

**Council of Scientific & Industrial Research**  
**Anusandhan Bhawan, 2, Rafi Marg, New Delhi – 110001**

No. : 5-1(14)/2008-PD

Dated : 11.07.2025

**OFFICE MEMORANDUM**


**Sub.:** Creation, Revival, and Abolition of posts of MTS and Canteen in CSIR - reg.

Reference is drawn to Government of India instructions on Creation, Revival, Continuation, Conversion, Transfer, Up-gradation, Down-gradation and Abolition of posts in Autonomous Bodies under Central Government issued vide D/o Expenditure OM No. 7(1)/E.Coord-I/2017(Part.III) dated 04.01.2024 vide which it has been communicated any post which is lying vacant for more than 5 years stands deemed abolished and as corollary CSIR vide email dated 02.05.2025 requested CSIR Labs./Instts. to provide the details of vacancies in Multi-Tasking staff/ Canteen Staff as on 01.04.2025 to determine the number of posts which were lying vacant for more than 5 years and already stands abolished.

2. The information regarding details of the vacancies along with proposals on revival/creation of MTS and Canteen Staff post provided by the CSIR Labs./Instts. have been perused and considered by the Competent Authority in consultation with FA, CSIR and accorded approval as under:

**a. In respect of Multi Tasking Staff (Other than Canteen):**

- i. All posts of Multi Tasking Staff which were lying vacant for more than 5 years as on 01.04.2025 (i.e. 1002 Posts) **stand abolished** as per para 5.1 of *ibid* Department of Expenditure, OM.
- ii. Sanctioned Strength of MTS of the Lab/Instt., as on 01.04.2025, shall consists only the posts of MTS which are live (i.e. filled up and vacant for less than 5 years), as detailed at **Annexure-I**.
- iii. DG, CSIR has also accorded **approval** for filling up of all vacant MTS posts which are lying vacant for less than 5 years, in accordance with CSIR letter No.5-1(151)/2012-PD dated 02.07.2013, as one time measure, so that these posts do not fall under the deemed abolished category.
- iv. However, MTS posts which falls under abolished category after 01.04.2025 as per Govt. of India instructions issued from time to time shall **NOT** be filled and the same may be reported to CSIR.
- v. Further, a report of all posts of MTS which have fallen under deemed abolished category shall be submitted to CSIR Hqrs. at the end of each Financial Year.
- vi. Further, proposals for Creation/Revival of MTS posts could **NOT** be acceded to, therefore, all such proposals received from CSIR Labs./Instts. stand disposed of.



**b. In respect of Canteen Staff:**

i. All posts of Canteen Staff which were lying vacant for more than 5 years as on 01.04.2025 (i.e. 317 Posts) **stand abolished** as per para 5.1 of *ibid* Department of Expenditure, OM.

ii. Further, the decision of GB, CSIR in respect of posts of Canteen Staff notified vide CSIR letter No. 17(202)/1/92-E-II dated 04.07.1994 (**attached**) is reiterated, which provides that "*no new posts should be created and no vacancy be filled up in the Departmental Canteens; work should be contracted out in the event of creation of new canteen facilities; vacancies arising due to resignation death, retirement, dismissal and removal etc. should not be filled up. Wherever it becomes absolutely necessary, vacancies be filled up by redeployment of existing canteen staff in other CSIR laboratories should give the work on contract while ensuring that existing canteen staff is not rendered redundant.*"

iii. Accordingly, proposals submitted by the Labs./Instts. for creation/revival of canteen staff could **NOT** be acceded to, hence, all proposals in this regard stand disposed of.

iv. Further, it has been decided that the Person in Position in Canteen as on 01.04.2025 shall constitute the Sanctioned Strength of Canteen Staff of the Lab/Instt., as detailed at **Annexure-II**. The position of Canteen Staff are personal to the current incumbents, therefore, these posts shall lapse on the vacation of the post by present incumbents and therefore these posts **shall not be filled** due to retirement, death, resignation, dismissal, removal etc. and on vacation of these posts **a report** may be submitted to Hqrs.

3. In addition to above, it is advised that the requirement of Contractual Manpower may be reviewed and reasonable reduction in the number of Contractual Manpower may be ensured.

Yours faithfully,



(Amrendra Kumar)  
Under Secretary (PD)

Encl. : As above

To :

1. The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units.
2. **FA, CSIR** - with a request to take necessary action as per Para 5.6 of *ibid* DoE OM dated 04.01.2024

Copy to:

1. O/o DG, CSIR

2. O/o JS (Admn.), CSIR
3. Sr. DS/ Sr. CoA/ DS/ CoA/ US/ AO of all CSIR National Labs/Instts./ Hqrs./Units
4. Sr. Dy. FA/Sr. COFA/Dy. FA/COFA/FAO of all CSIR National Labs/Instts./Hqrs./Units
5. Sr. DS (R&A)
6. Sr. DS (E-I)
7. DS (C.O.)
8. Head IT- with the request to host the above OM in CSIR Website
9. CSIR Website
10. Office Copy

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**Annexure-I**


of CSIR OM No. 5-1(14)/2008-PD dated 11.07.2025

<b>Multi-Tasking Staff (erstwhile non tech Group-D) (other than canteen)</b>		
<b>S. No.</b>	<b>Lab./Instt.</b>	<b>Sanctioned Strength as on 01.04.2025</b>
1	CSIR-AMPRI Bhopal	3
2	CSIR-CBRI Roorkee	35
3	CSIR-CCMB Hyderabad	3
4	CSIR-CDRI Lucknow	14
5	CSIR-CECRI Karaikudi	3
6	CSIR-CEERI Pilani	13
7	CSIR-CFTRI Mysore	10
8	CSIR-CGCRI Kolkata	9
9	CSIR-CIMAP Lucknow	24
10	CSIR-CIMFR Dhanbad	36
11	CSIR-CLRI Chennai	20
12	CSIR-CMERI Durgapur	24
13	CSIR-4PI Bangalore	0
14	CSIR-CRRI New Delhi	25
15	CSIR-CSIO Chandigarh	10
16	CSIR Hqrs.	46
17	CSIR-CSMCRI Bhavnagar	9
18	CSIR-IGIB New Delhi	2
19	CSIR-IHBT Palampur	4
20	CSIR-IICB Kolkata	12
21	CSIR-IICT Hyderabad	43
22	CSIR-IIIM Jammu	0

  
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**Annexure-I**  
of CSIR OM No. 5-1(14)/2008-PD dated 11.07.2025

<b>Multi-Tasking Staff (erstwhile non tech Group-D) (other than canteen)</b>		
<b>S. No.</b>	<b>Lab./Instit.</b>	<b>Sanctioned Strength as on 01.04.2025</b>
23	CSIR-IIP Dehradun	53
24	CSIR-IITR Lucknow	4
25	CSIR-IMMT Bhubaneswar	14
26	CSIR-IMT Chandigarh	8
27	CSIR-NAL Bangalore	17
28	CSIR-NBRI Lucknow	28
29	CSIR-NCL Pune	39
30	CSIR-NEERI Nagpur	23
31	CSIR-NEIST Jorhat	26
32	CSIR-NGRI Hyderabad	24
33	CSIR-NIIST TVM	5
34	CSIR-NIO Goa	4
35	CSIR-NIScPR New Delhi	9
36	CSIR-NML Jamshedpur	45
37	CSIR-NPL New Delhi	55
38	CSIR-SERC Chennai	1
39	CSIR Madras Cx	5
	<b>Total</b>	<b>705</b>

  
 (Amrendra Kumar)  
 Under Secretary (PD)

**Annexure-II**  
of CSIR OM No. 5-1(14)/2008-PD dated 11.07.2025

<b>Table-A:</b> MTS (Canteen) (Erstwhile Tea Maker/Coffee Maker/Bearer/Washboy/Safaiwala)		
<b>S. No.</b>	<b>Lab./Instt.</b>	<b>Sanctioned Strength as on 01.04.2025</b>
1	CSIR-CDRI Lucknow	1
2	CSIR-CECRI Karaikudi	5
3	CSIR-CEERI Pilani	1
4	CSIR-CIMFR Dhanbad	6
5	CSIR-CSIO Chandigarh	1
6	CSIR-CSMCRI Bhavnagar	1
7	CSIR-IHBT Palampur	2
8	CSIR-IGIB Delhi	1
9	CSIR-IICT Hyderabad	2
10	CSIR-IIP Dehradun	1
11	CSIR-IITR Lucknow	1
12	CSIR-IMT Chandigarh	1
13	CSIR-NAL Bangalore	1
14	CSIR-NGRI Hyderabad	3
15	CSIR-NIO Goa	4
16	CSIR-NIScPR New Delhi	5
17	CSIR-NML Jamshedpur	1
	<b>Total</b>	<b>37</b>

  
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<b>Table B : Clerk (Canteen)</b>		
<b>S. No.</b>	<b>Lab./Instt.</b>	<b>Sanctioned Strength as on 01.04.2025</b>
1	CSIR-CECRI Karaikudi	1
2	CSIR-CFTRI Mysore	2
3	CSIR-CGCRI Kolkata	1
4	CSIR-CSIO Chandigarh	1
5	CSIR-CSMCRI Bhavnagar	1
6	CSIR-IHBT Palampur	1
7	CSIR-NGRI Hyderabad	1
8	CSIR-NPL New Delhi	2
	<b>Total</b>	<b>10</b>

<b>Table C : Assistant Halwai cum Cook (canteen)</b>		
<b>S. No.</b>	<b>Lab./Instt.</b>	<b>Sanctioned Strength as on 01.04.2025</b>
1	CSIR-CDRI Lucknow	1
2	CSIR-CSMCRI Bhavnagar	1
3	CSIR-IICT Hyderabad	1
4	CSIR-IIP Dehradun	1
	<b>Total</b>	<b>4</b>

*373 ml*  
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**Annexure-II**  
of CSIR OM No. 5-1(14)/2008-PD dated 11.07.2025

<b>Table D : Halwai cum Cook (Canteen)</b>		
<b>S. No.</b>	<b>Lab./Instt.</b>	<b>Sanctioned Strength as on 01.04.2025</b>
1	CSIR-CIMFR Dhanbad	1
2	CSIR-IHBT Palampur	1
3	CSIR-NGRI Hyderabad	1
	<b>Total</b>	<b>3</b>

<b>Table E : Assistant Manager cum Store Keeper (Canteen)</b>		
<b>S. No.</b>	<b>Lab./Instt.</b>	<b>Sanctioned Strength as on 01.04.2025</b>
1	CSIR Madras Cx	1
	<b>Total</b>	<b>1</b>

  
(Amrendra Kumar)  
Under Secretary (PD)



*(7.1.9) Sub: Alternative mechanism for providing staff for running Canteens.*

Ref : CSIR letter No.17(202)/1/92-E-II dated 17-2-92

The decision of GOI to freeze the staff strength of Canteen employees with immediate effect, implying complete ban on creation and filling up of posts as well as ban on filling up of vacancies due to retirement, death, resignation, dismissal, removal etc. till further orders. Under the circumstances the Governing Body had decided at its meeting held on 4-11-92 that DG,CSIR may appoint a Committee for suggesting alternative mechanism to provide canteen facility to the staff, keeping in view that no additional financial burden be imposed on CSIR. Accordingly DG,CSIR appointed a Committee under the Chairmanship of Dr.P.V.Sane, Director, NBRI, and the recommendations made by the above Committee were placed before the Governing Body at its meeting held on 28-4-1994.

After considering the recommendations, the Governing Body has approved that no new posts should be created and no vacancy be filled up in the Departmental Canteens; work should be contracted out in the event of creation of new canteen facilities; vacancies arising due to resignation, death, retirement, dismissal and removal etc. should not be filled up. Wherever it becomes absolutely necessary, vacancies be filled up by redeployment of existing canteen staff in other CSIR Laboratories. If, however, such adjustment is not possible, Laboratories should give the work on contract while ensuring that existing canteen staff is not rendered redundant.

The above decision of Governing Body is brought to your kind notice for information, guidance and strict compliance.

(No.17(202)/1/92-E.II, dated 4-7-1994)

