

**Council of Scientific and Industrial Research**  
**Anusandhan Bhawan, 2-Rafi Marg, New Delhi-110001**

No. 6-1(145)/2016-E-III

Date: 23.07.2025

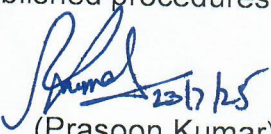
**OFFICE MEMORANDUM**

**Sub - Revalidation of Delegation of Administrative and Financial powers (except Disciplinary and Recruitment matters) of Head of Department to Heads of CSIR-HRDG, CSIR-HRDC and CSIR-URDIP-regarding.**

It has been observed that this office has been receiving various references from the units CSIR-HRDG, CSIR-HRDC and CSIR-URDIP on service-related matters concerning employees working under their respective administrative control. Additionally, several clarifications have been sought regarding whether the Heads of these Units are empowered to exercise the same powers as the Heads of Department (HoD), as applicable to Directors of CSIR Laboratories/Institutes. This ambiguity has been causing delays in the processing and disposal of related matters.

The issue has been examined, and it is observed that the administrative setup of CSIR-HRDG, CSIR-HRDC, and CSIR-URDIP is aligned with that of CSIR Laboratories/Institutes for handling service matters. In order to ensure the efficient and smooth functioning of these Units, the Competent Authority, in consultation with IFD, CSIR, has accorded approval to revalidate and delegate all administrative and financial powers (except those related to disciplinary and recruitment matters) of the Head of Department (HoD) to the Heads of Units of CSIR-HRDG, CSIR-HRDC, and CSIR-URDIP.

Further, the Competent Authority has also directed that any complaint pertaining to misconduct of employees posted in these Units must invariably be forwarded to CSIR Headquarters for taking appropriate action in accordance with the established procedures.

  
(Praseon Kumar)  
Under Secretary

To:

Heads, CSIR-HRDG, CSIR-HRDC, and CSIR-URDIP

**Copy to:**

1. O/o DG, CSIR
2. O/o JS (Admn.), CSIR
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6. IT Division – with a request to upload this Circular on the CSIR website.
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