

वैज्ञानिकताऔद्योगिकअनुसंधानपरिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधानभवन, 2 रफीमार्ग, नईदिल्ली-110001  
AnusandhanBhawan, 2, Rafi Marg, New Delhi-110001



F.No. 5-1(335)/2016-PD

Dated 29.7.2016

To the Director/Heads of Unit of CSIR Labs/Instts./Hqrs.

**Sub:- Timely submission of monthly report for implementation of SoPs and time-lines.**

Sir,

As you are aware that the Competent Authority has been pleased to create a Monitoring Cell at CSIR Hqrs for efficiently monitoring the implementation for SoPs and time-lines assigned for various administrative process at each Lab/Instt vide CSIR OM No. 3-US(HR)/Reorg/2015-E.I dated 14.7.2016.

In order to enhance the administrative efficiency and productivity at Labs./Instts., CoAs/AOs/US of each Lab/Instt./Hqr. may submit a monthly report of their compiled data duly filled in the prescribed Proforma-I for CSIR Hqrs. and Proforma-II for Labs./Instts. respectively.

The monthly report of the preceding month may be sent latest by 7<sup>th</sup> (or next working day by 1.00 p.m) of the following month so that the compiled data is timely submitted to DG, CSIR.

  
29/07/2016  
(Anjum Sharma)  
DS, Monitoring Cell

- Encl. 1. Proforma-I for CSIR Hqrs.  
2. Proforma-II for Labs/Instts.

Copy to:

1. CoAs/DS/AOs/US of Labs/Instts/CSIR, Hqrs./Units/Complex/HRDC
2. CSIR Web site.

Activities to be monitored at CSIR Hqrs.Level

❖ Report for the Month : ....., 2016 for submission to Joint Secretary (Admin.) ,CSIR / DG,CSIR

Sl. No	Subject	No.of Receipts	No. Processed	Scheduled turnaround time / Final disposal	Balance Pending	Current Status / Remarks
1.	Dak Monitoring			2 weeks		
2.	Grievances/ Complaints			<b>Process / timeline break-up:</b> a) Issue to Lab. for comment : 5 days b) Receipt of Lab comments : 7 days c) Process/examination of case : 7 days d) Disposal / Approval of CA : 7 days e) Despatch of final response : 4 days <b>Total time : 30 days</b>		
3.	Statutory Receipts	RTI		2 weeks		
		PMO / Cabinet Secretariat		2 weeks		
		VIP Reference		2 weeks		
		Parliament Questions		3 days		
		CPGRAMS		1 week		
4.	Lab. references	Service matters involving ref. to Finance / Legal /Policy		45 days		
		Routine service matters		<b>Process / timeline break-up:</b> a) Issue to Lab. for comment : 5 days b) Receipt of Lab comments : 7 days c) Process/examination of case : 7 days d) Disposal / Approval of CA : 7 days e) Despatch of final response : 4 days <b>Total time : 30 days</b>		
		With reference to DoPT / MoF etc.		<b>Process / timeline break-up:</b> a) Within CSIR : 1 month b) For DoPT, MoF etc advice : 1 month <b>Total time : 2 Months*</b>		
5.	Other time bound Receipts	Vigilance Clearance		10 days		
		Forwarding of application		10 days		

❖ Indicative timeframe- Matters referred to other Departments may take longer time than indicated.

Signature of SO/US : .....

Section / Division : .....

**Lab level Activities to be monitored from CSIR-Hqrs,**

❖ Report for the Month :.....,2016 for submission to Joint Secretary(Admin.) ,CSIR / DG,CSIR

Sl. No	Subject	No. of Receipts		No. Processed	Balance Pending	Current Status / Remarks
1.	Grievances / Complaints					
2.	Statutory Receipts	Legal Cases				
		CPGRAMS				
		VIP Reference				
		Parliament Questions				
		Statistics Compilation – Man Power Data				
3.	Rajbhasha Implementation	Quarterly report	Period:	Due date:	Date of submission :	
4.	ACRs of CCO	Total No. of ACRs of CCOs received at Lab level :		Total No. of ACRs of CCOs send to CR Cell at Hqrs. :		

Signature of COA/AO : .....

Name of Lab./Instt. : .....