



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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अंतर्राष्ट्रीय सहकारिता वर्ष

सहकारी समितियाँ एक बेहतर दुनिया का निर्माण करती हैं

No. 3/12/2007- E.I

Dated 12.08.2026

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all CSIR Labs/Instts.

Sub: Forwarding of applications of CSIR Common Cadre Officers (CCOs) for outside employment on deputation basis through proper channel – reg.

Madam/Sir,

Reference is invited to this office letters of even number dated 06.02.2017, 04.01.2018 and 30.07.2018 (as extended from time to time, lastly vide letter dated 01.08.2022) regarding forwarding of applications of Common Cadre Officers (CCOs) for outside employment.

2. The matter regarding permitting Common Cadre Officers (CCOs) to apply for posts on deputation in outside organizations through proper channel has been under consideration. Keeping in view the need to provide suitable career development opportunities to officers while ensuring that the functioning of CSIR is not adversely affected, the Director General, CSIR has approved the forwarding of applications of Common Cadre Officers (both Group 'A' and Group 'B') for appointment on deputation in outside organizations, subject to the following conditions:

(i) The number of officers of a cadre/grade who may be allowed to proceed on deputation at any given point of time shall not exceed 10% of the sanctioned strength of that cadre/grade, rounded to the nearest whole number.

(ii) Applications for deputation shall be forwarded only to the extent permissible within the ceiling prescribed at para (i) above, after taking into account:

- (a) the existing vacancies in the cadre/grade; and
- (b) the officers of the cadre/grade already serving on deputation.

(iii) Accordingly, where the number of existing vacancies in a cadre/grade is equal to or exceeds the permissible deputation ceiling, no further deputation applications from that cadre/grade shall be forwarded.

(iv) All matters relating to deputation, including admissibility of deputation allowance, tenure, pay fixation, joining time and other service conditions, shall continue to be regulated in accordance with the extant instructions issued by DoPT and CSIR from time to time.

3. **Illustration:** For the purpose of condition 2(i & ii) above, 10% of the sanctioned strength shall be rounded to the nearest whole number, i.e., a fraction below 0.5 (e.g., 0.4 or less) shall not be counted, while a fraction of 0.5 and above shall be counted as one. For example, if the sanctioned strength of a cadre is 15, 10% thereof works out to 1.5, which shall be rounded to 2, i.e., 2 officers may be allowed on deputation. The mechanism is illustrated below:

Sanctioned Strength of cadre/grade	10% of Sanctioned Strength	Deputation ceiling (rounded to nearest whole number)	Men-in-Position	Deputation applications forwardable
15	1.5	2 (0.5 and above is counted as one)	15	2
7	0.7	1 (0.5 and above is counted as one)	7	1
04	0.4	0 (0.4 being less than 0.5)	04	NIL
254	25.4	25 (0.4 being less than 0.5)	217	NIL (the existing vacancies in the cadre already exceed the permissible deputation ceiling).

4. These instructions shall take effect in respect of applications received in CSIR Headquarters on or after **01.09.2026** and shall remain in force until further orders. The policy shall be reviewed after one year of its implementation.

5. The existing instructions governing the forwarding of applications of Common Cadre Officers for direct recruitment posts in outside organizations shall continue to remain in force and shall be unaffected by these instructions.

6. This issues with the approval of the DG, CSIR.

Yours faithfully,

(Sunil Kumar)

Deputy Secretary

Copy to:-

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2. Office of AS&FA, CSIR
3. Office of JS(Admin), CSIR
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