

ANNEXURE 'C'

WORK IN HR-II SECTION

Lien/Deputation/Foreign Service/Resignation of Chief Scientist	Advances/ Clarification regarding all matters related to Pay Fixation/Advance increments
Relaxation of Age, experience and qualification of Gr.I/II/III	Issues related with Isolated categories including promotions
Estate Matters and waiving of Penal Licence fee	Reservation –SC/ST /Minorities/OBCs/PWDs clarification /Liaison work /Compilation of information to be sent to DSIR
Recruitment of Gr.I.II&III Clarification	Appointment of Foreign National
Lateral entry in Gr.III	Matters related to Project Assistant Clarification/Quick Hire Fellows
RTI/Parliament Question /MIP references	Matters related to OTA/HRA/Honarium/Fee & other Allowances
Leaves Rules	Matters related to clarification of CPF/GPF
Counting of Past Service	Matters related to Clarification on Pension/NPS/DCRG Issues
LTC/TA/DA/SR-12 Joining Report/Time	Writing off loses (except stores items)
Commercial Employment /Compassionate Appointment	Matters pertaining to identified Casual workers scheme of CSIR
Voluntary Retirement of Chief Scientist and above except Director and cases of FR 56 (J)/Removal/Dismissal/Confirmation	Contract Workers, Causal Workers, Security Service
Verification of C&A through IB	Miscellaneous Work
Inter –Laboratory Transfer	
Grievances from CPGRAMS Portal	
Probity Portal Data	
Incentive for acquiring fresh higher qualification	