COUNCIL OF SCIENTIFIC&INDUSTRIAL RESEARCH ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001

No. 3-US(HR)/Reorg/2015-EI

Sub: Reorganization of Administrative Wing of CSIR Hqrs. - reg.

OFFICE MEMORANDUM

The primary role of CSIR Hqrs is to frame policy guidelines and provide clarifications to enhance the administrative efficiency and productivity of CSIR Labs/Instts. A need was felt to re-align and re-organize the administrative sections/units of CSIR Hqrs so as to make it dynamic and proactive. In order to achieve these objectives, the Director General, CSIR has been pleased to approve reorganization of administrative wing of CSIR Hqrs.The reorganized structure of CSIR administration wing is enclosed as **Annexure-I** for information of and necessary action by all concerned.

These orders come into force with immediate effect.

(Rajeev Sharma) Under Secretary

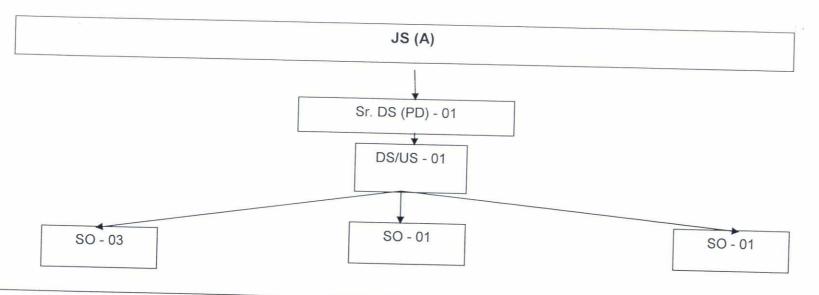
Dated: 01/02/2016

Copy to:-

- 1. Directors/Heads of all CSIR Labs/Instts/Centres
- 2. US, Office of DG, CSIR
- 3. US, Office of JS (Admn.), CSIR
- 4. PA to FA, CSIR
- 5. PS to CVO, CSIR
- 6. PS to LA, CSIR
- 7. All Officers/Sections/Divisions in CSIR HQ
- 8. Head, IT with the request to host this OM on CSIR website
- 9. Guard File
- 10. Office copy

Note: That on 02/02/2016 it was rectified that in HR Division, the indicative arrow is from Sr. DS (HR) to DS.

(Rajeev Sharma) Under Secretary



ANNEXURE-I

POLICY DIVISION

POLICY SECTION

Formulation of all Policies.

Matters pertaining to Technical and Support Staff, Administrative Staff and Isolated posts etc. (erstwhile PPS, now HR-III task), Clarification on assessment promotion scheme of Gr.III, G.II & Gr.I, Equivalence of qualification

All policy matters concerning CSIR employees like Residence Allotment, License fee, Financial Assistance under Medical Schemes, Welfare Scheme etc.

Implementation of Pay Commission and related issues

Adoption of Circulars issued by various Ministries like DOPT, Ministry of Finance etc. in CSIR

Cadre Review and Cadre rationalization

Sanctioned Strength of S&T and Administrative Staff

Training & Development programmme.

COMMITTEE SECTION

Convening the Governing body meetings, CSIR Society meetings, Constitution of GB, Society and other related works

Management Councils Labs/Instts

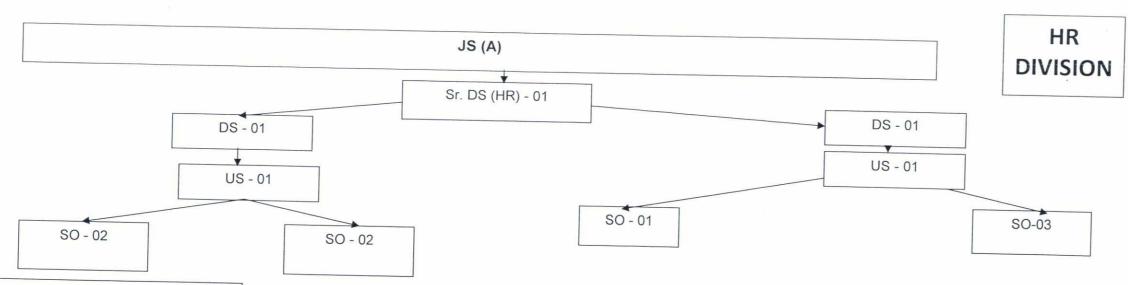
PARLIAMENT SECTION

All Parliament Questions

Coordination of visits, ATR of various Parliamentary Committees and other related matter.



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LAB ADMINISTRATION AND COORDINATION SECTION

Lien/deputation/foreign service, Counting of past service, Approval for lateral entry in Rectt, Ad-hoc appointment, Compassionate appointment, Commercial employment, Clarification regarding recruitment to Groups I, II and III, Resignation & Voluntary retirement in respect of Chief Scientists and above except Director, Compulsory retirement under FR 56 (i), Verification of character and antecedents, Reservation matters, Quick hire Fellow/Project Assistants, Casual Workers related matters, Estate matters, Inter-Lab. transfer of S&T Staff, clarification regarding CPF/GPF/ Pension/NPS /DCRG, Leave rules, OTA/ HRA/Honorarium /Fee and other allowances

GRIEVANCE RESOLUTION SECTION

All matters relating to Joint Consultative Machinery (JCM) and Central Grievance Committee (CGC) Pension and Pensioners' Grievance Resolution Cell.

All Public Grievance Cell – Grievances received through CPGRAMS of DARPG

COMPLAINT HANDLING SECTION

Dealing with all Complaints, Holding of preliminary inquiry/FFC/investigation and other related matters.

Holding of all inquiries in cases relating to Sexual Harassment

RECRUITMENT OF DIRECTORS

Recruitment of Directors of Labs./Instts., Scientist H, Distinguished Scientists, RAB Chairman,

Extension of tenure of Director(s), extension of service beyond superannuation

All Service matters related to Directors including complaints

COMMON CADRE OFFICERS (CCO) SECTION

Deptt Promotion Committee, MACP & Transfer & Posting of Gr. A and Gr.B Common Cadre Officers of all three cadres.

Direct Recruitment of Section Officers / Asstt(Gr.I).

Departmental Test Examination, DPC of Assistant (G/F&A/S&P) Gr.I

Service matters of Common Cadre officers like forwarding of application, Deputation, Counting of past service, related Vigilance Clearances etc.

Confirmation in service

CCOS O-APARS SECTION

Maintenance of O-APARS of CCOs. Disposal of Representations thereon.

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