



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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सा०/No.: 7-13(19)-D/2023-DRC

दिनांक/Dated: 11.06.2024

प्रेषक / From: संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/ Sub : Annual Performance Mapping for Directors, Distinguished Scientists, Outstanding Scientists and Chief Scientists.

महोदय/Sir / महोदया/Madam,

I am directed to state that the appointments to the position of Director, Outstanding Scientist/Scientist-H and Outstanding Scientist (Scientist/Technologists of Indian Origin), are made on a tenure basis, with a provision for extension, however, no mechanism exists for annual performance appraisal. Further, performance mapping in respect of Chief Scientists are also not being maintained uniformly. Considering the need for an objective annual performance appraisal system for these leadership positions, the competent authority constituted a committee to recommend suitable mechanism of reporting patterns and also to devise an appropriate proforma so as to capture the performance indicators of these senior scientific positions. The recommendations of the Committee have been accepted by DG, CSIR and it has been approved that from the reporting year 2023-24 (1.4.2023 to 31.3.2024), the performance shall be mapped and maintained in the following manner:-

a) Chief Scientists:

Area wise specific, three-members Committee of eminent Scientists and Technologists (one member from the RC of Laboratory and two from outside the lab) constituted by the Director of the Laboratory shall evaluate the performance of the Chief Scientist, based on the information submitted by him/her in the attached proforma at Annexure-I. The Director shall be the approving authority of the evaluation/recommendations made by the Committee. In the case of Chief Scientists of CSIR Hqrs., a three-members Committee shall be constituted by DG, CSIR to evaluate their performance. The DG, CSIR shall be the approving authority of the evaluation/recommendations made by the Committee.

b) Outstanding Scientists and Distinguished Scientists:

Area-wise/theme-wise, three-members Committee of eminent Scientists and Technologists constituted by the DG, CSIR shall evaluate the performance of the Outstanding Scientist / Distinguished Scientist, based on the information submitted by him/her in the attached proforma at Annexure-I. The DG, CSIR shall be the approving authority of the evaluation / recommendations made by the Committee. In case of Outstanding Scientist posted at Lab./Instt., the Director of the Lab./Instt. shall be one of the members of the Committee.

c) **Directors:**

The DG, CSIR shall evaluate the performance of the Director, based on the information submitted by him/her in the attached proforma at Annexure-II. There will not be any Reviewing/Approving or Accepting Authority in case of a Director.

Performance mapping for the reporting year 2023-24, in respect of all the Chief Scientists/Outstanding Scientist /Distinguished Scientists and Directors, may be completed latest by 31st December, 2024. From the reporting year 2024-25 onwards, the process may be completed by 31st October of each year.

Since the appointment, extension of tenure, review of performance etc. in respect of all the Directors/Outstanding Scientists/Distinguished Scientists are carried out at CSIR Hqrs, performance mapping in respect of these Scientists/Directors shall be carried out and maintained at the Director Recruitment Cell at CSIR Hqrs. For Chief Scientist, the performance mapping shall be carried out and maintained at the Lab./Instt. level.

भवदीय/Yours faithfully,



(L.S.Negi)
Sr.Deputy Secretary (DRC)

प्रतिलिपि/Copy to:

1. सी.एस.आई.आर. वेबसाइट/ CSIR Website
2. कार्यालय प्रति/Office copy