



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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अंतर्राष्ट्रीय सहकारिता वर्ष
सहकारी समितियों एक बेहतर
दुनिया का निर्माण करती हैं

No. 4-10(Misc.)/2016-HR-III

Dated 24th November, 2025

The Directors/Heads of all CSIR Labs./Instts./Units

Sub: Representations/Grievances/Complaints on service matters - reg.

Sir/Madam,

I am directed to invite your attention to CSIR letters No. 17(226)/97-E.II dated 24.11.1997, 25.09.2002, letter No. 17(66)/94-PPS dated 23.05.2006, letter No. 17(226)/97/E.II (HR-II) dated 26.05.2014 and letter No. 5-11(213)/2014-PD dated 23.12.2022, vide which instructions were issued on the subject relating to submission of representations on service matter. Existing instructions clearly provide that representations on service matter should be forwarded through proper channel. However, it has been observed that, in recent times, there is an increasing tendency on the part of officers and employees (Scientific, Administrative, and Technical) working in various laboratories/institutes of CSIR at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries of CSIR Headquarters, such as the President/Vice President, CSIR; Director General, CSIR; or Joint Secretary (Administration) on various service matters such as promotion, transfer, leave, PMS/APAR, seniority, pay discrepancy, allowances, etc.

Such matters are generally required to be resolved at the concerned laboratory/institute level itself. Sending these directly to the headquarters is not only against the extant guidelines but it also affects the functioning and efficiency of the HQ.

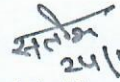
In view of the above, all CSIR laboratories/institutes are advised to settle pending service-related cases/representations at the laboratory/institute level and inform the concerned officer/employee of the reasoned decision. If disposal of any case is not possible at the Lab./Instt. level, only then such a case be formally forwarded to the headquarters by the administrative head of the institute, along with appropriate comments and recommendations.

Con'td...

Furthermore, it is requested that all officers/employees posted in your laboratory/institute be sensitized that submitting representations / grievances / complaints regarding their personal service matters directly to senior officers is violation of DOPT instructions notified vide CSIR letter No. 5-1(213)/2014-PD dated 23.12.2022. Therefore, they may be advised to route their representations to the headquarters only through the proper channel.

This issues with the approval of the Competent Authority.

Yours faithfully,


24/11/2025

(Satish Kumar)

Deputy Secretary (HR-III)

Copy to :

1. Sr. Controller of Administration/Controller of Administration/Administrative Officer of all CSIR Labs./Instts.
2. Sr. PPS to DG, CSIR
3. PS to JS(A), CSIR
4. PS to FA, CSIR
5. PS to CVO, CSIR
6. Head IT - With the request to upload on CSIR Website
7. Office copy.