

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

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


Dated : 01/02/2016

OFFICE MEMORANDUM

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

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

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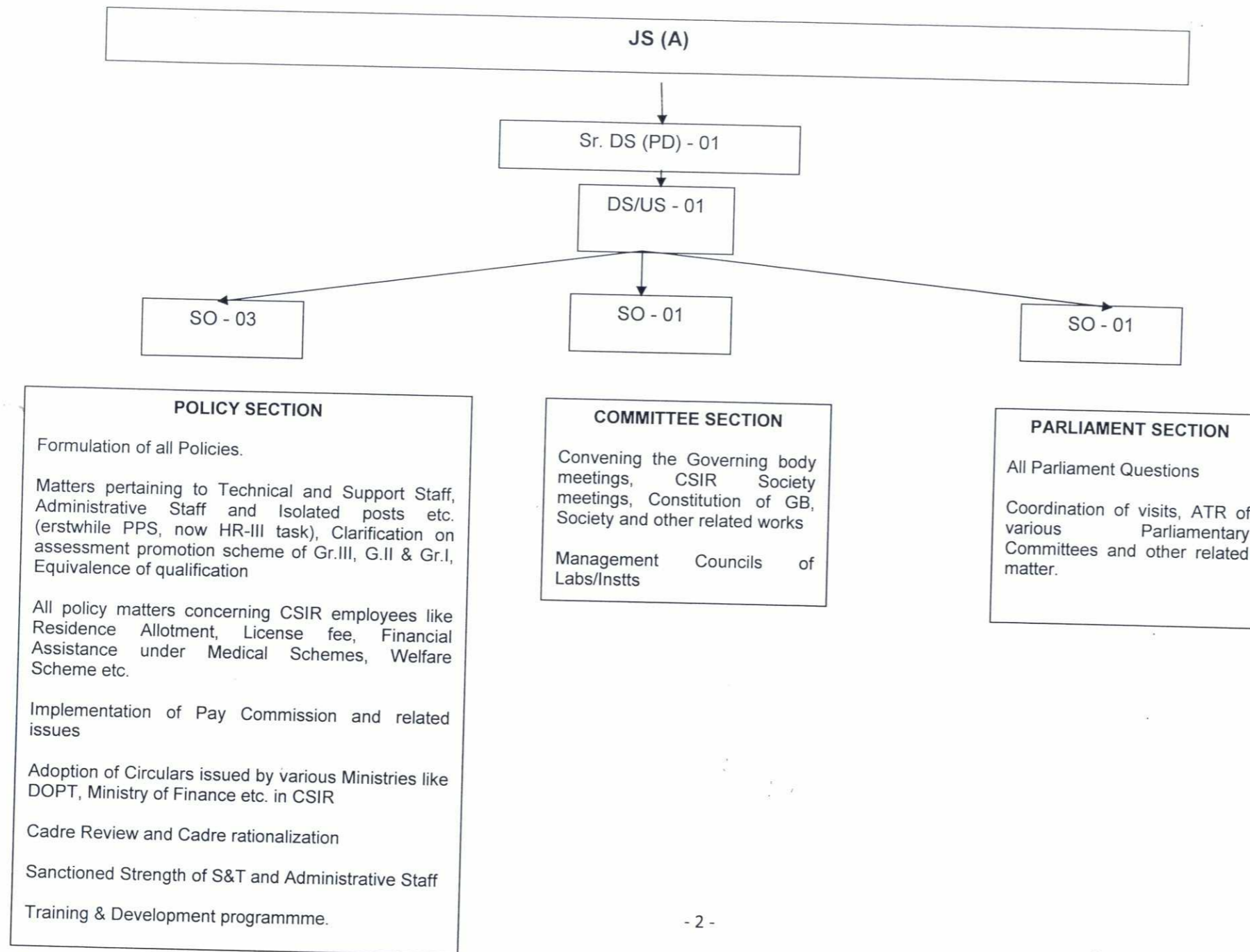
1. Directors/Heads of all CSIR Labs/Instts/Centres
2. US, Office of DG, CSIR
3. US, Office of JS (Admn.), CSIR
4. PA to FA, CSIR
5. PS to CVO, CSIR
6. PS to LA, CSIR
7. All Officers/Sections/Divisions in CSIR HQ
- ✓ 8. Head, IT - with the request to host this OM on CSIR website
9. Guard File
10. Office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

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

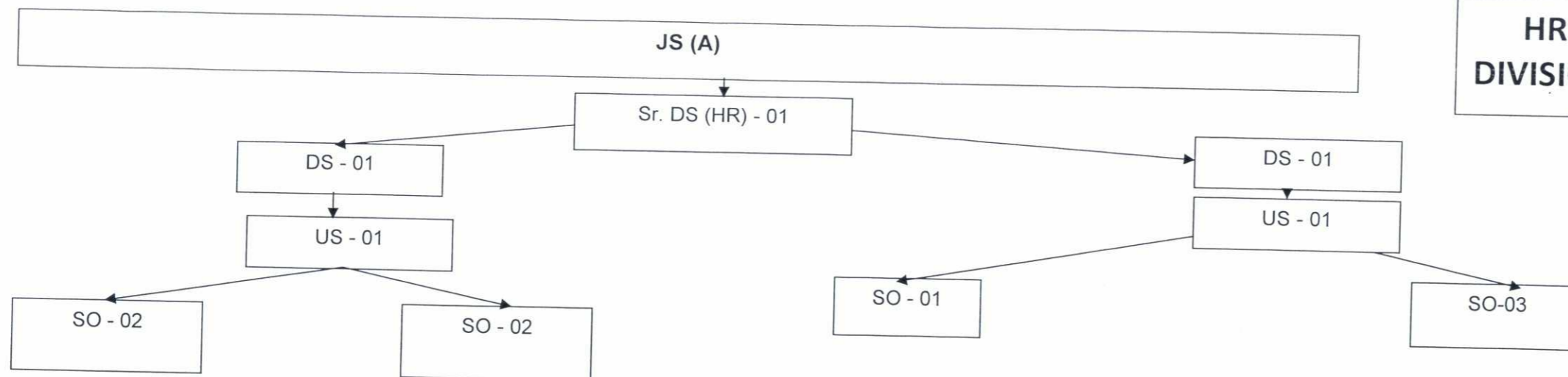
  
(Rajeev Sharma)  
Under Secretary

# ANNEXURE-I

## POLICY DIVISION



**HR  
DIVISION**



**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.

