सीएसआईआर
CSIR
भारत का नवाचार इंजन
The Innovation Engine of India

महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA
संयुक्त सचिव
Joint Secretary

आज़ादी का अमृत महोत्सव

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

D.O.No. 5-1(881)/2024-PD
Dated August 05th, 2024

Dear Directors/Heads,

As you are aware, CSIR has issued various instructions from time to time regarding delegation of powers of Directors/Head of the Labs/Instt. to enable decision-making at Lab level. CSIR has also issued instructions on referring matters to CSIR Hqrs communicated vide D.O. No. US(LA)/Misc./98-E.II dated 06.05.1998, letter No. 5-1(3)/2008-PD dated 21.10.2008 CSIR letter No. 17(66)/2009-Lab.Admn.III dated 04.03.2009.

You would also appreciate that Government of India has been emphasizing on the delegation/de-layering to increase efficiency in the decision-making for speedy disposal of references.

However, various instances have come to my notice that references are received from CSIR labs/instts, even in routine matters where decisions could be taken at their level. Moreover, sometimes such references do not reflect due examination of the case at lab/instt. level and also are not supported with the comments of the Director/Administration/Finance or the reason/justification as to why the decision could not be taken at the lab level. This defeats the very purpose of delegation of powers and adversely affects the speedy disposal of references.

In order to reduce references to CSIR and to increase efficiency in decision making, I request you to kindly advise all the concerned officers in the Lab/Instt. to examine all the proposals at their level carefully in the light of the given rules/ guidelines/ instructions issued by the Govt. of India/ CSIR from time to time on the

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29/5/26

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subject, and try to solve issues at Lab./Instt. level wherever powers have been delegated to Directors, and reference in such matters may kindly be avoided.

Further, I earnestly request you to ensure that only those cases which cannot be decided at Laboratory level within the given rules/regulation/guidelines or the powers delegated to the Director/Head of Labs/Instts. or where any relaxation is required for justifiable reasons, be referred to CSIR Hqrs. after thorough examination at the Labs./Instts level with a detailed justification/reasons/rule under which the reference to CSIR-Hqrs is necessary. It is needless to say that any reference shall have specific comments/recommendations of Director and in case of financial matters, the same should be sent along with the comments of Sr.COFA/COFA/FAO of the Lab./Instt under the signature of an officer of an appropriate level.

warm regards,

Yours sincerely,



(Mahendra Kumar Gupta)

To

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

Receipt
Despatched

अजय कुमार
संयुक्त सचिव
AJAY KUMAR IAS
Joint Secretary

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D.O.No.US(LA)/Misc./98-E.II

Dated: 1.05.98

Dear Prof. Raychaudhury,

It has been observed that references are being received from the laboratories on issues which have already been settled and decisions communicated thereon. In some cases decisions were communicated more than once. References are also being received many a times even on routine matters where decision could have been taken by the Laboratories themselves as per the rules on the subject.

I hope you would very much appreciate that references received time and again on issues that have already been settled will not yield any different decision than the one communicated already but only would increase unwarranted work load both at Labs. as well as CSIR Hqrs. resulting in waste of energy of one and all which could be channelised otherwise more effectively for other purposes. I, therefore, request you kindly to see to it that references on issues that have already been settled and issues that could be well settled as per extant rules/guidelines within the laboratory after a detailed examination by administration and finance may kindly be avoided in future. Only those cases which cannot be decided at the Laboratory level within the given rules/regulation/guidelines or the powers delegated to the Heads of Labs./Instts. or where any relaxation is required for justifiable reasons, should be referred to CSIR Hqrs. This underlines the need for thorough examination of all the proposals by the Administration & Finance of the Labs./Instts. before taking a decision to refer the matter to CSIR Hqrs. I request you kindly to advise all the concerned officers in your Lab./Instt. to examine all the proposals at their level very carefully in the light of the given rules/guidelines/instructions issued by the Govt. of India/CSIR from time to time on the subject, before submitting the same for your approval or proposing to refer the issue to CSIR Hqrs. Further, with a view to avoid making references to CSIR in a routine manner, it is

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suggested that in future no issue should be referred to CSIR by the laboratory administration without obtaining the specific approval of the Head of the Lab/Instt to do the same. The fact that the matter is being referred to CSIR Hqrs. with the specific approval of the Head of the Lab./Instt. should also be made clear in the reference letter to be sent to CSIR Hqrs.

I am sure you would kindly appreciate the spirit behind this letter and advise all the concerned officers in your Lab./Instt. to do the needful accordingly.

With kind regards,

Yours sincerely,

6/5/98

(Ajay Kumar)

Prof. A.K. Raychaudhury,
Director,
National Physical Laboratory,
Dr. K.S. Krishnan Marg,
New Delhi - 110 012

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

परिपत्र सं. 434

No. 5-1(3)/2008-PD

Dated 21st October, 2008

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

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

Sub.:- References to CSIR Hqs. from Laboratories/Institutes on service matters where Powers have been delegated to Directors-instructions thereof.

Sir,

I am directed to state that despite delegation of powers to Directors to take decisions at Laboratory/Institute level and the policy guidelines issued by CSIR, large number of references are being received at CSIR Hqrs. from the Laboratory/Institute under the signature of AOs/COAs on service matters. In order to reduce references to CSIR Hqrs., DG has desired that in future, before making any reference to CSIR, the matter should be examined by the Administration and Finance in the Laboratory/Institute in accordance with the instructions issued by CSIR/Govt. of India from time to time and try to resolve issues at laboratory level wherever powers have been delegated to Directors. Further, DG, CSIR has desired that the following instruction may scrupulously be followed by the Laboratory/Institute:-

- Any reference to CSIR Hqrs. should be made under the signature of Director with detailed reason/justification for making such reference and the reason for not taking a decision at Lab. level.

- Staff/Officers should also be asked to desist from making direct representations to higher authorities in service matters and follow CSIR Grievance Redressal System, as already notified by CSIR from time to time.

- No case of age/qualification relaxation in the case of S&T staff, specially in the case of Scientists, Group-IV(1) & (2), should be referred to CSIR Hqrs., and recruitment should be made strictly as per the provisions contained in the CSIR Service/Recruitment Rules, however, relaxation in age to SC/ST/OBC candidates etc. will be applicable as per the Govt. of India instructions issued from time to time.

- The Sixth CPC recommendations, in the case of CSIR administrative and technical staff, may be implemented in accordance with the instructions issued by CSIR vide its Circular dated 4-10-2008 and the Govt. of India notification/orders already endorsed to Labs. Wherever, specific designation is not mentioned in CSIR Circular dated 4-10-2008, specially of staff belonging to Isolated category/canteen, they may be placed in the corresponding pay scales, based on the adoption of pay scales in identical cases of isolated cadre, other than the scales adopted in the case of Raj Bhasha Staff. Any reference seeking clarification should be sent under Director's signature only, after examining the issue at Lab. level and indicating reasons for making such reference.

- As regards anomaly created due to the merger of few scales, thereby requiring changes in the Recruitment and Assessment Promotion Rules, DG, CSIR has

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constituted a Committee under the Chairmanship of Chairman, RAB. Any change in the Assessment Promotion Rules based on the recommendations of the Committee, will be effective prospectively from 1-1-2009 or the date from which GB's approval is obtained.

- DG, CSIR, vide his e-mail dated 4-10-2008 to Directors, has already addressed the issue of grant of some monetary incentive in the form of additional increments to Group-II and III employees having higher qualification, like Ph.D./ME/M.Tech. etc. and directed that all direct recruitment to the posts of Asstt.Gr.III and I (Gen/F&A/S&P) and Jr. Stenos. and Sr. Stenos. may be kept in abeyance, pending finalization of Recruitment Rules for recruitment of staff at the level of Executive Assistant in the Administrative Cadres, as such, any matter/representation related to these issues may not be forwarded to CSIR Hqrs. till a final decision on these issues are taken and notified with the approval of the competent authority.

The above instructions may please be brought to the notice of all concerned for information and compliance.

Yours faithfully,

21/10/08

(Sushil Kumar)
Sr. Deputy Secretary

Copy to:-

1. Sr. COA/COA/AO of all Labs/Instts.
2. Sr. Dy. FA/Dy. FA/Sr. F&AO/F&AO of all Labs./Instts.
3. PS to DG, CSIR
4. US & PPS to JS (Admin.)
5. PS to FA, CSIR
6. P.A. to CVO, CSIR
7. Legal Adviser, CSIR
8. Under Secretary (CO)/Deputy Secretary (Complex)
9. Head, URDIP/IPMD/HRDC/RDPD/TNBD/ISTADS
10. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
11. Heads of RAB, CSIR Complex, Pusa, New Delhi
12. Dr. R.B. Misra, Secretary, Staff Side, JCM, Indian Institute of Toxicological Research, Post Box No.80, Mahatma Gandhi Marg, Lucknow-226001
13. Head, IT Division with the request to make this circular available in the website.

Phone : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : csirhg@sirnetd.emet.in

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No. 17(66)/2009-Lab.Admn.III

4th March, 2009

The Director/Heads of all
National Laboratories/Institutes of CSIR

Sub: References to CSIR Hqrs. from Laboratories/Institutes on service matters where Powers have been delegated to Directors instructions thereof.

Sir,

I am directed to refer to CSIR letter No. 5-1(3)/2008-PD dated 21st October, 2008 (Circular No. 434) on the subject cited above and to draw your specific attention to Points No. 1 & 2 which are as follows:

1. Any reference to CSIR Hqrs. should be made under the signature of Director with detailed reason/justification for making such reference and the reason for not taking a decision at laboratory level.

2. Staff/Officers should also be asked to desist from making direct representations to higher authorities in service matters and follow CSIR Grievance Redressal System, as already notified by CSIR from time to time.

It has been observed that in spite of the above circular, references are continued to be received at CSIR Hqrs. without required examination at the laboratory level/without any justification/reason for not taking decision at laboratory level etc. which results in unwanted delay in disposing of representations at the laboratory.

In view of the above, it is requested to kindly ensure that instructions contained in the above referred circular letter are invariably followed. It is also informed that any reference which is not in accordance with the above referred circular will not be entertained.

Your kind cooperation in this regard is solicited for improving the overall efficiency of administration.

Yours faithfully,

(C. Manavazhagan)
Deputy Secretary

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