much as they are including the expert members in the Assessment Committees from outside the approved expert panels and in some cases provisions are being put in the Assessment Committee. In this connection, it is clarified that the Assessment Committees have to be constituted invariably out of the experts panels (both internal CSIR as well as outside experts) only, and the number of experts should also not exceed the number prescribed under the relevant provisions. Needless to emphasize any kind of violation of the procedure/guidelines approved by the competent authority, irrespective of its magnitude, could be challenged and may not withstand the legal scrutiny. It is, therefore, necessary to ensure that all actions are taken strictly in accordance with the prescribed provisions/guidelines and related instructions without allowing any violation of any kind.

It is requested that the above clarifications may kindly be brought to the notice of all concerned in your Lab.s/Instts. for their information, guidance and necessary action.
Kindly acknowledge the receipt.

8

Copy of CSIR Letter No.17(65P.42/3A/90-PPS dated 26.9.95

Sub:- Induction of Non-technical employees into technical side in Group I &II under the provision of Revised MANAS.

I am directed to invite your kind attention to this office circular letter of even number dated 13.6.1995 communicating the decision of the Governing Body removing the condition of age restriction from the revised guidelines contained in para 1.2.2 of the Revised MANAS, for consideration of the cases of induction of non-technical staff into technical side in Group II upto 31st December 1996 and to state that after fixation of the revised sanctioned strength for the different S&T groups as communicated vide this office letter No. JS(A)/SI/92-E.II dated 19.9.1995, the Labs./Instts. can now fill up the vacancies to the extent of revised sanctioned strength on the recommendations of their respective Research Council, at their own level. Consequently the cases of induction of Group D non-technical employees in Group I and that of Group C employees in Group II may also now be decided at the Labs/Instts. level with the approval of the Management Council, subject to availability of the vacancies in the respective technical groups under the revised sanctioned strength and fulfilment of the conditions stipulated for such inductions under the relevant provision of the Revised MANAS.

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

9

Copy of CSIR Letter No.17(66/21/94-PPS dated 27.9.95

Sub:- Induction of Drivers into technical side in Group II under the provisions of NRAS/MANAS (pre-revised).

I am directed to state that as per provision under para 2.8.1 of NRAS made effectively from 1.2.1981, the Staff Car Drivers who have received demonstrable automobile maintenance training and are willing to work on the maintenance side when they do not have driving duty, they can be considered as belonging to the technical cadre after a trade test given to them to demonstrate their skill in the trade for maintenance work when called upon to do so and may have promotional opportunities to Group II Grades. The same provisions were also continued under MANAS made effective from 1.4.1998.

Since there was no specific mention for regulating the service rendered by the drivers in non-technical side for determining the residency period for their assessment to the next higher grade in Group II, most of the Labs./Instts., have already extended the benefit of the counting the entire service rendered by them as drivers in the non-technical side, for

assessment purposes, excepting a few cases where the Labs./Instts. have sought a clarification on this point.

On careful consideration of the matter, it has been felt that taking a different view at this stage in these very few left over cases may create anomalous situation. The DGSIR has, therefore, been pleased to approve that in respect of the drivers inducted in technical side prior to 1.4.1992 by following the prescribed procedure, the entire service rendered by them in the non-technical side may be taken into consideration for determining their eligibility for assessment to the next higher grade. The effective date of assessment in such cases will be from the date of induction or the date of completion of the prescribed residency period, whichever is later.

However, in the case of drivers inducted into technical side on or after 1.4.1992, the residency period for their promotion will count from the date of their induction into technical side, as per provision under para 1.2.2 (h) of the Revised MANAS.

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

10

Copy of CSIR Letter No.17(65P.42/3A/90-PPS dated 27.9.95

Sub:- Induction of Drivers into technical side.

With reference to your letter No. 3(123)/C&)/90 dated 21.2.1995 on the above subject, I am directed to state that the condition of minimum qualification is not applicable for consideration of the drivers for induction into technical side in Group II. Any person appointed as driver in non-technical cadre as per prescribed recruitment procedure is eligible for consideration for induction into technical stream against his own non-technical post. However, on vacation of the post by the individual concerned due to any reason, the vacancy will revert to the non-technical cadre and filled up accordingly.

Further in cases of Drivers inducted into technical side prior to 1.4.1992, the entire service rendered by them as driver in the non-technical side will be taken into consideration for determining their eligibility for assessment to the next higher grade but the effective date of assessment in such cases will be from the date of induction or the date of completion of the prescribed residency period, whichever is later.

However, in respect of Drivers inducted into technical side in Group II on or after 1.4.1992, the residency period for their assessment to the next higher grade will count from the dates of their induction.

11

Copy of CSIR Letter No.17(66)/94-PPS dated 13.2.96

Sub:-Revised MANAS effective from 1.4.1992-Clarification

Reg.

I am directed to refer to CSIR letter of even No. dated 19.6.1995 on the subject mentioned above and to state that the benefit envisaged under para 6.4.7 &.2.3.5 of the pre-revised and revised MANAS, respectively, is admissible only to the employees who were in position on 1.2.1981.

Keeping this position in view, it is requested that para 4. Of the said CSIR Circular letter may be deemed to have been modified to read as under:-

“Clarification are also being sought by the Labs./Instts whether there is any cut off date for acquiring the qualification of next higher group by the employees who were in position as on 1.2.81 for being eligible for the benefit of movement of higher group under the provisions of para 6.4.7 and 2.3.5 of the pre-revised and revised MANAS respectively,. It is clarified in this regard that the benefit envisaged under the above provisions is admissible prospectively as explained in para 3 here above, to all the employees who were in position as on 1.2.1981 and acquire the qualifications of the next higher group at any time after 31.12.81 without the restriction of any cut off date for acquiring the same.”

12

Copy of CSIR letter No.17/66/94-PPS dated 24.5.96

Sub:- Apportionment of marks(weightage %) under para 6.1(b) of Revised MANAS- Removal of Peer Review element in Group III.

I am directed to state that the competent authority has been pleased to approve the removal of element of Peer Review for normal assessment from Gr. III(3) onwards in Gr. III under para 6.1.(b) of the revised MANAS. Consequently, the normal assessment in all Grades of Group-III will now comprise of only two components i.e.(i) Annual Performance Appraisal Report, and(ii) Interview performance including Trade Test in Gr.-III(1) and Gr. III(2) each carrying the weightage of 50% marks. This modified provision will be applicable to the cases of assessment falling due for the year 1996-97 onwards.

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

13

Copy of CSIR letter No.17/66/94-PPS dated 24.5.96

Sub:- Threshold marks for assessment from Grade II(2) to II(3) and V(A)(2) to V(A)(3) under table 2.2.2 and 2.2.5. of Revised MANAS.

I am directed to state that the competent authority has been pleased to decide that the threshold marks under table 2.2.2 and 2.2.5. of the Revised MANAS for assessment promotion from Grade II(2) to II(3) and V(A)(2) to V(A)(3) shall stand revised from 65 to 60. This modified provision will be applicable to the cases of assessment falling due for the year 1996-97 onwards.

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

14

Copy of CSIR letter No.17/66/94-PPS dated 24.5.96

Sub:- Induction of Driver into Technical side.

I am directed to state that the competent authority has been pleased to decide that the period of service rendered by Drivers on non-technical side will count for the purpose of assessment in case they have been inducted to the technical side on or before 31.8.1994. The benefit of counting of service rendered on the non-technical side will not be applicable to Drivers inducted after 31.8.94. Accordingly, the provision of para 1.2.2 (h) of the revised MANAS will stand modified to the above extent.

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

15

Copy of CSIR letter No.17/66/94-PPS dated 24.5.96

Sub:- Removal of cut off date 31.12.1981 under para 2.3.4. of revised MANAS.

I am directed to state that the competent authority has been pleased to approve the removal of cut off date(31.12.1981) for determining eligibility for the benefit of two year earlier assessment on acquiring qualifications of the next higher Group. Accordingly, the provisions contained in para 2.3.4 under the revised MANAS stand modified to the above extent with immediate effect.

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

16

Copy of CSIR letter No.17/66/94-PPS dated 24.5.96

Sub:- Assessment of Scientists A/A1 in Group III and V(A)

I am directed to state it has been decided by the competent authority to allow continuation of the benefit of special assessment on reaching the stage of RS. 2200/- in the scale of RS. 2000-3500, as notified vide CSIR circular dated 7.11.1990 and 7.12.1990 upto 31.8.1994. The benefit in terms of circulars referred to above will cease with effect from 1.9.1994.

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

17

Copy of CSIR letter No.17/66/94-PPS dated 9.8.96

Sub:- Incentive in the form of two years earlier assessment under para 2.3.4 of Revised MANAS – clarification reg.

I am directed to state that references are being received from the Labs./Instts. seeking clarifications with regard to the provisions of two years earlier assessment than the normal period of assessment as

contained in para 2.3.4 of Revised MANAS read with CSIR letter dated 24.5.1996.

The various points of doubt raised are clarified as under :-

1. Whether Group I and Group II employees are also eligible for consideration in terms of para 2.3.4 of Revised MANAS	1. Yes Employees in Groups I,II, III and IV(A) are also eligible for consideration in terms of para 2.3.4 of Revised MANAS.
2. Whether condition of percentage of marks or Ist Class B.Sc., as laid down for Group II and III respectively will apply in such assessment to be done under the said provision.	The benefits under the said provision will be admissible only to the employees who acquire the qualifications of the next higher group as prescribed under the Revised MANAS. However, the condition of minimum 50% marks and Ist Class B.Sc. prescribed for Group II and III respectively will not apply
3. Whether benefit of assessment two years earlier than the normal prescribed period of assessment could be extended to those who were having the entry level qualifications of the next group at the time of their initial appointment.	No. The benefit of two years earlier assessment is available only to those employees who acquire the entry level qualifications of the next group after joining CSIR service.

It may also be clarified that the benefit extended under CSIR letter dated 24.5.1996 cited above is admissible only from the prospective effect and will accordingly be admissible to the existing employees eligible for the same either from the date two years earlier from the normal period of assessment or 24.5.1996 whichever is later.

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

18

Copy of CSIR letter No.17/66/94-PPS dated 28.1.1997

Sub: Incentive of two years earlier assessment than the normal period of assessment on acquiring qualifications of next group - Modification in para 2.3.4 of revised MANAS.

I am directed to state that the Governing Body at its 142nd meeting held on 28.10.1996 considered the matter regarding incentive of two years earlier assessment than the normal period of assessment on acquiring qualifications of next group under para 2.3.4 of revised MANAS and approved as under :

- (i) “Those employee who have acquired/will acquire entry level qualifications of the next higher Group may be assessed to the next

higher grade once in the same group two years earlier than the normal prescribed period of assessment.”

- (ii) If an assessee is not recommended for promotion he/she will be considered for assessment after completion of residency period prescribed for normal assessment in the revised MANAS as per Table for the relevant Group and the chance of 2 years earlier assessment will not be adjusted against the chances available for normal assessment under revised MANAS.

The benefit of two years earlier assessment, however, will be allowed only under Normal Assessment and not under MERIT assessment.”

The above modification in para 2.3.4 of revised MANAS will come into force for assessments falling due in the assessment years 1996-97 onwards. The assessments falling due prior to the assessment year 1996-97 will continue to be regulated as per provision under the existing para 2.3.4 of revised MANAS.

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

19

Copy of CSIR letter No.17/66/94-PPSdated 28.1.1997

Sub: Relaxation in threshold for normal assessment for SC/ST categories – Modification in para 2.4 of revised MANAS.

I am directed to state that the Governing Body at its 142nd meeting held on 28.10.1996 considered the matter regarding relaxation of 10% of the prescribed thresholds for SC&ST employees for normal assessment under para 2.4 of revised MANAS and approved relaxation of 10 marks uniformly in the prescribed threshold in each case for normal assessment in respect of SC/ST employees. This relaxation of 10 marks in the threshold marks for SC/ST employees will be applicable from prospective effect i.e. for assessment falling due in the assessment years 1996-97 onwards.

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

20

Copy of CSIR letter No.17/66/94-PPSdated 21.4.1997

Sub: Assessment under the MANAS - ,Clarification regarding submission of work reports by the assesses.

I am directed to state that as per procedure prescribed under MANAS the self-assessment reports and the work reports of the assesses are to be placed before the Assessment Committee at the time of interview. Moreover, in the cases of scientists, a copy of the work report is also required to be sent to the referees for obtaining the Peer Review

reports. As such submission of the work report by the assesses is an essential requirement for assessment purposes. However, references are being received from the Labs./Instts. informing that some of the assesses are not submitting the same inspite of repeated requests made to them to do so.

After careful consideration of the matter, the DG, CSIR has been pleased to decide that non-submission of the work report (Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment) by any assessee by the stipulated date will be treated as willful disinterest on the part of the assessee concerned for consideration for assessment to the next higher grade and he/she will be considered as having forfeited that chance for assessment. Accordingly, no experience marks will be admissible in subsequent chances in such cases.

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

21

Copy of CSIR letter No.17/66/94-PPSdated 28.5.1997

Sub: Removal of cut-off date 31.12.1981 under para 2.3.4 of revised MANAS

I am directed to invite your kind attention to this office circular letter of even number dated 24th May 1996, on the above subject and to state that it has been decided by the competent authority that the orders with regard to removal of cut-off date (31.12.1981) for determining eligibility for the benefit of two years earlier assessment on acquiring qualifications of the next higher Group contained in the said CSIR letter, may be kept in abeyance.

You are requested kindly to note the above decision for your information, guidance and strict compliance.

22

Copy of CSIR letter No.17/66/94-PPSdated 8.5.1998

Sub: Relaxation in threshold for normal assessment for SC/ST categories employees under para 2.4 of revised MANAS.

I am directed to state that as per the decision of the Government of India based on the judgement of the Supreme Court as notified vide DOPT OM No. 36012/23/96-Estt. (Res) dated 22.7.1997 to withdraw the instructions issued by them in the past for providing lower qualifying marks for SC/ST candidates in departmental qualifying/competitive examinations for promotion and also the relevant provisions in the DPC guidelines which provide for consideration of SC/ST candidates without reference to merit and prescribed "Bench Mark", there shall henceforth be no separate standard of evaluation of SC/ST candidates for promotion.

IN the light of the above decision of the Govt. of India, the provisions made under the Assessment Scheme made applicable for S&T employees of CSIR for less threshold marks for assessment of SC/ST candidates was also required to be reviewed.

The matter was, therefore, placed before the Governing Body for its consideration at its 144th meeting held on 18th Feb. 1998. The Governing Body considered the matter and approved the deletion of the provisions for relaxation of 10% less marks in the prescribed threshold for normal assessment of SC/ST candidates as contained in para 2.4 of the revised MANAS which was subsequently modified to 10 marks uniformly vide CSIR letter No. 17/66/94-PPS, dated 28.1.1997.

Consequently the above cited provision relating to less threshold marks for assessment of SC/ST candidates under MANAS and erstwhile Bye-law 71(b) stands withdrawn and henceforth the assessment of all candidates will be with reference to uniform standards.

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.

23

Copy of CSIR letter No.17/66/94-PPS dated 8.5.1998

Sub: Procedure for assessment of Scientific & Technical staff who are under suspension/against whom disciplinary proceedings are pending.

I am directed to state that the Governing Body while approving the revised provisions of the Merit and Normal Assessment Scheme (MANAS) at its meeting on 18th May, 1993, felt that assessments being distinct from the DPC procedure it would be appropriate to evolve a detailed procedure to regulate the cases of assessment of employees who are under suspension/against whom disciplinary proceedings are pending on the date of meeting of the Assessment Committee. Since evolving of the new procedure would have taken time, it was decided by the Governing Body that till such time the new procedure is evolved, the procedure as contained in para 6.10 of revised MANAS would continue to be operative.

In pursuance of the above decision of the Governing Body, DG, CSIR constituted a Group to formulate the new procedure. The new procedure as recommended by the Group constituted by the DG, CSIR was examined administratively in consultation with Department of Personnel & Training and Deptt. Of Legal Affairs (Ministry of Law) and placed before the Governing Body at its 144th meeting held on 18th Feb. 1998. The Governing Body considered the matter and approved the following procedure in replacement of the existing procedure contained under Para 6.10 of the revised MANAS.

1. "Assessment of scientific and technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively i.e. from the date when he had become due for assessment on completion of the prescribed residency period.
2. If on the date of meeting of the Assessment Committee, an employee is – (a) under suspension; (b) against whom a charge-sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the

findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extent thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it shall record reasons for doing so after affording opportunity to the employee concerned by issuing a notice to show-cause there-against.

3. In case the disciplinary proceedings result in imposition of penalty of 'censure' or 'recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders' too the Council the case would be placed before the same Assessment Committee(s) for the relevant year (s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary benefit shall accrue to him only from the date following the date of imposition of any of these penalties.
4. The same procedure as in para 3 above shall be followed in the case of penalty of 'reduction to a lower stage in the time scale of pay' as specified in Rules 11(iii) (a) of CCS (CCA)_ Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the officer after the expiry of the penalty.
5. In cases the penalty of 'withholding of promotion' is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date.

The monetary benefit will accrue only w.e.f. the date following the date of issue of such orders i.e. the orders for imposing penalty, if, the employee is

recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.

6. In the event of penalty of 'withholding of increments of pay' is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case the employee was recommended for promotion by the earlier Committee, the Committee after considering the penalty and the charges against the employee, will give its recommendation whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee (s) then his case for the next chance will be processed as per provisions of the assessment scheme (s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and there upon give its recommendation.
In case the employee is recommended for promotion he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.
7. In the event of imposition of penalty of 'reduction to a lower time-scale of pay/grade/post or service' the sealed cover will not be opened. The employee will be assessed only from the date following the date of expiry of the penalty.
8. However, in case disciplinary proceedings/court case result in imposition of the major penalties of compulsory retirement/removal/dismissal under Rule – 11 of CCS (CCA) Rules, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.”

The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as under erstwhile bye-law 71(b) and will come into force 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. for information, guidance and necessary action.

24

Copy of CSIR Letter No.17/66/94-PPS dated 13.5.1998

Sub:-Relaxation in threshold marks for normal assessment for SC/ST employees under par 2.4 of revised MANAS.

I am directed to invite your kind attention to this office letter of even No. dated 8.5.1998 on the above subject and to state that the said decision of the Governing Body to delete the provision for relaxation of 10% less marks in prescribed threshold for normal assessment of SC/ST candidates as contained in para 2.4 of the revised MANAS which was subsequently modified to 10 marks uniformly vide CSIR letter No.17/66/94-PPS dated 28.1.1997 shall be effective

from the cases of assessment falling due during assessment year 1997-98 and onwards.

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

25

Copy of CSIR letter No.17/66/3/94-PPSdated 22.5.1998

Sub:-applicability of the provision of two years earlier assessment to the employees in Gr. III(6) for their assessment to the next higher grade of III(7) in view of the provisions contained in para 2.2.3.1 of revised MANAS

I am directed to state that references are being received from the Labs./Instts. seeking clarification regarding the applicability of the provision of two years earlier assessment to the employees in Gr. III(6) for their assessment to the next higher grade of III(7) in view of the provisions contained in para 2.2.3.1 of revised MANAS that the staff in Gr. III(6) who possess the entry level qualification of Gr. IV will only be eligible for normal assessment to Grade III(7).

The matter has been considered and it is accordingly clarified that the employees in Gr. III(6) who possess the entry level qualification of Gr. IV are also eligible for consideration for the benefit of two years earlier assessment than the normal period of assessment as provided under para 2.3.4 of revised MANAS.

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

26

Copy of CSIR letter No.17/66//94-PPSdated 31.8.1998

Sub: Removal of cut-off dated 31.12.1981 under para 2.3.4 of the Revised MANAS.

I am directed to state that in supersession of this office circular of even number dated 28.5.1997 on the above subject, the Director-General, CSIR has been pleased to approve the implementation of the decision communicated vide this office circular letter of even number dated 24.5.1996 regarding admissibility of the benefit of two years earlier assessment on acquiring the qualifications of next higher Group without the condition of being in position on 31.12.1981, till further orders.

However, keeping in view the fact that the said decision is effective from 24.5.96 and the assessments falling due during the assessment year 1997-98 and onwards have been kept in abeyance for the present till the implementation of the Apex Committee recommendations only those employees whose date of two years earlier assessment falls in the assessment year 1996-97 would be eligible for consideration for the said benefit under these orders. In such cases also the

benefit would accrue from 24.5.96 or the date two-year earlier from the due date of normal assessment whichever is later.

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.

27

Copy of CSIR letter No.17/66/40/94-PPS dated 5.10.1998

Sub: Induction of Non-technical staff into technical side in Group II.

I am directed to state that references are being received from the Labs/Instts. seeking clarification whether the non-technical employees holding the scale of RS. 1640-2900 (pre-revised) who have been classified as Group B are also eligible for induction into technical side in Gr. II.

The matter has been considered and it is clarified that the scheme of induction is applicable to non-technical (non-gazetted) employees. As such two employees in the scale of Rs. 1640-2900 such as Assistant (General), Assistant (Finance) and Sr. Stenographers etc. who have been classified as Group B are also eligible for consideration for induction into technical side in accordance with the guidelines contained in para 1.2.2 of Revised MANAS subject to of course, fulfillment of other conditions stipulated under the relevant guidelines in this regard.

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

28

Copy of CSIR letter No.17/66/94-PPS dated 5.2.1999

Sub: Removal of cut off date 31.12.1981 under para 2.3.4 of revised MANAS.

I am directed to invite your kind attention to this office circular of even number dated 24.5.96 and 31.8.98 on the above subject and to state that references are being received from the Labs./Instts. seeking clarification about the applicability of the decision contained therein to the employees whose date of two years earlier assessment falls on a date prior to the assessment year 1996-97, but have not completed full period prescribed for normal assessment as on 1.4.1996.

The matter has been considered and it is accordingly clarified that the benefit of two years earlier assessment as provided in CSIR circulars referred to above will also be admissible to the employees falling under the above category. However, the benefit of assessment if recommended for promotion by the Assessment Committee in their cases would be admissible from 24.5.1996 only.

The implication of this decision is that those employees whose date of two year earlier assessment falls prior to the assessment year 1996-97 but have not completed the prescribed residency period for normal assessment as on 1.4.96 will have the benefit only to the extent that their date of assessment will be preponed to 24.5.96.

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

Copy of CSIR letter No.17/66/20/94-PPS dated 19.2.1999

Sub: Removal of cut-off date 31.12.1981 under Para 2.3.4 of the Revised MANAS – Clarification reg.

I am directed to invite your kind attention to this office circulars of even number dated 24.5.1996, 31.8.1998 and 5.2.1999 on the above subject and to state that references are being received from the Labs./Instts. seeking clarification about regulation of the cases of the employees who had already been given the assessment promotion under normal assessment, but have now become eligible for consideration for assessment from an earlier date in terms of the CSIR decision cited above.

The matter has been considered and it is clarified that the employees who had already been promoted under normal assessment from a later date, if found to be eligible for consideration for the benefit of earlier assessment will have to be assessed afresh, irrespective of the fact that both the due dates i.e. under 2 years earlier provision and under normal assessment, may happen to fall in the same Assessment year 1996-97. To make the point more clear, if any employee who got promoted under normal assessment w.e.f. 1.2.97, is found to be eligible for assessment from an earlier date in terms of the above cited decision in the same assessment year 1996-97 (irrespective of the gap between the two dates), he /she will have to be assessed afresh, as per prescribed procedure. However, the earlier due date in such cases shall not in any case be before 24.5.1996.

It is requested that the above clarification 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.17/66//94-PPS dated 17.5.1999

Sub: Completion of assessments due upto the assessment year 1997-98.

In continuation of this office circular No. 17/67/SWA/94-PPS, dated 14.10.97 on the above subject, I am directed to state that since the finalisation of the Apex Committee recommendations may take some more time, DG, CSIR has been pleased to approve that the assessments upto the assessment year 1997-98 may be completed in accordance with the existing procedure/guidelines under the revised MANAS at the earliest except in respect of the employees in the following Grades :

- (i) Scientists Gr. IV(4) working at CSIR Hqrs., due for assessment to the next higher Gr. IV(5) and all scientists in Gr. IV (5) in Labs./Instts. and CSIR Hqrs. due for assessment to the next higher Gr. IV (6); and
- (ii) All employees in pre-revised grade of RS. 1350-2200 and RS. 1400-2300).

Necessary instructions for processing of the assessment in respect of the employees in the above four grades will be issued separately.

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 letter No.17/66/94-PPSdated 5.7.1999

Sub: Induction of non-technical staff into technical side.

I am directed to state that as per provision made under para 1.2.2 of the revised MANAS, a departmental employee can be considered for induction in Group II against available vacancy. As per the extant guidelines the induction against available vacancy should be on need basis in the technical area in which the vacancy is required to be filled up. For the purpose the employees with technical qualifications laid down for direct recruitment in Gr. II are to be given preference, and the candidates not possessing technical qualifications are to be scrutinised thoroughly by the Committee by the Committee constituted for the purpose. After induction in technical side the employee concerned is deemed to have severed all connections with the non-technical position held before induction.

The CAG in its report on Manpower Audit of CSIR has pointed out that the guidelines prescribed for such induction are not being followed scrupulously by the Labs./Instts. It has been observed in the Report that induction have been made just on the basis of six month in house training in area of computerisation and office automation etc. without insisting on the entry level academic and technical qualification and experience prescribed for direct recruitment to technical posts, and the employees concerned also continue to perform the same non-technical functions even after their induction into the technical side.

The above practice being followed by the Labs./Instts. is not in order. Any induction into technical side has to be made only on need basis subject to fulfillment of the prescribed conditions and the employee concerned on induction has to be shifted to the technical side in the area for which induction has been made. Any employee who is not shifted as such and continues to do same non-technical jobs/functions which were being done by him prior to induction, may not be eligible for the benefit of assessment promotion.

Taking a serious note of any violations of the prescribed guidelines as pointed out by the CAG, DG, CSIR has desired that induction of any non-technical staff into technical side should be made strictly as per prescribed guidelines and the employees concerned after their induction should be shifted to the relevant technical area.

It is requested that the above position may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and strict compliance. Further, the details of the all the non-technical employees inducted so far into Gr. II in your Lab./Instt. may also be furnished to this office in the enclosed proforma so as to reach here by 25th July 1999.

Copy of CSIR letter No.17/66/94-PPSdated 9.7.1999

Sub: Completion of assessments due upto the assessment year 1997-98 – Clarification reg.

I am directed to invite your kind attention to this office circular of even number dated 17.5.1999 on the above subject and to state that references are being received from the Labs./Instts. seeking clarification regarding processing the cases of employees in Gr. III (I) in the pre-revised scale of RS. 1400-2300 (RS. 4500-7000 revised) for assessment to the next higher grade of III (2) and for two year earlier assessment under para 2.3.4 of revised MANAS falling due in the assessment year 1997-98.

The matter has been considered and it is clarified that the assessment in respect of only the employees in the pre-revised grade of RS. 1350-2200 and RS. 1400-2300 in Gr. II (2) and Gr. II(3) are to be kept in abeyance till further orders. The assessment of employees in Gr. III (I) to the next higher grade of III(2) upto the assessment year 1997-98 may be completed in accordance with existing procedure/guidelines under the revised MANAS.

With the opening of the assessments, the cases of eligible employees for two year earlier assessment than the normal prescribed period falling due in the assessment year 1997-98 under para 2.3.4 of revised MANAS/ in terms of CSIR circulars dated 24.5.96/31.8.98 may also be processed as per existing procedure /guidelines.

It is requested that the above clarification may please be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

33

Copy of CSIR letter No.17/66/94-PPS dated 3.8.1999

Sub: Relaxation of threshold marks for normal assessment for SC/ST employees under para 2.4 of Revised MANAS.

I am directed to invite a reference to this office circular of even number dated 8.5.98 regarding the deletion of the provisions for relaxation of 10% less marks in the prescribed threshold for normal assessment of SC/ST candidates as contained in para 2.4 of the revised MANAS subsequently modified to 10 marks uniformly vide CSIR letter of even number dated 28.1.97 made applicable from the assessment year 1997-98.

The matter has been reconsidered by the competent authority and it has been decided that GOI decision as notified vide DOPT OM No. 36012/23/96-Estt. (Res), dated 22.7.97 withdrawing the instructions for lower qualifying marks for SC/ST candidates for promotion and also relevant provisions in the DPC guidelines for consideration of SC/ST candidates without reference to merit and prescribed "Bench Mark", may be made applicable from the date of issue of CSIR instructions notifying the GB's decision for deletion of the said provision i.e. w.e.f. 8.5.1998. Accordingly relation of 10 marks uniformly in the prescribed threshold in each case for normal assessment in respect of SC/ST employees will be admissible to the cases of normal assessment falling due upto 7.5.98.

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

Hindi version will follow.

Copy of CSIR letter No.17/66/20/94-PPS dated 9.8.1999

Sub: Criteria for determining maximum pay for assessment of staff under paras 2.2.1 to 2.2.5 of Revised MANAS.

I am directed to state that references are being received from the Labs./Instts. seeking clarification as to whether the maximum pay of the pre-revised scale or revised scale will be taken into account to determine eligibility for assessment against the last chance on reaching the maximum of the grade or after remaining one year at the maximum of the grade or after remaining one year at the maximum of the grade under paras 2.2.1 to 2.2.5 of revised MANAS after adoption of revised pay scales w.e.f. 1.1.96.

The matter has been considered and it has been decided with the approval of the competent authority that in respect of the existing employees on rolls as on 1.1.96 who are due for consideration for assessment against the last chance on reaching the maximum of the grade or after remaining one year at the maximum of the grade, as the case may be, on or after 1.1.96, their eligibility for the said chance shall be determined with reference to the maximum of the pre-revised scale.

To make it more clear, the above benefit will be admissible only to those employees who have availed all the other chances of assessment admissible under the revised MANAS before 1.1.96 except the last chance on reaching the maximum of the grade, which becomes due after 1.1.96. In all other cases eligibility for last chance will be determined with reference to the revised pay scale only.

It is requested that the above clarification may please be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Hindi version will follow.

Copy of CSIR letter No.17/66/20/94-PPS dated 14.12.1999

Sub:-Technical staff performing duties in non-technical sections not eligible for assessment-Clarification Reg.*

It has come to the notice of competent authority that in some Labs./Instts persons appointed to technical posts through direct recruitment or inducted from non-technical side to technical side continue to perform duties/work in the non-technical sections. Such deployment of staff is irregular. The competent authority has, therefore, desired that the technical staff, if any, deployed in non-technical sections in your lab./ Instt. be immediately transferred to technical divisions for doing technical work before they are considered for further assessment. Any staff member holding technical designation and performing non-technical functions/duties shall not be eligible for assessment under the assessment scheme.

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

- *subject provided by editors.*

36

Copy of CSIR Letter No.17/66//94-PPS dated 13.3.2000

Sub: Completion of assessment due upto the assessment year 1998-99.

I am directed to state that since the finalisation of the recommendations of the Apex Committee may still take some more time, DG, CSIR has been pleased to approve that all the assessments due upto the Assessment Year 1998-99 may be completed in accordance with the existing procedure/guidelines under the Revised MANAS at the earliest.

The matter regarding the regulation of the assessment of the employees in pre-revised grades of RS. 1350-2200 and RS. 1400-2300 placed in the revised scale of RS. 4500-7000 with effect from 1.1.1996 is still under consideration separately. Necessary guidelines/instructions for the same will be issued as soon as a final decision is taken with the approval of the competent authority. It will, therefore, be appropriate to keep their assessments still pending and process the same after the decision in the matter.

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

37

Copy of CSIR Letter No.17/66/Eqv/94-PPS (Sl. Circular No.28) dated 1.8.2000

Sub: Equivalence of qualification.

I am directed to invite a reference to the list equivalence of qualifications given in Annexure-I on pages 39-40 of revised MANAS and to state that subsequent to publication of Revised MANAS document, some more qualifications have been equated by CSIR under the provision of para 1.4 of revised MANAS. A list of these qualifications is enclosed herewith. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/ job assigned to him/her within the disciplines relevant to the mandate of the lab./Instt./CSIR Hqrs. as the case may be. The relevance of qualification concerned in the individual cases shall be approved by the Research Council in cases of Labs./Instts and DGCSIR in respect of employees working at CSIR Hqrs. These qualifications will be considered equivalent from the date of notification of the decision by CSIR, as indicated against each.

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

Enclosure:

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

Anusandhan Bhavan, Rafi Marg, New Delhi-110 001

List of equivalence of qualifications approved by CSIR for Recruitment and Assessment purpose subsequent to publication of Revised MANAS document.

S. No.	Qualification	Equivalent to	Effective date of equivalence
1	Two year diploma in Engineering awarded by Ad-hoc Board of Technical Education prior to 1959	Three year diploma in Engg./Tech.- Entry level qualification for Gr. III	14.6.1995
2	Post Graduate Diploma in Pulp & Paper from Indian Institute of Paper Technology Saharanpur	M. Sc.	14.6.1995
3	Five year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the examination in the prescribed subjects.	B.Arch. Degree	24.7.1996
4	M. Sc. degree in Life Sciences of 3 year duration obtained after B.Sc. from BITS, Pilani.	M. Sc.	14.10.1999
5	Master Degree in Math. (M.A. (Math.) obtained after B.Sc.	M.Sc.	8.10.1999
6	B. Sc. Degree in Engineering Technology obtained after 3 – year Diploma in Civil Engineering from BITS, Pilani	B. Tech./ B. E.	14.10.1999
7	Pass in Section ‘A’ & ‘B’ Examination of the Institution of Engineers (I), Calcutta.	B. Tech./ B. E.	14.10.1999
8	Associate membership examination of Indian Institute of Metals Calcutta obtained after B.Sc.	B.E.	14.10.1999
9.	Associate Membership Examination of Indian Instt. of Ceramics, Calcutta obtained after Diploma in Ceramics Engineering of 3 year duration.	B. Tech/B.E.	25.10.1999
10.	Ist Class Three Year Diploma Licentiate Examination in Printing and Graphic Arts obtained from State Council of Engineering and Technical Education.	3 Year Diploma in Engg./Tech – Entry level qualification for Group III	25.10.1999

- Note :
1. These qualifications could be considered equivalent if the same have been obtained with the Division/percentage of marks as prescribed in the CSIR Service Rules, 1994 for recruitment of Scientific, Technical and Supporting Staff.
 2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas /disciplines relevant to the mandate of the Lab./Instts./CSIR Hqrs.

38

Copy of CSIR letter No.17/66/9/94-PPS dated 2.8.2000

Sub:- Placement of staff working in the Library and Information Areas/Divisions.

I am directed to invite your kind attention to CSIR circular letter No.2(22)/78-PL dated June, 1982(copy enclosed) and to state that references are being received from the Labs./Instts. regarding the equivalence of the qualification of Associateship in Documentation and reprography/Information Science awarded by INSDOC and Master Degree in Library and Information Science awarded by other recognised universities/ institutions, and placement of the employees possessing these qualifications.

In this connection, it is clarified that in CSIR the Associateship in Documentation and Reprography/Information Science awarded by INSDOC has been considered equivalent to Master Degree in Library and Information Science for recruitment in the areas of Information and Documentation only. As per classification of the areas of activities of CSIR Labs./Instts., approved by the Governing Body, the Information and Library activities fall under “ Technical Category” and any post in these areas with the advertised qualification of Master Degree in Library and Information Science from any recognised institution or Associateship in Documentation and Reprography/Information Science awarded by INSDOC or for that matter even with any other qualification treated equivalent to entry level qualifications of Group-IV, could be filled up only in Group-III and not in Group-IV. Consequently, the persons possessing these qualifications working in the Library and Information Areas/ Divisions in CSIR Labs./Instts. are eligible for placement and assessment in Group-III only without any other benefit of two year earlier assessment and/ or movement to next higher group under paras 2.3.4. and 2.3.5. respectively of revised MANAS. The cases of concerned staff members and the recruitment in future be regulated accordingly.

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

Enclosure

Copy of CSIR Letter No.2(22)/78-PL dated June, 1978 addressed to the Heads of all the National Labs/Instts.

Sub:- Associateship in Information Science awarded by the CSIR- Recognition thereof.

I am directed to enclose a copy of O.M.No.19-21/T-7 dated 13th February,1983 of the Ministry of Education & Culture (Department of Education), New Delhi, recognising the Associateship in Information Science awarded by the Council of Scientific and Industrial Research after completion of the training course in Documentation and Reprography offered by Indian National Scientific Documentation Center (INSDOC), New Delhi as equivalent to Master's Degree for recruitment to superior posts in the Central Government where specialisation in Information Science and Documentation is required, for your information and guidance.

You are requested kindly to mention Associateship in Information science of the INSDOC training Course as equivalent qualification while advertising the posts in the field of Information Science & Documentation where qualification of Master's Degree in Library and Information Science is prescribed.

39

Copy of CSIR letter No. 17(66)/94-PPS dated 2.8.2000

Sub: Procedure for Assessment of Scientific & Technical Staff who are under suspension /against whom disciplinary proceedings are pending.

I am directed to invite your kind attention to this office circular letter of even number dated 8.5.1998 on the above subject and to state that references were being received from the Labs./Instts. seeking clarifications regarding regulation of cases of assessment in respect of employees on whom major penalty of reduction to a lower stage in the time scale of pay as specified under item (V) of Rule 11 of CCS (CCA) Rules had been imposed.

The matter was examined and it was noted that no procedure/provision had been made for regulating cases of employees falling under the above category, under the procedure as contained in CSIR circular letter referred to above.

The matter was, therefore, placed before the Governing Body for consideration at its meeting held on 2.6.2000 . The Governing Body considered the matter and approved the following provisions effective from the same date from which the revised procedure was made effective, i.e. 8.5.1998, for the purpose :

“ In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in rule 11(v) of CCS (CCA) Rules, the sealed cover will not be opened and the employees will be assessed only from the date following the date of expiry of penalty.”

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.

40

Copy of CSIR letter No. 17(66)/94-PPS dated 2.8.2000

Sub: Regulation of the cases of Group II employees in the pre-revised scales of Rs. 1350-2200 and Rs. 1400-2300 the next higher revised Grade of Rs. 5500-9000 on merger of these scales to the revised scale of Rs. 4500-7000 on implementation of CCS (Revised Pay) Rules, 1977.

In continuation of this office letter of even number dated 7.4.1998 on the above subject, I am directed to state that the matter regarding assessment of the employees in Group II in the pre-revised scales of Rs. 1350-2200 and Rs. 1400-2300 to the next higher grade of Rs. 5500-9000 consequent upon merger of these two scales to the revised scale of Rs. 4500-7000 under the CCS (Revised Pay) Rules, 1977 was placed before the Governing Body of CSIR at its meeting held on 2.6.2000 for its consideration.

The Governing Body considered the matter and approved the following procedure :-

- i) All those employees who were in the pre-revised scale of Rs. 1350-2200 or Rs. 1400-2300 and had been placed in the revised grade of RS. 4500-7000 w.e.f. 1.1.96, will be considered for assessment to the next higher grade of Rs. 5500-9000 on completion of combined residency period of 10.5 years rendered in the pre-revised scales of Rs. 1350-2200 or Rs. 1400-2300 before 1.1.96 and in the revised scale of Rs. 4500-7000 w.e.f. 1.1.96.
The 10.5 years will not include any 'failure' year (s) , if any, in promotion from Rs. 1350-2200 scale to Rs. 1400-2300.
- ii) The date of assessment to the grade of Rs. 5500-9000 will be either the date of completion of 10.5 years of combined service rendered in the grade of Rs. 1350-2200 and Rs. 1400-2300, prior to 1.1.96 and in the revised grade of Rs. 4500-7000 from 1.1.96 or 7 years service rendered in the revised scale of Rs. 4500-7000, whichever is earlier on or after 1.1.96.
- iii) Since the employees in the pre-revised of Rs. 1350-2200 have been placed in the revised scale of Rs. 4500-7000 w.e.f. 1.1.96, any assessment done in respect of such employees for their assessment to the pre-revised scale of Rs. 1400-2300 from a date falling due on or after 1.1.96 shall be treated as nullified and they will be considered a fresh for assessment to the grade of Rs. 5500-9000 when they complete the combined service of RS. 10.5 years

- rendered in the scales of Rs. 1350-2200 before 1.1.96 and Rs. 4500-7000 from 1.1.96.
- iv) Subsequent chances for those who do not succeed the first time will be after 1 year, 2 years, 4 years and after remaining for one year at the maximum of the grade, as it presently exists in the revised MANAS.
 - v) Since the existing Assessment Scheme is already under review through the Apex Committee, all those currently in the scale of Rs. 4500-7000 and appearing for assessment to the scale of Rs. 5500-9000 as above will have to give an undertaking that they will avoid by whatever decision is taken finally by CSIR about their residency period and assessment.

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

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Copy of CSIR letter No. 17/66/94-PPS dated 21.8.2000(S.No.32)

Sub: Completion of assessments due upto the assessment year 1999-2000.

In continuation of this office circular of even number dated 13.3.2000, I am directed to state that keeping in view the fact that the finalisation of the Apex Committee recommendations with the approval of the competent authority will take some more time, DG, CSIR has been pleased to approve that all the assessments due upto the Assessment Year 1999-2000 may be completed in accordance with the existing procedure/guidelines under the revised MANAS at the earliest.

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

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*Copy of D.O. No. 17/66/8/94-PPS dated 25.8 2000 from Dr.R.A.Mashelkar,
Director General, CSIR addressed to all the Directors/Heads of all the National
Labs/Instts
(by name).*

Sub:-Common Procedural Irregularities in Assessment cases-Avoiding of.*

I have been receiving many representations from employees making allegations of bias and/or irregularities of one or the other kind in the conduct of the assessments. On examination, irregularities have been found to be there in many cases, as a result of which the wrongly conducted assessments have to be quashed, resulting in avoidable inconvenience/problems to all concerned. Some of the common irregularities noticed in such cases are as under :-

1. Writing/Reviewing and Communicating of APARs - There is a prescribed schedule for writing, reviewing and communication of APAR gradings. It is noted that this is not being followed strictly by many Labs./Instts.

and the assessments are being conducted either without communicating the gradings or communicating the same just a few days before the assessments. As per rules, it is necessary to communicate the APAR gradings and dispose off the representations made, if any, within the prescribed time limit well before the assessments, failing which the assessment(s) conducted are liable to be quashed.

If the employee concerned fails to submit his self-assessment report by the stipulated date, the reports have to be written and reviewed by the concerned officer on the basis of their own knowledge about the work and conduct of the officer to be reported upon. The prescribed procedure must be followed to ensure proper and timely completion of the APARs.

2. Assessment Committees were not constituted strictly as per prescribed guidelines, inasmuch as either the members were not taken from the approved valid panel of experts or they were not from the relevant field, or the number of experts was not what it should be as per given guidelines. It is to be noted that inclusion of experts from non-relevant field or constituting the Assessment Committee with more or less number of experts than the number prescribed under the relevant provisions, amounts to violation of guidelines. It is, therefore, imperative that the experts of Assessment Committee are chosen only from the approved expert panel and their numbers and level is kept strictly as prescribed under the guidelines.

3 As per guidelines the Assessment Committees are to be constituted by the RC or MC as the case may be. In some cases, this has been found to have been done only by the Director and/or Chairman, R.C., which is not proper. The Assessment Committees should always be constituted by the RC/MC at their meetings.

4. As per guidelines, the names of alternate Chairman and expert members are also required to be specified by the RC/MC while constituting the Assessment Committees. This was not done in some cases. Consequently, in place of the Chairman or any expert member who did not come to attend the meeting, they were replaced at the last moment improperly. This is also a procedural irregularity and should, therefore, be avoided.

5. In some cases the declaration of assessment results were unduly delayed. The results of successful as well as non-successful candidates should be announced soon after the assessments.

6. The procedure of seeing the APARs and opening the Peer Review/Referee markings and adding the marks of these two components only after awarding the interview marks by the Assessment Committee, has also to be strictly followed.

7. As per para 0.8 of revised MANAS, it is the primary responsibility of the COA/AO of the Lab./Instt. to ensure that the guidelines of the Assessment Schemes are followed correctly. To ensure this, it is necessary to associate these officers with the processing of the assessments at each and every stage and all papers/records relating to the assessments, including the proceedings etc. should

be maintained by the COA/AO. Consequently, the COA/AO handling the assessments shall be held personally responsible in case of any technical lacunae in the proceedings.

These are only a few of the points out of the many aspects which are required to be kept in view for proper conduct of the assessments.

Keeping in view the fact that even a minor procedural irregularity is considered to be a violation of the rules/guidelines by the courts resulting in quashing of such irregular assessments, I request you kindly to ensure that all assessments are processed and conducted strictly as per prescribed procedures and guidelines.

The contents of this letter may also be brought to the notice of COA/AO and all other concerned staff members of your Lab./Instt. for their information, guidance and strict compliance.

Kindly acknowledge receipt.

** Subject provided by editors.*