

No. 36-2/80-Law

Dated 07.10.2026

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all CSIR Lab/Instt./CSIR Centres.p

Subject: Effective management of Court Cases/litigation in CSIR reg.

Sir/Madam,

Instructions have been issued from this office regarding effective and timely action in legal matters specifying the needs to take necessary follow up action on the orders passed by various Courts in a timely manner, to avoid contempt petition against senior authorities. In this regard a specific reference is invited to CSIR circulars dated 20.11.2014, 10.03.2015, 13.08.2015, 06.06.2016, 03.05.2017, 10.01.2020, 25.04.2023, 11.12.2023, 07.04.2025 and DO letter dated 22.07.2025 of JS(A), copies of which are enclosed with this circular for ready reference.

During the review of the pending/ongoing legal matters, it has been observed that the number of legal cases are quite high. In the interest of mitigation of litigation, all the Lab/Instt, which have more than 20 ongoing/pending cases, may analyse the reasons for increase in litigation and identify suitable measures to reduce the number of court cases. Such Lab/Instt. may provide their inputs to Legal Division of CSIR Hqrs. latest by 20.10.2026. In order to ensure that effective steps are taken for mitigation of litigation, the proforma for referring the legal matters to Legal Division, CSIR have been modified to include the information regarding steps taken at Lab/Instt level to mitigate the litigation. The modified proforma is attached with this circular, for compliance in all future references.

Further, it has been observed that despite clear and specific instructions regarding timely action for compliance of court orders, avoidable delay has occurred in many cases, leading to contempt proceeding against the higher authorities. A serious view has been taken of the same and it has been emphasized that there should be no instance of contempt of the court on account of non-compliance of court orders. Wherever it is not practicable/possible to comply with the court order within the given time limit, extension of time (within the allowed time) from the concerned Court should be sought for such compliance invariably. Wherever, it is decided to challenge the order in a higher legal forum, an application for stay on the order should be filed simultaneously


7/10/26

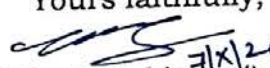
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in consultation with the Legal Division, CSIR. In case any contempt proceedings resulting in adverse effect on CSIR due to negligence or failure on the part of any official of CSIR, responsibility for such negligence/failure shall be fixed and appropriate action shall be taken against the concerned official(s).

Lastly, in order to ensure effective management of litigation in CSIR, it is reiterated that the staff dealing with legal cases and well conversant with case, should be present in court on all the days of hearing and coordinate with the contesting advocate. The Sr. COAs, COAs/OAs are also advised to hold regular meetings with the advocates contesting the legal cases of Lab/Instt, to ensure timely and effective coordination.

This is issued as per the orders of the Competent Authority.

Encl. as above

Yours faithfully,

(Lokesh Sukhwani)
Legal Adviser

Copy to:

1. Sr. COA/COA/AOs of all CSIR Labs/Instts.
2. Office of DG, CSIR
3. Office of JS(A)
4. Sr. DS, PD, Central Office, HR-I, HR-II, HR-III, Recruitment Cell.
5. IT Division with the request to upload on CSIR web site.
6. Office Copy.

Format for referring Legal (Court) cases to CSIR Hqrs.

1. Name of the Lab. /Instt:
2. Sub. matter of dispute (Viz. OA, WP (Petition/application):
3. Case No:
4. Name of the petitioner(s):
5. Name of the Respondent(s):
6. Name of the court/CAT Bench:
7. Category of the case:
Sub Category (Optional):
8. Subject matter / Brief Summary of the Case (Preferably in one para):

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9. Comments of the concerned Division of the Instt.:
10. Examination / Analysis by the Administration of the Lab./Instt./Division (CSIR Hqrs):
11. Steps taken at Lab/Instt. to mitigate the litigation along with specific recommendation of the lab in this regard.
12. If Proposal for contesting, then please mention cogent grounds for contesting:
13. Name and contact details of the proposed Advocate:
14. Recommendations / approval of the Director:
15. List of Annexures:

Signature of Sr. COA/COA/AO

Annexure-II

Format for referring Legal cases to CSIR Hqrs. after Court Judgement

1. Name of the Lab/Instt.:
2. Sub (Viz. OA, WP (Petition/application):
3. Case No:
4. Name of the petitioner(s):
5. Name of the Respondent(s):
6. Name of the court/CAT Bench:
7. Category of the case:
Sub Category (Optional):
8. Subject matter / Brief Summary of the Case:

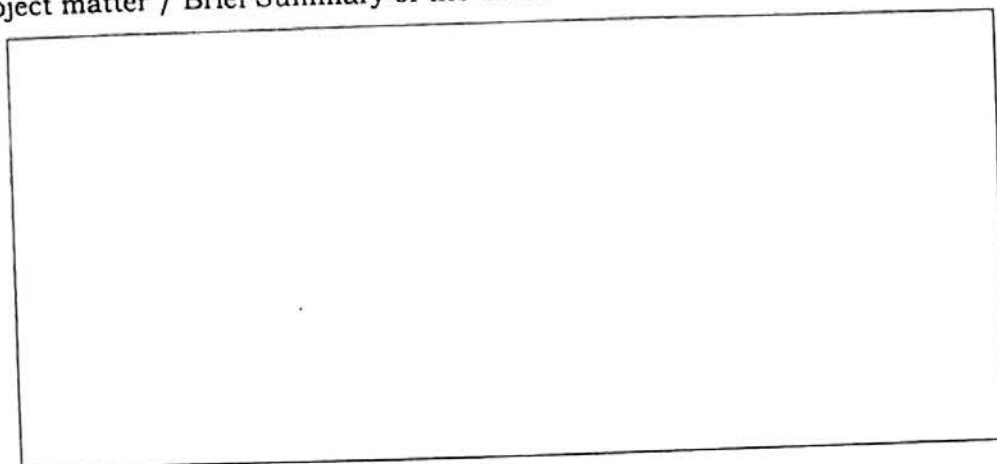
9. Judgment (Broad point together with operative part):

10. Comments of the concerned Division of the Instt.:
11. Examination / Analysis by the Administration of the concerned Lab/Instt./Division of CSIR Hqrs.:
12. Steps taken at Lab/Instt to mitigate the litigation along with specific recommendation of the lab in this regard.
13. Whether to accept or challenge the order, if proposal is for challenging the judgment/order, please mention cogent grounds for challenge:
14. Date of receipt the certified copy of the Judgment:
(required for counting of limitation period to challenge the order to be complied with, to avoid contempt proceeding in the matter)
15. Name of the Advocate:
16. Recommendations / approval of the Director:
17. List of Annexures

Signature of Sr. COA/COA/AO

Format for referring Matters/Issues to CSIR Hqrs. for Legal Advice/Opinion

1. Legal Issue(s)/Legal Notice:
2. Subject matter / Brief Summary of the Case:-



3. Comments/proposal of the concerned Lab./Division of CSIR Hqrs.:
4. Examination / Analysis by the Administration of the Lab./Instt./Division (CSIR Hqrs).:
5. Specific Point on which legal Opinion is required:
6. Recommendations / approval of the Director:
7. List of Annexures:

Signature of Sr. COA/COA/AO

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI – 110 001**

No. 36-3/98-Law

Dated : 20-11-2014

OFFICE MEMORANDUM

Sub : DoPT Guidelines for reducing avoidable litigations – reg.

Please find enclosed, a copy of the DO letter from the Secretary, DoPT vide DO letter No. 43019/11/2014-Estt. (D) dated 17th June, 2014 wherein, he has shared an analysis of cases disposed of by various Benches of the Central Administrative Tribunal (CAT). The findings brought out certain issues that need to be addressed with a view to sorting out the grievances of Government employees in the administrative Ministries / Departments.

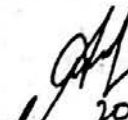
2. The report indicates that proliferation of litigation matters is mainly due to lack of avenues available to the employees for grievance redressal, faulty implementation of Government Policies and lack of awareness among employees.
3. It has further been stated that if the concerned administrative departments address service matter grievances raised by the employees as indicated in the representation, the number of avoidable litigations would not only get reduced but could also result in considerable saving of Government's resources, both manpower as well as financial, as indicated in the Report.
4. The Secretary, DoPT is of the view that litigations can be avoided if the laid down rules are followed in true spirit. There is a grievance redressal system in the Laboratories / Institutes. This forum needs to be utilized to the fullest in order to give relief wherever due. Care must be taken to avoid unnecessary/superfluous references to Hqrs. for advice.
5. It has also been observed that Lab. Administration is in the habit of making repeated references despite the Hqr. having issued clarifications. It must be ensured that repeated reference be made only where any new fact emerges, which may substantially change the out-come of the case.
6. As per DoPT instructions, the officers in the concerned Ministry /Department may be trained and sensitized to address grievances related to service matters raised by the employees in a time-bound manner.

Contd. page 2/-

: 2 :

7. In view of the above, Directors of all the National Labs./Instts. are requested to issue appropriate instructions to ensure that the guidelines issued by the DoPT are followed in letter and spirit. The Secretary, DoPT has requested to keep them apprised of the steps initiated in this regard.

The issues with the approval of the Competent Authority.


20/11/14
(Anjum Sharma)
Under Secretary

Copy to :

1. Directors/CoAs of all the Labs./Instts.
2. Heads of all the Centres/Divisions/Sections of CSIR
3. PS to DG, CSIR
4. PS to JS(Admn.), CSIR
5. PS to FA
6. PS to CVO
7. Head, HRDG
- ✓ 8. Head, IT Division – with a request to display this OM on the CSIR website
9. Office Copy

D.O. No. 43019/11/2014-Estt.(D)

डा. एस. के. सरकार

Dr. S. K. Sarkar

सचिव

SECRETARY

Tel 23094848

Fax 23094500

E-mail : sarkardk@nic.in



सत्यमेव जयते

भारत सरकार

नर्मित और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नोर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI - 110001
Website : <http://persmin.gov.in>

17th June 2014.

Dear Secretary,

I wish to share an analysis of cases disposed of by various Benches of the Central Administrative Tribunal (CAT) that was undertaken under DoPT. The findings in the analysis have pointed out certain issues that need to be addressed with a view to sorting out the grievances of Government employees in the administrative Ministries/ Departments.

2. The report indicates that 40 per cent of the total Original Applications (OAs) analysed have been filed by Group- C employees, and such cases were attributed to the lack of avenues available to the lower group employees for the proper redressal of their grievances. It has also been pointed out that this is mainly because of the faulty implementation of the policies of the government, and also in part, due to the lack of awareness and understanding on part of the employees at lower levels. In 22 per cent of the cases filed in the CAT, the issue agitated by the petitioners was that of promotion. About 20 per cent of the cases filed prayed for quashing of the suspension orders issued by various departments against the petitioners. The report has also pointed out that 49 per cent of the cases were decided in favour of the petitioners, while 49 per cent of the rest were decided in favour of the respondents. Under pre-litigation process, only in 47 per cent of the cases a reply was given by the Department concerned i.e. before the litigation process started in the CAT. You may like to go through the detailed report available on DoPT website at persmin.nic.in→OMs & Orders→Establishment→DoPT Internship Scheme 2013.

3. You will appreciate that if the concerned administrative departments address service matter grievances raised by the employees as indicated in the representation, the number of avoidable litigations would not only get reduced but could also result in considerable savings of Government's resources, both manpower as well as financial, as indicated in the Report.

I request you to have the litigation cases on service matter grievances analysed in your Ministry/Department. You will agree that litigations can be avoided if the laid down rules are followed in true spirit. The officers in your Ministry/Department may be trained and sensitized to address grievances related to service matters raised by the employees in a time-bound manner. ISTM, the Training Institute under my Department can run customized training modules for your staff. You may keep us apprised of the steps initiated by you.

With regards.

Dr. K. Vijay

Secretary

D/O Scientific & Industrial Research

New Delhi

Yours.sincerely,

(Dr. S.K. Sarkar)





जयेश के. उन्नीकृष्णन्
विधि सलाहकार
JAYESH K. UNNIKRIISHNAN
LEGAL ADVISER

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001
36-2(230)2005-Law
Dated 10th March, 2015

Sr.COAs/COAs/AOs
of all the National Labs./Instts.

Sub:- Mitigation in Litigation

Sir

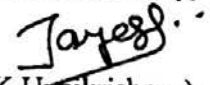
It has been observed that number of legal cases in CSIR/Labs./Instts. have been pending for quite long time and the number of litigation has also been increased.

The competent authority has desired to make efforts and handle the legal cases in such an efficient manner which can help to reduce litigation. It is, therefore, requested that information regarding number of pending legal cases of your Lab./Instt. mentioning therein brief background of each case, reasons for starting of each case, its continuous pendency and your comments/remarks as to how each case can be brought to a conclusion/settlement, along with the opinion, if available, of the advocate, who is contesting the said case, may please be furnished at the earliest.

You are also welcome to contribute by providing your valuable advice in this endeavour so that mitigation in litigation can be reduced within the framework of established norms, rules & regulations, by following the laid down procedure.

Kindly furnish the information, by Email (lacsir@csir.res.in) as per the enclosed proforma, so as to reach this office latest by 23rd March, 2015. The required information is in addition to the quarterly statement of pending legal cases.

Yours faithfully,


(Jayesh K. Unnikrishnan)
Legal Adviser

Encl: as above

Copy to : The Director (EC)/(ESD) }
Head (HRDG), } CSIR Complex, Library Avenue, Pusa
Head (RAB) } New Delhi-110012
Head (PPD) / Sr.DS(HR)/Sr. DS(CO) CSIR Hqrs.

Proforma for mitigation of pending legal cases

S.No.	Period of pending Case from the date of commencement	Brief Background of the case	Main reason of commencement/pendency of the case	Comments of Lab for conclusion/settlement of the case	Opinion of the Advocate, if available
1	0-1 year				
2	2-5 years				
3	6-10 years				
4	11 years and above				

Note: Separate sheet may be used/added for giving brief background of each case.



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

36-2(230)/2015-Law (Mitigation)

13.08.2015

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

Heads of all National Labs./Instts.
of CSIR.

Sub: Mitigation in Litigation

Sir,

The matter regarding mitigation in litigation has been under consideration for quite some time. A study of the lists of pending litigation has revealed that some of the cases have been pending for more than a decade. The Joint Secretary (Admn.), CSIR has taken it seriously and observed that efforts should be made to reduce the litigation within the frame work of rules and applicable laws.

It is accordingly suggested that the cases should be examined in consultation with the advocates and efforts be made to bring it to a conclusion at an early date. Courts may be approached for early hearing wherever it is felt desirable. COA/AO must ensure that adjournments are not sought as a matter of routine. There must be a review of all cases at the Laboratory level and such review be conducted by the COA/AO in consultation with other concerned officers, if required. The COA/AO should be in regular touch with advocates dealing with the court cases of the Laboratory.

With a view to avoid the avoidable litigation, it would be desirable to handle the grievances in an efficient manner. The representations/applications containing grievances of applicant must be meticulously examined in light of the applicable rules/instructions and if the grievance is likely to be settled, necessary action should be taken to resolve the issue and allow the relief if permissible under the rules and instructions. On the contrary if it is not possible/practical to allow the relief being sought, the representationist must be replied to by way of issuing a reasoned and speaking communication without delay.

Yours faithfully,


(Jayesh K. Unnikrishnan)
Legal Adviser

Contd ..

(From pre-page)

CC:

1. US to DG, CSIR
2. US to J.S.(Admn.), CSIR
3. PS to FA, CSIR
4. PS to CVO, CSIR
5. PA to Sr. DS(HR), CSIR
6. PS to DS(CO), CSIR
7. Heads of all the Divisions/Sections/Units of CSIR Hqrs./CSIR Complex/RAB/HRDC/HRDG/IPU
8. COAs/AOs of all the CSIR National Labs./Instts.
9. Office Copy



जयेश के. उन्नीकृष्णन्
विधि सलाहकार
JAYESH K. UNNIKRIISHNAN
LEGAL ADVISER

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001
36-2(230)2005-Law
Dated 6th June, 2016

Sr.COA/COA/AO
of all the Labs./Instts.

Sub: Mitigation in Litigation

Sir,

Recently, in the meeting of Heads of Admn.in CSIR, held at Bangalore on 19-20 May, 2016, the matter relating to mitigation in litigation was discussed and it has been desired by the competent authority that the Sr./Controllers of Admn/Administrative Officers of all CSIR Labs./Instts., being the nodal officer, should analyse the legal cases pending before various Tribunals/Courts/Forums and suggest remedial action of such cases which can be decided by mediation/out of court.

Further, the grievances of the employees should be handled in such an efficient manner so that it does not lead to litigation and be resolved under the relevant rules, regulations, instructions on the subject. If it is not possible to resolve the issue, the representationist must be given interim reply by way of issuing a reasoned and speaking communication without delay

For this purpose, the cases which can be decided by mediation, should be examined firstly at the lab./Instt. level then Brief of such cases with proposed remedial action may please be sent to CSIR for further necessary action/consideration and approval of the competent authority.

As desired by JS(A), the above information may please be furnished at the earliest so as to reach the undersigned by email/by post latest by 24th June, 2016 positively.

Yours faithfully,

(JAYESH K. UNNIKRIISHNAN)

Copy to:- DS(CSIR) Complex } - with a request to obtain the above information
DS(CO) } from the concerned Sections and send to
} Legal Section



जयेश के. उन्नीकृष्णन्
विधि सलाहकार
JAYESH K. UNNIKRIISHNAN
LEGAL ADVISER

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

36-2(230)2005-Law
Dated, the 3rd May, 2017
TOP PRIORITY

Heads of all the National Labs./Instts.

Re: D.O. letter No. N-17/13/2017-NM received from Hon'ble Minister of Law, Justice, Electronics and IT to the Hon'ble Minister for Science & Technology and Earth Sciences

Sub:- Reduction in pending court cases

Sir,

Kind attention is invited to the above referred communication from the Hon'ble Minister of Law, Justice, Electronics and IT to the Hon'ble Minister of Science & Technology and Earth Science on reduction in pending court cases. A copy of said communication and reply dated 26.4.2017 given by Hon'ble Minister for S&T to the Hon'ble Minister of Law & Justice, which is self explanatory, is enclosed herewith.

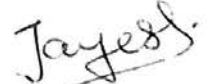
In pursuance of the said communication, the DGCSIR has desired to review all pending legal cases and to submit a report within a week, on status and action planned for Special Arrears Clearance Drives".

It is not out of place to mention here that from time to time, Labs/Instts. have been requested to take all necessary steps for effective conduct of litigation in CSIR and to reduce /mitigate in litigation.

In view of the above, you are requested to send, the report/statement of present status of all pending court cases in your Lab./Instts., as per the Format attached herewith.

THIS MAY KINDLY BE TREATED ON TOP PRIORITY.

Yours faithfully


(Jayesh K. Unnikrishnan)
Legal Adviser

Encls : as above

Cc: US to DG- for information of DGCSIR please.

डॉ. हर्ष वर्धन
DR. HARSH VARDHAN



DO No 17477 M(S&T&ES)2017
मंत्री
विज्ञान और प्रौद्योगिकी एवं पृथ्वी विज्ञान
भारत सरकार
नई दिल्ली - 110001
MINISTER
SCIENCE & TECHNOLOGY AND EARTH SCIENCES
GOVERNMENT OF INDIA
NEW DELHI - 110001

26 APR 2017

Dear Shri Prasad ji,

I am in receipt of your letter DO No.N-17/13/2017-NM regarding
details of reduction in pending court cases.

I am forwarding this to our Departments for necessary action.

With regards,

Yours sincerely,

Sd/-

(Dr. Harsh Vardhan)

Shri Ravi Shankar Prasad
Minister of Law & Justice and Electronics
& IT, Govt. of India
Room No.402, A Wing, Shastri Bhawan
New Delhi - 110001.

Copy to Secretary, DST/DBT/MoES & DG, CSIR for necessary action.

- SO(L)
1. JS(A)✓
2. LA

V.J.M.P. & URGENT

APS to Minister S&T & ES

Please review all legal cases in various stages
& give me a report on status & when/s planned ACAP pref
within a week in any case.

DATE + → Sh/o : follow up

1/5

रविशंकर प्रसाद
RAVI SHANKAR PRASAD



मंत्री
विधि एवं न्याय
और
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी
भारत सरकार
MINISTER OF
LAW & JUSTICE
and
ELECTRONICS & IT
GOVERNMENT OF INDIA

D.O.No.N-17/13/2017-NM



Dear Dr. Harsh Vardhan Ji,

Hon'ble Prime Minister while addressing the function to mark the 50th Anniversary of the establishment of the High Court of Delhi highlighted the emerging challenges before the Judiciary especially exponential increase in the pendency of court cases and called for preparation of a roadmap for the future. Though disposal of cases is within the domain of the judiciary, the Government has been taking various steps to help reducing arrears and backlog of cases in courts. However, there is no significant impact on pendency and arrears.

2. As you are aware that government is a major litigant and it is a party to about 46% of the 3.14 crore cases pending in various courts in the country, ranging from service matters to indirect taxes. The Judiciary has to spend its maximum time in tackling cases where the Government is a party, and the burden on Judiciary can only be reduced if the cases are filed after taking a careful and considered view. There is a crucial need to take transformative measures to reduce pendency of court cases. It is imperative to give top priority by all concerned Ministries/Departments to review all pending court cases and take up Special Arrears Clearance Drives. They should identify frivolous and vexatious matters and separate them with the matters with merit and take quick steps to either withdraw or dispose of them speedily. Therefore, while reviewing the pendency of court cases, all Ministries/Departments have to examine the cost of fighting the case by incurring expenditure under the Consolidated Fund of India and time taken to dispose of the case vis-à-vis relief given to parties who are petitioners.

3. I understand that every Government Department has in place its own mechanism to handle various kinds of disputes and monitoring of cases pending before various courts/authorities/tribunals, etc. as per the requirement. Now, we need to make these mechanisms more effective and efficient, so that pendency of cases in all courts is reduced. Every matter needs to be looked into in depth in consultation with experts and concerned before going to litigation. The government must cease to be a compulsive litigant, and executive power should be made use to reduce the grievance of the future litigant. Before initiating any litigation, the matter must be placed before the competent authority. It will be his responsibility to endeavor to see whether the litigation can be avoided. If litigation cannot be avoided, then alternative dispute resolution methods like mediation must be

considered. Filing of new cases against state governments or its bodies or government staff may be discouraged, and recourse to litigation may be adopted only as a last resort. As frequent adjournments are resorted to by Government Counsels, unnecessary and frequent adjournments should be frowned upon, and infractions dealt with seriously.

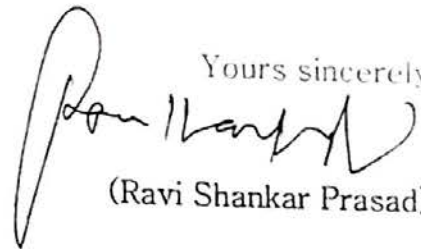
4. Each Ministry/Department should chalk out an 'Action Plan for Special Arrears Clearance Drives' to reduce the number of court cases by following various methods mentioned in the above and implement the plan on Mission Mode. All these efforts should yield in a significant reduction in a total number of court cases in each Ministry/Department. Each Ministry/Department should also send a Quarterly Report on reduction in total number of court cases withdrawn/settled/disposed as per the Annexure enclosed. This report should contain details of reduction in court cases in your Ministry/Department including Autonomous Bodies, Subordinate or Attached Offices as per the enclosed format. I am directing Secretary, Department of Justice to hold meetings with all Ministries/Departments to review this matter regularly.

5. I shall be grateful if you kindly send action taken in this regard at the earliest.

With regards

Encl.: As above

Dr. Harsh Vardhan,
Minister of Science & Technology and
Earth Sciences,
Technology Bhawan,
Mehrauli Road,
New Delhi - 110 016.

Yours sincerely

(Ravi Shankar Prasad)

4/4

DETAILS OF REDUCTION IN PENDING COURT CASES

Name of the Central/State Ministry /Department:

1. Total existing Number of Courts cases as on <u>31-3-2017</u>	Supreme Court/High Court/CAT/ District or Subordinate Courts
2. How many court cases have been reduced after review during the last quarter ending (March, June, September, December)	Supreme Court/High Court/CAT/ District or Subordinate Courts
3. How many cases have been withdrawn after Executive Order or following ADR methods such as mediation etc./ reduction in cost of fighting case / relief given to employees or private individual/ agencies	Supreme Court/High Court/CAT/ District or Subordinate Courts

[Note:- Separate information on Autonomous Bodies/Subordinate Offices/ Attached Offices etc. may be sent in the similar format]

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



10.01.2020

36-2(80)-Law/9

No _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To Heads of all CSIR Labs and Institutes.

Sub: Timely submission/ compliance of the Court orders-reg.

Sir/Madam,

It has been observed that many a times, Legal matters/ litigations are not being handled with due diligence. In many of the cases replies/ counter replies are not submitted on time leading to delay in completion of the Legal Procedure. Even compliance of the Court Orders are delayed as requisite action is not taken on time.

Similarly some officers have been found to have reservations in signing and filing the replies/ counter replies (affidavit) on behalf of CSIR, despite clear instructions/ guidelines issued vide CSIR Circular letter of even no. dated-17/11/2014.

The DG, CSIR has taken a very serious note of the above and approved as under:

1. The Labs/ Institutes shall examine the litigation case [O.A., WP, CWP etc.] on its receipt in the light of relevant Rules and Instructions on the subject and also in consultation with the concerned Division(s) of CSIR Hqrs. to which the matter may pertain. After making full examination, this will be referred to Legal Division along with the complete set of documents accompanied with their comments and recommendation. in full.
2. It is also reiterated that the replies/ counter replies (affidavit) shall continue to be signed by the officers as mentioned in this office Circular/ letter of even no. dated: 17/11/2014 (copy enclosed).

All concerned are requested to see for kind information, guidance and necessary compliance so that un-necessary delay in addressing the legal issues and adverse orders from Courts are avoided and the interest of CSIR and its Labs/ Institutes are properly defended before the Court(s) of Law.

Yours faithfully,

Encl. As above


(Bijendra Kumar)
Deputy Secretary (I.)

- Copy to: 1. Heads of all Divisions at CSIR, Hqrs.
2. All Sr. DS/ DS/US at CSIR, Hqrs.
3. Sr. COA/COA/AO of all the National labs/Institutes.
4. DS, Office of DG, CSIR
5. PS to JS (A), CSIR
6. PS to FA, CSIR
7. PS to CVO, CSIR
8. Head, IT, with the request to upload it on CSIR, Hqrs. website.
9. Office Copy

o/c

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



36-2/80-Law | 119

25th April, 2023

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

Sr. COA/COA/AO of National Labs/Instt. of CSIR

Subject: -Presence of concerned office staff on the day of hearing of case(s) in courts.

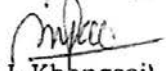
Madam/Sir,

It may be recalled that during the General Administration Annual meet held in NIO Goa on 20th & 21st February 2023, the issue of proper monitoring of court cases of CSIR & CSIR Labs. /Instt. has been discussed and it was opined that the concerned Labs. may have to closely monitor their cases by deputing concerned staff of the Lab./Instt. to be present in court during the conduct /hearing of the case(s) so as to avoid adverse orders by the courts for non-prosecution of cases etc.

In this connection, I am directed to convey the approval of the Joint Secretary (Admin), CSIR that hence forth, the staff dealing with legal cases/staff well conversant in the facts of the case(s) shall be present in court on the day of hearing of the case(s). Further, in cases where Court is located away from station, assistance of the sister lab. in that location/nearest to that location may be obtained.

All Sr.COA/COA/AOs are requested to ensure compliance in this regard.

Yours faithfully,


(J.L. Khongsai)

Deputy Secretary (Legal)

CC .

1. Sr.DS (CO)
2. Sr.PPS to DG CSIR
3. PS to JS(A)
4. PS to FA, CSIR
5. PS to CVO
6. PS to LA
7. Office Copy

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



F.No. 2/80-Law | 389
11/12/2023

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

The Directors/Heads of all
CSIR-National Labs/Instts.

Sub: Regarding avoidance of delay in referring the legal matters to CSIR Hqrs. and seeking ex-post facto approval as a routine practice.

Sir/Madam,

This is being noticed that request proposals for post facto approvals of legal proceedings etc. are becoming a rule rather than exception.

The Competent Authority at CSIR Hqrs. has taken it very seriously and observed that this practice of seeking ex-post facto approval should be avoided and henceforth in future all proposal for contesting any legal proceedings/filing of appeal/acceptance of Court orders etc. should invariably be sent to this office well in advance, so that sufficient time is available for its proper examination and further direction.

The above instructions are being issued for strict compliance so that the provisions contained in Bye Law 5 and 18 are complied in it's true letter and spirit.

Yours faithfully


(Pankaj Goswami)
Under Secretary (Legal)

Copy to: -

1. Sr CoA's/CoAs/AOs of all Labs/Instts.
2. PS to DG, CSIR
3. PS to JS (A)
4. Head, HRDG/HRDC/IPU/TKDL
5. ✓ CSIR Website
6. Office copy.

No. 36-2/80-Law

7th April, 2025

Dated _____

To

Heads of all National Labs/Instts. of CSIR,

Sub: Standard Operating Procedure to deal with the legal matters – reg

Madam/Sir,

As you all are aware that in order to deal with the legal matters in an effective manner, Legal Division has issued various instructions / guidelines from time to time. The issue of proper monitoring of Court cases of CSIR and CSIR Labs/Instts. was discussed during the General Administration Annual Meet-2024 held at HRDG, Ghaziabad, wherein the need was felt to issue a Standard Operating Procedure to deal with the legal matters.

Accordingly, in addition to the instructions/guidelines issued by this Division from time to time for dealing with the Court Cases, the following SOP may kindly be followed to ensure consistency and improve efficiency in conducting / monitoring of the Court cases:

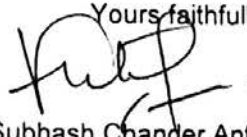
- Check Jurisdiction – Posting of the Applicant/Petitioner or the place where cause of action has arisen;
- In order to avoid the litigation, the representations/grievances of the employees/pensioners may be handled properly and disposed of in a timely manner by issuing a reasoned order.
- Mitigation – Whether the prayer can be addressed administratively within the ambit of standing rules and guidelines, if yes, take necessary administrative actions in time to mitigate the litigation;
- In case it is recommended that the case is to be contested, refer the matter to Legal Advisor along with all the facts, comments, clear recommendations to contest or otherwise along with the grounds for contesting, name of the advocate in the prescribed Proforma;
- Prior approval of the Competent Authority is mandatory as per Bye Law-5 of Rules & Regulations and Bye-Laws of CSIR for filing/contesting any court case. Seeking Ex-Post Facto approval for initiating any litigation is only an exception and cannot be treated as a general rule/practice. Hence seeking Ex-Post facto approval of the Competent Authority may be avoided except in extraordinary circumstances;
- The inputs comments of the concerned Section/Division of HQ should be obtained, wherever required;
- On receipt of approval to contest the matter and engagement of advocate, coordinate with the advocate and provide complete facts, para-wise comments on the plaint and the grounds to contest alongwith relevant documents for preparing the Counter Affidavit;
- Send the draft counter affidavit prepared by advocate to Legal Advisor for vetting from legal angle, if so warranted;
- File the counter affidavit in Hon'ble CAT/Court and also send a copy of the signed counter affidavit to Legal Division for records;

Contd....

- Ensure that no hearing in any legal case is left unattended by the advocate and a responsible officer/official of the Lab/Instt.;
- File all the pleadings in the court within the time limit granted for the same by the respective Court. It must be ensured that copies of all the pleadings are provided to Legal Advisor for records;
- Keep track of the daily orders issued by court in the matter and seek approval of Competent authority for implementing such orders as and when required;
- When the case is concluded and final order is passed by Hon'ble CAT/court the matter should be referred to Legal Advisor along with comments of the lab and clear recommendations to accept the same or otherwise to obtain approval of the Competent authority to avoid the contempt Proceedings. It must be ensured that the time limits given in respective orders are strictly adhered to and matter is referred to Legal Advisor well in time so that it may be processed within the given time limits at HQ;
- The orders are required to be implemented immediately on receipt of approval of the competent authority. The labs/Instt should take immediate necessary action in the litigation matters as per the approval of Competent authority- be it implementing an order or challenging it before a Court of appropriate jurisdiction.

No time limits have been prescribed for completing specific tasks outlined in the SOP, as in legal matters the action is required to be taken immediately, without referring to any fixed time frame.

All concerned are requested to adhere to this SOP while dealing with cases filed / pending at any Court including the specialized forums like Consumer Court and Tribunals.

Yours faithfully,

(Subhash Chander Antil)
Deputy Secretary (Legal)

Copy to:-

1. All Heads of Sections/Divisions/Directorates/Units of CSIR H'qrs
2. Sr. COA/COA/AO of all CSIR Labs/Instts.
3. All Sr. DS/DS/US of CSIR H'qrs, HRDG, HRDC, URDIP, TKDL, IPU, SCDD, DGTC, IMD, TMD, CPD
4. PPS to DG,CSIR
5. PS. to JS(A)
6. IT Division, with the request to host the Circular on CSIR website.
7. Office Copy



महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA
संयुक्त सचिव
Joint Secretary



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

No.36-3/89-Law
Dated: 22nd July, 2025

To

The Directors/Heads of All CSIR Laboratories/Institutes/Units/Centres

Subject: Timely Action for compliance of Court Orders.

Dear Sir/Madam,

This is to bring to your kind attention that CSIR Hqrs. has been issuing instructions/guidelines/SOPs, time and again regarding avoidance of delay in filing Counter Affidavits/Appcal and compliance of Court orders. However, it has been observed that some of the CSIR Labs/Institutes are not taking required action in complying with or challenging Hon'ble Court orders in a timely manner. This leads to the filing of contempt petitions against Directors/DG, CSIR by name, creating an embarrassing situation.

A serious view has been taken in the matter. It is mandatory that all Court orders must be complied with or challenged well within the stipulated time.

In cases where additional time is required to comply with or challenge Court directions, you are requested to proceed as under:

1. To file the Application before the Hon'ble Court seeking extension of time and send proposal to CSIR Hqrs. for approval for engagement of Advocate for this purpose, to avoid delay in the matter.
2. In case the matter has been referred to CSIR Hqrs. for consultation, the Lab/Instts. shall file application seeking extension of time after consultation with the concerned Division at CSIR Hqrs.
3. With regard to the cases pertaining to CSIR Hqrs. and its Units, where the extension of time is required for compliance of the Hon'ble Court orders, Legal Section may be informed for filing extension of time **at least 15 days before the due date of the compliance of court orders.**

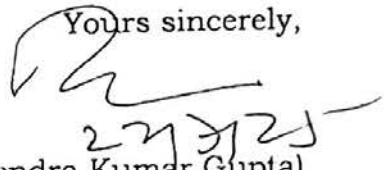
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Timely compliance with Court orders is essential to avoid any adverse consequences and to uphold the reputation of CSIR.

Your cooperation and vigilance in this matter are highly appreciated. Please ensure that all Court orders are complied with or challenged in a timely manner.

With best regards,

Yours sincerely,


(Mahendra Kumar Gupta)
Joint Secretary (Admn.)

Copy to:

1. DG, CSIR -for kind information
2. FA, CSIR
3. CVO, CSIR
4. All Divisional Heads , CSIR Hqrs
5. Sr. Deputy Secretary (Policy Division)
6. Sr. Deputy Secretary (Rectt. & Assessment)
7. Deputy Secretary (HR-I)
8. Deputy Secretary (HR-II)
9. Deputy Secretary (CO)
10. Deputy Secretary (DRC)
11. Head, IT- With the request to upload the letter on the website of CSIR
Hqrs.
12. Office copy