



महेन्द्र कुमार गुप्ता  
MAHENDRA KUMAR GUPTA  
संयुक्त सचिव  
Joint Secretary

No. 7(24)/2014-PD (DRC)

Confidential/  
By Speed Post



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

Dated 29<sup>th</sup> January, 2026

To,

The Directors of all CSIR Labs/Instts

Sub: Forwarding of the applications for outside employment in respect of Directors of CSIR Labs/Instts – reg.

Madam/Sir,

CSIR has issued circulars No. 7(24)/2014-PD(DRC) dated 29.05.2017 and 30.06.2023 regarding forwarding of applications for outside employment in respect of Directors of CSIR Labs/Instts stipulating that Directors of Labs/Instts, holding leadership roles, must focus on fulfilling their institutional missions throughout their tenure. While guidelines generally discourage applying for outside positions, incumbents needing to plan their future career towards the end of their tenure may seek permission from the DG, CSIR at the initial application stage to allow sufficient time for processing.

It has been observed that some Directors have applied for outside positions without obtaining prior permission from the Director General, CSIR, and have subsequently requested authorization to attend interviews. Furthermore, instances have occurred where Directors did not notify the competent authority regarding their nomination for or consideration for external positions. Such actions deviate from established norms.

Therefore, it is reiterated that the Directors may abstain from applying for external roles while in office. Any nomination for such roles must be reported to the DG, CSIR without delay. For career progression towards the end of their tenure (preferably in the last year of their present tenure), Directors must obtain permission from the DG, CSIR prior to submitting any applications for outside posts.

This has the approval of DG,CSIR.

29/1/26  
(Mahendra Kumar Gupta)

Joint Secretary (Admin)

Copy to:

1. Sr.CoA / CoA /AO of all CSIR Labs/Instts
2. Head, IT - with the request to host this circular on CSIR website
3. O/o DG, CSIR
4. O/o JS(A), CSIR



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संयुक्त सचिव  
Joint Secretary

सं. 7(24)/2014-पीडी (डीआरसी)

सेवा में,

सीएसआईआर की सभी प्रयोगशालाओं/संस्थानों के निदेशक

विषय: सीएसआईआर के प्रयोगशालाओं / संस्थानों के निदेशकों के बाहरी पदों के लिए आवेदन अप्रेषित करने के संबंध में।

महोदया/महोदय,

सीएसआईआर ने दिनांक 29.05.2017 और 30.06.2023 को परिपत्र संख्या 7(24)/2014-पीडी(डीआरसी) जारी किए हैं, जिनमें सीएसआईआर प्रयोगशालाओं/संस्थानों के निदेशकों के लिए बाहरी रोजगार हेतु आवेदन अप्रेषित करने के संबंध में निर्देश दिए गए हैं। इनमें कहा गया है कि नेतृत्व की भूमिका निभाने वाले प्रयोगशालाओं/संस्थानों के निदेशकों को अपने कार्यकाल के दौरान अपने संस्थागत मिशन को पूरा करने पर ध्यान केंद्रित करना चाहिए। हालांकि यह दिशानिर्देश आम तौर पर बाहरी पदों के लिए आवेदन करने को हतोत्साहित करते हैं, लेकिन अपने कार्यकाल के अंत में अपने भविष्य के करियर की योजना बनाने के लिए निदेशक प्रारंभिक आवेदन चरण में ही सीएसआईआर के महानिदेशक की अनुमति मांग सकते हैं ताकि मामले पर कार्बाई के लिए पर्याप्त समय मिले।

यह देखा गया है कि कुछ निदेशकों ने महानिदेशक, सीएसआईआर से पूर्व अनुमति प्राप्त किए बिना बाहरी पदों के लिए आवेदन किया है और बाद में साक्षात्कार में भाग लेने के लिए अनुमति मांगी है। इसके अतिरिक्त, ऐसे मामले भी सामने आए हैं जहां निदेशकों ने बाहरी पदों के लिए अपने नामांकन या विचार के संबंध में सक्षम प्राधिकारी को सूचित नहीं किया है। यह आचरण निर्धारित मानदंडों के अनुरूप नहीं है।

अतः निदेशकों से पुनः अनुरोध है कि वे अपने कार्यकाल के दौरान बाहरी पदों के लिए आवेदन करने से बचें। ऐसे पदों के लिए किसी भी नामांकन की सूचना बिना किसी देरी के महानिदेशक, सीएसआईआर को दी जानी चाहिए। अपने कार्यकाल के अंत में (अधिमानतः अपने वर्तमान कार्यकाल के अंतिम वर्ष में) करियर में प्रगति के लिए, बाहरी पदों के लिए कोई भी आवेदन जमा करने से पहले महानिदेशक, सीएसआईआर से अनुमति प्राप्त करें।

इसे महानिदेशक, सीएसआईआर की स्वीकृति प्राप्त है।

१२२११२६  
(महेन्द्र कुमार गुप्ता)  
संयुक्त सचिव (प्रशासन)

प्रतिलिपि:

- सीएसआईआर की सभी प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशासन नियंत्रक/ प्रशासन नियंत्रक/ प्रशासनिक अधिकारी
- प्रमुख, आईटी - इस परिपत्र को सीएसआईआर की वेबसाइट पर अपलोड करने के अनुरोध के साथ।
- महानिदेशक, सीएसआईआर का कार्यालय
- संयुक्त सचिव (प्रशासन), सीएसआईआर का कार्यालय



## COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 7(24)/2014-PD(DRC)

Dated: 29.05.2017

To

The Directors of all  
CSIR National Labs./Instts  
and Heads of all CSIR Directorates/Centres/Units.

Sub: Forwarding of application for outside employment in respect of Director of CSIR  
Labs/Instts.- reg.

Sir/Madam,

In CSIR, the position of Director of the laboratory/institute is at leadership level and for a fixed tenure appointed with the approval of Hon'ble Prime Minister of India in his capacity as the President, CSIR. As the scientific and administrative head of the laboratory, he/she leads the laboratory/Institute as per its mandate to realize its mission. The fixed tenure of Director is a considered decision keeping in view the nature of job in a research organization like CSIR.

It is observed that Directors send their application or get themselves nominated for positions outside CSIR, without prior knowledge of DG, CSIR and often it is intimated in the last moment to consider requests for No Objection Certificate. The matter is made unnecessarily urgent and sometime results in fait accompli. In such a scenario, it becomes difficult for the leadership at CSIR Hqrs, to plan alternative options due to abrupt absence of Director in a particular Laboratory/Institute.

Further, the fact is that, being appointed for a fixed tenure, the Director is in knowledge about his/her tenure at the time of appointment itself and can plan for alternate career in advance. It is neither appropriate nor desirable nor in the interest of CSIR that he/she is in continuous search of opportunities during the already defined tenure.

In view of the above, DG CSIR desires that Director/Head of the laboratory/Institute may kindly note the responsibility and trust posed on him/her in the process of his/her Selection/appointment to this prestigious position. However, if one has a compelling reason to send the application/nomination for outside employment, permission of the DG, CSIR should be sought at initial stage i.e. at the time of sending application/nomination, with adequate time available to DG, CSIR to decide the issue.

Yours faithfully,

  
(Manuel Thomas)  
Sr. Deputy Secretary

29.05.2017

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Sr. CoA/CoA/AO of all CSIR Labs./Instts./Centres/Units.
3. US, O/o DG, CSIR.
4. PA to JS(A)



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*Azad K. Anil Mahajan*  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

सं./No.: 7(24)/2014-PD(DRC)

दिनांक/Dated: 30.06.2023

**विषय/Sub.:** Forwarding of application for outside employment in respect of Director of CSIR Labs/Instts.- reg

**Dear Directors,**

I would like to draw your attention towards the CSIR circular of even number dated 29.05.2017 (copy enclosed) on the subject referred above. You may appreciate that the Directors of a CSIR laboratory/Institute are appointed for a fixed tenure of six years or till the age of superannuation, whichever is earlier with the approval of the President, CSIR (Hon'ble Prime Minister). In exceptional cases, the tenure is also extended for another period or till the age of superannuation.

Of late, it has been observed that after appointment and/or getting extension, Director sends applications or gets himself/herself nominated for outside employment quite often. You may acknowledge that the search of outside employment in middle of tenure of the Directorship, in some cases even within six month of joining or getting extension, compromises the priorities and implementations of various ongoing important research programmes of the Lab./Institutes. This act on the part of the leadership of the CSIR Lab./Instt. also affects the planning and execution of R&D activities of CSIR in general, and the concerned lab./Instt. in particular. DG/CSIR has also echoed the same concerns on Directors leaving the organization prematurely.

In view of the above, the organization expects that the Directors will honour the responsibilities accepted by themselves at the time of taking charge of the Lab/Institute and accomplish the tasks for which they are appointed for a fixed tenure.

With regards,

Yours faithfully,

*[Signature]*  
(Mahendra Kumar Gupta) 30/6/23

**संलग्नक :यथोपरि / Encl. : As above**