



**महेन्द्र कुमार गुप्ता**  
**MAHENDRA KUMAR GUPTA**  
संयुक्त सचिव  
Joint Secretary



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

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

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

To,

The Directors of all CSIR Labs/Insttts

Sub: Forwarding of the applications for outside employment in respect of Directors of CSIR Labs/Insttts – 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/Insttts stipulating that Directors of Labs/Insttts, 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/Insttts
2. Head, IT - with the request to host this circular on CSIR website
3. O/o DG, CSIR
4. O/o JS(A), CSIR



## 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 May 2017

Copy to:

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



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Joint Secretary

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Azadi Ka  
Amrit Mahotsav

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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,

(Mahendra Kumar Gupta) 30/6/23

संलग्नक : यथोपरि / Encl. : As above