

4-10(39/Hqrs.)/2023-HR-II

Dated 05.08.2024

From

संयुक्त सचिव (प्रशासन)
The Joint Secretary (Admn.)

The Director/Head of all National Labs./ Instts.

Sub: - Timely verification of caste/ community certificate -reg.

Sir,

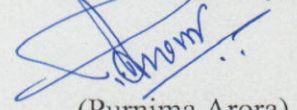
Kind attention is invited to CSIR letter No. 5-1(39)/2008-PD dated 14.07.2023 wherein all CSIR-Labs. / Instts. were advised to take immediate action to verify Caste/community certificate whose certificate has not been verified till date. It was also advised to verify that the concerned person is a bonafide claimant of the said category. All these processes were supposed to be completed within three months of issue of CSIR letter dated 14.07.2023. Further, it was also requested to keep a record of all unverified cases of Caste/ Community certificates and monitor them closely for their disposal and to furnish a report to this office on monthly basis regarding status of unverified cases of Caste/Community certificates of SC/ST/OBC/EWS employees.

On a careful perusal of the information received from the Labs./Instts in response to CSIR letter dated 14.07.2023, it has been observed many old cases are pending for verification and even one case of 1988 is pending for verification of caste /community certificate in CSIR labs./Instts. It appears that the instructions on the subject are not being followed scrupulously by the concerned officials.

Therefore, it is once again advised to take immediate action to verify caste/community certificate of all the incumbents whose certificates have not been verified till date to ensure that the concerned person is a bonafide claimant of the said category, and submit a report to this office on or before 11th August, 2024 via email to sohrii@csir.res.in.

Further, the competent authority has also desired that the Director/ Heads of all the CSIR Labs./ Instts/Centers may hold regular review meetings with their Sr. CoA/CoA/AO to ensure that the instructions on the subject are followed in letter and spirit and all pending verifications are completed in a time bound manner.

Yours faithfully,


(Purnima Arora)
Deputy Secretary

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2) Office Copy**