

Work Allocation of Central Office is as under:-

E-III Section

1. Service matters of all staff members of CSIR Hqrs. including Scientific & Technical Staff, isolated categories, stenographic cadre etc.
2. compassionate appointments
3. Appointments of Consultants
4. Disciplinary/Vigilance matters except staff belonging to Common Cadre and including submission of monthly/quarterly reports
5. Assessment Promotion of S&T Staff
6. Maintenance of ACRs/APARs
7. GPF/LTC as per rules
8. RGIS claims, Children Education Assistance claims, Conveyance/Computer /Festival Advance/ House Building Advance, Revolving Advance
9. Allotment of Quarters/Estate matters
10. Maintenance of Manpower Information System (MIS)
11. Court Cases/ Providing information under RTI Act.
12. All miscellaneous matters like issue of MHA Card/revalidation slips, issue of identity card to pensioners, internal transfer & posting, Constitution of committees like Benevolent Fund Committee, Grant of honoraria, CSIR Cafeteria, Complaints Committee, CSIR Foundation Day Celebrations, Local Grievance Committee etc. Observance of days of national importance like Anti-Terrorism Day, Sadbhawana Diwas, Quami Ekta Week etc.,

