

Draft Document

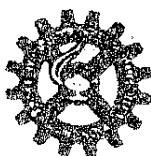
**REVISED
MERIT AND NORMAL
ASSESSMENT SCHEME**

(MANAS)

FOR

**SCIENTIFIC, TECHNICAL & SUPPORT STAFF
(Effective from 1-4-1992)**

**UP-DATED VERSION
(UPTO DECEMBER, 2015)**



**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH,
NEW DELHI**

Draft Document

REVISED MERIT AND NORMAL ASSESSMENT SCHEME (MANAS)

I N D E X

A. The Revised Merit and Normal Assessment Scheme (MANAS) portrays the modus operandi of assessment in respect of staff members in Group I, II, III & V(A) grades across all the CSIR Labs./Instts. w.e.f. 1.4.1992.	Pages
	1-30

B. Modifications/Amendments/Circulars of Revised Merit and Normal Assessment Scheme.

Sr.No.	File. No.	Date	Subject	pages
1.	17(65/P.42)/90-PPS(Pt.II)	18.1.1991	Benefit of Assessment to Engg./ Architectural staff.	31
2.	17(65/32)88-PPS	11.12.1991	NPA to Medical Officers engaged in R & D work or otherwise – reg.	32
3.	17(65/P-45)91-TC/PPS	16.3.1992	Placement of Staff engaged in Dissemination of Scientific Information	32-33
4.	17(66)/94-PPS	29.9.1994	Merit under the revised MANAS effective from 1.4.1992	33
5.	17(132)/A1/87-E-II	30.9.1994	Payment of subscription for becoming members of professional society.	33
6.	17(66)/94-PPS	11.10.1994	Option for MANAS-Staff governed by erstwhile bye-law 71(b).	34
7.	17(66)/94-PPS	12.10.1994	Assessment under the revised MANAS effective from 1.4.1992	34
8.	17(66)/94-PPS	12.10.1994	Computing of the period spent on deputation for determining the eligibility for assessment.	34
9.	1/(66)/94-PPS	9.11.1994	Guidelines for writing the APARs	35-36
10.	17(66)/94-PPS(Pt.II)	10.11.1994	Assessment for Scientific A/A1 in Group III and V(A)	36
11.	17(66)/94-PPS	23.5.1995	Annual performance Appraisal Report (APAR) Constitution of Normalisation Committee.	36-37
12.	17(65P.42/3A/90-PPS	13.6.1995	Induction of Non-technical employees into technical side in Group II.	38
13.	17(66)/94-PPS	19.6.1995	Revised MANAS effective from 1.4.1992- Clarifications regarding.	38-41
14.	17/66/8/94-PPS	10.7.1995	Normalization of APAR Grades.	41

15.	17/66/9/94-PPS	21.8.1995	Annual Performance Appraisal Report (APAR) – Clarification	42
16.	17/65/(P-45)/90-PPS	12.9.1995	Annual Performance Appraisal Report (APAR) Proforma	42-43
17.	17(65P.42/3A/90-PPS	26.9.1995	Induction of Non-technical employees into technical side in Group I & II under the provision of Revised MANAS.	43
18.	17(66/21/94-PPS	27.9.1995	Induction of Drivers into technical side in Group II under the provision of NRAS/MANAS(pre-revised).	43-44
19.	17(65P.42/3A/90-PPS	27.9.1995	Induction of Drivers into technical side.	44
20.	17/66/94-PPS	13.2.1996	Revised MANAS effective from 1.4.1992-Clarification Reg.	45
21.	17/66/94-PPS	24.5.1996	Apportionment of marks (weightage %) under para6.1(b) of Revised MANAS-Removal of Peer Review element in Group III.	45
22.	17/66/94-PPS	24.5.1996	Threshold marks for assessment from Grade II(2) to II(3) and V(A)(2) to V(A)(3) under table 2.2.2 and 2.2.5 of Revised MANAS.	46
23.	17/66/94-PPS	24.5.1996	Induction of Drivers into technical side.	46
24.	17/66/94-PPS	24.5.1996	Removal of cut off date 31.12.1981 under para2.3.4 of revised MANAS.	46
25.	17/66/94-PPS	24.5.1996	Assessment of Scientific A/A1 in Group III and V(A)	47
26.	17(65)/P.42A/37/90-PPS	8.7.1996	Split Option to the Scientific and Technical Staff governed under the flexible Complementing Scheme (Assessment Scheme).	47
27.	17/66/94-PPS	9.8.1996	Incentive in the form of two years earlier assessment under para2.3.4 of Revised MANAS- Clarification reg.	48-49
28.	17/66/28/95-PPS	12.12.1996	Revised option to go back to pre-revised scales purely for the purpose of assessment promotion under the faster track provisions.	49-50
29.	17/66/94-PPS	28.1.1997	Incentive of two years earlier assessment than the normal period of assessment on acquiring qualifications of next group-Modification in para2.3.4 of revised MANAS.	50

30.	17/66/94-PPS	28.1.1997	Relaxation in threshold for normal assessment for SC/ST categories-Modification in para2.4 of revised MANAS.	50-51
31.	17/66/94-PPS	21.4.1997	Assessment under the MANAS-Clarification regarding submission of work reports by the assesses.	51
32.	2(1)/Misc./97-R&A	26.05.1997	Payment of honorarium to members of RC attending meeting of Assessment Committee	51-52
33.	17/66/94-PPS	28.5.1997	Removal of cut-off date 31.12.1981 under the para2.3.4 of revised MANAS.	52
34.	17/66/94-PPS	17.10.1997	Maintenance of records relating to the Selection/Assessment/Departmental Promotion Committees.	52
35.	17(226)/97-E.II	24.11.1997	Representations from Council employees on service matters.	52-53
36.	17/66/94-PPS	25.3.1998	Regulation of the cases of Group-I and II employees in the pre-revised scale of Rs. 1350-2200, on implementation of the CCS(revised pay) rules, 1997.	53-54
37.	17/66/94-PPS	30.3.1998	Regulation of the cases of Group-I and II employees in the pre-revised scale of Rs. 1350-2200, on implementation of the CCS(revised pay) rules, 1997-clarification	54
38.	17/66/94-PPS	7.4.1998	Regulation of the cases of Group-I and II employees in the pre-revised scale of Rs. 1350-2200, on implementation of the CCS(revised pay) rules, 1997- further clarification	54-55
39.	17/66/94-PPS	8.5.1998	Relaxation in threshold for normal assessment for SC/ST categories employees under para2.4 revised MANAS.	55-56
40.	17/66/94-PPS	8.5.1998	Procedure for assessment of Scientific & Technical staff who are under suspension/against whom disciplinary proceedings are pending.	56-58
41.	17/66/94-PPS	13.5.1998	Relaxation in threshold marks for normal assessment for SC/ST employees under para2.4 of revised MANAS.	58

42.	17/66/3/94-PPS	22.5.1998	Applicability of the provision of two years earlier assessment to the employees in Gr. III(6) for their assessment to the next higher grade of III(7) in view of the provisions contained in para2.2.3.1 of revised MANAS.	58-59
43.	17/66/94-PPS	31.8.1998	Removal of cut-off date 31.12.1981 under the para2.3.4 of revised MANAS.	59
44.	17/66/94-PPS	5.10.1998	Induction of Non-technical staff into technical side in Group II.	59-60
45.	17/66/27/94-PPS	18.11.1998	Non-validity of D.Sc. Degree awarded by Open International University for complimentary medicines Colombo – reg.	60
46.	17/66/25/94-PPS	24.11.1998	Ante-dating of increment of S&T staff under proviso 2 to Rule 8 of CCS(Revised Pay) Rules, 1997	60
47.	17/66/94-PPS	5.2.1999	Removal of cut-off date 31.12.1981 under the para2.3.4 of revised MANAS.	61
48.	17/66/20/94-PPS	19.2.1999	Removal of cut-off dated 31.12.1981 under the para2.3.4 of revised MANAS-Clarification reg.	61-62
49.	17/66/94-PPS	5.7.1999	Induction of Non-technical staff into technical side.	62-63
50.	17/66/94-PPS	3.8.1999	Relaxation of threshold marks for normal assessment for SC/ST employees under para2.4 of revised MANAS.	63
51.	17/66/20/94-PPS	9.8.1999	Criteria for determining maximum pay for assessment of staff under paras2.2.1 to 2.2.5 of Revised MANAS.	63-64
52.	17/66/94-PPS	12.10.1999	Implementation of revised Rules, Regulations and Bye—laws of CSIR.	64
53.	9(2)/86-PL	15.11.1999	Assessment under erstwhile bye-law 71(b).	65
54.	3/1/71-O&M-II	30.11.1999	Completion of ACRs/APARs.	65-66
55.	17/66/20/94-PPS	14.12.1999	Technical staff performing duties in non-technical sections not eligible for assessment-Clarification Reg.	66
56.	9(2)86-PL/2000-R&A-214	10.3.2000	Amendment in the provisions for constitution of Expert Committee for Assessment under erstwhile bye-law 71(b).	67-68
57.	17/66/Eqv/94-PPS	1.8.2000	Equivalence of qualification.	68-70

58.	17/66/9/94-PPS	2.8.2000	Placement of staff working in the Library and Information Areas/Divisions.	70-71
59.	17/66/94-PPS	2.8.2000	Procedure for assessment of Scientific & Technical staff who are under suspension/against whom disciplinary proceedings are pending.	71-72
60.	17/66/94-PPS	2.8.2000	Regulation of the cases of Group II employees in the pre-revised scales of Rs. 1350-2200 and Rs. 1400-2300 the next higher revised Grade of Rs. 5500-9000 on merger of these scales to the revised scale of Rs. 4500-7000 on implementation of CCS (Revised Pay) Rules,1977.	72-73
61.	17/66/8/94-PPS	25.8.2000	Common Procedural Irregularities in Assessment cases- Avoiding thereof.	73-74
62.	17/66/94-PPS	6.10.2000	Regulation of the cases of Group II employees in the pre-revised scales of Rs. 1350-2200 and the next higher revised Grade of Rs. 5500-9000 on merger of these scales to the revised scale of Rs. 4500-7000 on implementation of CCS (Revised Pay) Rules,1977.	75
63.	3/80/85-O&M	31.10.2000	Procedure to be followed in respect of incomplete APARs.	76
64.	17/66/20/94-PPS	17.11.2000	Incentive of two years earlier assessment than the normal period of assessment on acquiring qualification of next group – Clarification reg.	76-77
65.	17/66/94-PPS	8.12.2000	Relaxation in threshold marks for normal assessment for SC/ST employees under para 2.4 of revised MANAS.	77
66.	3/1/71-O & M	13.12.2000	ACRs by officers under suspension- Review of instructions reg.	78
67.	17/66/94-PPS	15.1.2001	Regulation of the cases of Group II employees in the pre-revised scales of Rs. 1350-2200 and Rs. 1400-2300, on merger of these scales to the revised scale of Rs. 4500-7000 on implementation of CCS (Revised Pay) Rules,1977, to the next higher revised Grade of Rs. 5500-9000	78-79

68.	17/66/94-PPS	4.4.2001	Regulation of the cases of Group II employees in the pre-revised scales of Rs. 1350-2200 and Rs. 1400-2300 to the next higher revised Grade of Rs. 5500-9000 on merger of these scales to the revised scale of Rs. 4500-7000 on implementation of CCS (Revised Pay) Rules,1977.	79
69.	17/66/25/94-PPS	19.9.2001	Induction of non-technical employees into technical side in Group-I & II under revised MANAS.	79-80
70.	17/66/EQV/94-PPS	14.12.2001	Equivalence of Qualification under the provisions of MANAS/Revised MANAS—review of qualification equated by CSIR.	80-81
71.	7-14(1)/2000-R&A	22.3.2002	Payment of Honorarium to official and non-official external Member of Search/Selection/Assessment committees.	82
72.	17/6694-PPS	26.3.2002	Incomplete APARs – procedure regarding	82-83
73.	RC/GB/AB-Cte./RPBD-2002	28.3.2002	Enhancement of sitting fee to members of AB/GB/RC and similar Committees.	83
74.	7-1(2)/2002-R&A	7.6.2002	Revised ACR forms.	83
75.	17/66/5/94-PPS	5.12.2002	Movement of employees to next higher Grade under para 2.3.5 of Revised MANAS.	84
76.	17/66/5/94-PPS	28.5.2003	Provision under Para 2.3.5 of Revised MANAS for movement to next higher group – clarification thereof.	84
77.	17/66/12/94-PPS	2.7.2003	Provision under Para 2.3.5 of Revised MANAS for movement to next higher group.	84-85
78.	11-17(3)/2003-Engg.	23.10.2003	Reimbursement of subscription of membership of Professional Societies to Engineering and Architectural staff in Group-III.	85
79.	17/66/94-PPS	2.1.2004	Placement of staff working in the Library and Information Areas/Divisions.	85-86
80.	16/15(BF/2004-CR	11.5.2004	Procedure laid down for writing the APAR/ARP/ACR – reg.	86-88
81.	17/66/EQV/94-PPS	28.10.2004	Equivalence of qualification of Bachelor of Computer Application (BCA) and Bachelor of Information Technology (BIT) to B.Sc. (Computer Science).	88-89

82.	17/66/39/94-PPS	8.12.2004	Two years earlier assessment than the normal prescribed period of assessment on acquiring qualification of next higher group under para 2.3.4 of Revised MANAS.	89
83.	17/66/94-PPS	17.2.2005	Equivalence of qualifications under the provision of MANAS/Revised MANAS-review of qualification equated by CSIR-regarding.	89-90
84.	3(11)/98-EII	1.3.2006	Powers of the Acting Director.	90
85.	17/66/20/94-PPS	16.3.2006	Incentive of two years earlier assessment than the normal period of assessment on acquiring qualification of next group – Clarification reg.	90-91
86.	17(66)/94-PPS	23.5.2006	Representations from Council employees on service matters.	91
87.	4-10(41)/2004-E-II	4.6.2006	Payment of adhoc bonus /reimbursement of newspaper cost supplied at residence of CSIR officers /employees regarding cases of technician in Gr.II(4) & other in the pay scale of Rupees 6500- 10500/-)reg.	91-92
88.	17/66/20/94-PPS	22.9.2006	Extension of benefit of two years earlier assessment promotion under Para 2.3.4 of Revised MANAS and Normal Assessment Scheme – clarification thereof.	92-93
89.	17/66/25/94-PPS	25.9.2006	Assessment promotion from Group-III(6) to Group-III(7) according to Clause 1.3.2 of Revised Merit and Normal Assessment Scheme (Revised MANAS).	93
90.	17/66/25/94-PPS	8.12.2006	Induction on Non-Technical Staff into Technical side in Group-I & II under Revised MANAS – reg.	93-94
91.	17/66/25/94-PPS	18.12.2006	Assessment promotion from Gr.III (6) to III (7) – clarification	94
92.	17/66/19/94-PPS	28.2.2007	Extension of benefit of para 2.3.5 of Revised Merit and Normal Assessment Scheme (Revised MANAS) to those who were in service as on 1.2.1981 and acquired the higher qualification of the next higher group/grade after 31.12.1981.	94-95

93.	5-17/66/26/94-PPS	19.7.2007	Assessment promotion from Group III(6) to Group III(7) according to Clause 1.3.2 of Revised MANAS Scheme.	95
94.	5-1(21)/2008-PD	22.5.2008	Inter Lab. Transfer of Scientific and Technical Staff.	95-96
95.	5-1(39)/2008-PD	16.9.2008	Reservation for Scheduled Castes and Scheduled Tribes in posts filled by promotion.	96
96.	17/66/7/94-PPS	24.9.2008	Representation from Council employees on service matter.	97
97.	5-1(3)/2008-PD	21.10.2008	References to CSIR Hqrs. From Labs/Instts. on service matters where power have been delegated to directors – instructions thereof.	97-98
98.	5-1(88)/2010-PD	21.7.2010	Modification in the designation of Technical & Support Staff.	98-99
99.	5-1(19)/08-PD	14.2.2011	Clarification on the payment of Non-Productivity Linked Bonus (ad-hoc bonus) and the matter of admissibility of reimbursement of expenses incurred on purchase of newspapers to employees – reg.	99-100
100.	5-1(20)/2008-PD	19.8.2011	Revised rates of Non-Practising Allowance attached to Veterinary Posts following the recommendations of the Sixth Central Pay Commission.	100-101
101.	5-1(23)/2008-PD	17.5.2012	Rectification of anomaly following the merger of erstwhile Group-II(1) & Group-II(2), subsequently to Department of Expenditure, Min of Finance decision – reg.	101-102
102.	5-1(23)/2008-PD	13.7.2012	Rectification of anomaly following the merger of erstwhile Group-II(1) & Group-II(2), subsequently to Department of Expenditure, Min of Finance decision – Clarification thereto.	102-103
103.	5-1(114)/2008-PD	8.8.2012	Introduction of additional level in Group-II i.e. Group-II(5) with Grade pay of Rs. 4800/- reg.	103-104
104.	5-1(88)/2010-PD	17.10.2012	Compliance of the decision of 174 th GB meeting held on 11.08,2009 and the directions of Dept. of Expenditure contained in letter No. 10/1/2009-IC dated 01.10.2009-reg.	104

105.	17/66/3/2014	20.3.2014	Clarification regarding Assessment of Group-III(7) under revised MANAS.	104-105
106.	5-1(88)/2010-PD	23.4.2014	Regulation of residency period for Assessment Promotion of Lab Attendant (1) [erstwhile Group 1(1) and Group 1(2)) to the next higher grade of Lab Attendant (2) in PB-1 with Grade Pay of Rs.1900/-reg.	105-106
107.	17/66/36/2014	30.5.2014	Introduction of one additional level in Group II i.e. Group II(5) with Grade pay of Rs. 4800/- reg.	106
108.	5-1(152)/2012-PD	7.11.2014	Exercise of option to switch over from Group V(A) to Group III & Grant of Functional designation-reg.	106-107

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
NEW DELHI**

PREFACE

In order to provide a better "Flexible Complementing System" for the benefit of Scientific, Technical and Support staff, viz. staff members in Group 1, II, III, IV & V Grades, the Merit and Normal Assessment Scheme (MANAS) was revised and was made effective from 1-4-1992 among all the CSIR Labs./Instts. The Revised MANAS was a culmination of earlier schemes such as NR&AS, MANAS, etc. Over a number of years, the Revised MANAS has become more and more established and standardized through a number of clarifications and amendments issued from time to time.

The present document portrays the *modus operandi* of assessments in respect of staff members in Group I, II, III & V(A) grades. In order to introduce a rationale into the recruitment and assessment processes in respect of Scientists who are engaged in R&D efforts, separate rules entitled "CSIR Scientist Recruitment & Assessment Rules, 2001" were introduced and segregated from the present effort. While the basic tenets remain more or less the same, the implementation part has undergone some change and made simpler.

This compilation is expected to cater to the needs of CSIR Labs./Instts. without referring to the various circulars issued so far on the subject. In order to make it handy, the Annexures which were provided with Revised MANAS are not being reproduced here.

I hope this document would be an useful tool in the hands of administrative authorities all over.

Sudhir Kumar)

Jt. Secretary (Admn.)

Dated:

**REVISED MERIT AND NORMAL ASSESSMENT
SCHEME**

CONTENTS

Preface

0.	General Instructions	4-5
1.	Groups with Qualifications for Assessment: Induction Qualifications prescribed for Direct Recruitment Equivalence of Qualifications	6-8
2.	Merit and Normal Assessment Eligibility and Thresholds Special provisions Relaxation in Thresholds for SC/ST Reclassification of posts Time schedule for Assessment	9-14
3.	Panels of Experts	14-15
4.	Constitution of Assessment Committees	15-16
5.	Annual Confidential Reports/Annual Performance & Appraisal Reports	17-18
6.	Procedure for Assessment	18-21
7.	Faster Track Promotions	21

Annexure

I.	List of recognised equivalent qualification	...22-25
II.	Proforma for Peer Evaluation/Review Report	...25
III.	Model Letter for obtaining Peer Evaluation/Review Report.	...25
IV.	Proformae for APAR	...26
V.	Guidelines for Induction of Drivers into technical scheme.	...27
VI.	Procedure for faster track promotion	...27-29
VII.	Operative scales of pay (Old and Revised)	...30

0. GENERAL INSTRUCTIONS

- 0.1 The Revised MANAS will come into operation with effect from 1.4.1992, i.e. for the assessment year 1992-93 and onwards.
- 0.2 The employees governed by erstwhile Bye-Law 71 (b) were given an option to switch over to MANAS w.e.f. 1.4.1988. The option was to be exercised by 12.1.1991. Those who were eligible to opt for MANAS but did not exercise the option, be given a fresh opportunity to exercise the option by 31.10.1994 to move to MANAS, from the date of revised MANAS becomes effective i.e. from 1.4.1992. Placement of such persons in Group II/III/IV will be allowed only if they had acquired respective entry level qualifications for the Group up to 31.12.1981. However, condition of 1st class will not be insisted upon in these case.
- 0.3 Assessments will be regulated as follows:
- | | |
|--------------------|------------------------------------|
| Prior to 1.4.1988: | As per the provisions of NR&AS |
| Between 1.4.1988 | |
| And 31.3.1992: | As per provisions of MANAS |
| w.e.f. 1.4.1992 | As per provisions of Revised MANAS |
- 0.4 Assessment to a higher grade does not necessarily imply higher perks, such as Office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.
- 0.5 Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.
- 0.6 Service rendered in the following situations, if any, will be computed for determining the eligibility for Normal Assessment:-
- 0.6.1 Service rendered in a Sponsored Project/Scheme.
- 0.6.2 Periods of leave including Extraordinary Leave (EOL) to the extent it counts for earning increments; and the period spent on deputation/foreign service.
- 0.6.3 EOL granted for a full-time assignment within or outside the country.
- 0.6.4 Service rendered in the Work-charged establishment followed by regular employment and allowed to be counted for pensionary benefits.
- 0.6.5 Ad-hoc/Supernumerary service provided under rules followed by regular appointment without break.

0.6.6 Service rendered as a Fellow/Pool Officer under Quick Hire Scheme or Scientists' Pool Scheme will count for assessments after the individual is appointed as a Scientist against an advertised post and joins the Laboratory/Institute without break, only under the conditions stated below:

- a) If a person is appointed in higher grade, then Scientists' Pool/Quick Hire System service shall not be counted.
- b) In case of appointment in the same/lower grade, service rendered under Scientists' Pool/Quick Hire System shall be counted for assessments subject to a maximum of one year.

This benefit will be available for prospective assessments.

0.6.7 For foreign assignment/deputation, study leave, EOL which has not resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview and Peer Review combined for Gr.IV and interview (including Trade Test) for others group will be counted for Normal Assessment only. If the ACRs/APARs for the said period are available, then the rating given by the outside organization will be converted into 7-Point Scale. For this purpose, at least three ACRs/APARs written in CSIR Labs./HQs. are required.

0.6.8 Period spent on prestigious Fellowships such as (a) Raman Research; (b) DAAD; (c) Overseas Associateship of DBT; (d) Boyscast; (e) CEC Post-doctoral; (f) Indo-US; (g) Fulbright; and (h) Humboldt, will be considered for Merit Assessment provided ACRs/APARs for at least two years written in the Lab./Instt./ CSIR HQs. are available.

The period spent on official deputation for which full salary has been paid and treated as duty will also be considered for Merit Assessment.

The Merit Assessment has been kept in abeyance w.e.f.1.4.92 under revised MANAS.

0.6.9 Period spent on Sabbatical Leave will count for Normal Assessment only.

0.7 Employees who take voluntary retirement or superannuate or die in service will be considered for assessment from due dates of their eligibility if it falls on an earlier date. For deceased employees, there will be no component of interview, and marks will be awarded pro-rata on the basis of the marks awarded for ACRs/APARs plus Peer Review, as the case may be.

0.8 It shall primarily be the responsibility of the Controller of Administration/ Administrative Officer in the Lab./Insst. and the concerned Under Secretary/Deputy Secretary at CSIR Headquarters to ensure that the guidelines of the scheme are correctly followed.

- 0.9 No advance increments will be admissible either on normal or merit assessment. Pay will be fixed as per normal rules. The provision of “Split Option” under FR 22(1)(a)(i) is applicable to S & T and Support Staff.

1.0 GROUPS WITH QUALIFICATIONS FOR ASSESSMENT

1.1 Groups: The entire Scientific and Technical staff (including Engineering and Architectural staff) are divided in five Groups, namely. Groups I & II (Support Staff), Group III (Technical), Group IV (R&D-Scientific) and Group V (Engineering/ Architectural). Each Group has a number of grades. The Groups are described in Roman numerals and the Grades within the Groups are described in Arabic numerals. For example, I (2) refers to the second grade in Group I and IV(5) refers to fifth grade in Group-IV. The assessments under MANAS are based on the Grade held in a particular Group and do not depend on seniority and designation.

1.2 Induction

1.2.1 A Non-Technical departmental staff member acquiring skill and found fit, through a suitable trade test for entry into Group I may be considered for induction provided vacancy exists at the lowest grade. The Trade Test be conducted by a Committee comprising of the following:

- a) A Member from outside the CSIR system;
- b) A Member from a sister Lab. covering relevant area;
- c) A Member from within the Laboratory

This emphasizes the need for imparting in-house training to staff members. If found fit, they shall be placed in that particular grade in Group I which is closest to their present salary grades. Such induction should be justified and approved by the Management Council (MC) of the Laboratory. In such cases the entire service rendered by the staff members in the Non-Technical category will be taken into consideration for computing the period of service towards eligibility for assessment to the next higher grade. However, the effective date of assessment of such staff will be from the date of induction or the date of completion of minimum length of service required for eligibility for assessment on or after 1.2.1981, whichever is later.

1.2.2 A Non-Technical departmental employee can be considered for induction in Gr. II subject to the following conditions:

- a) Induction may be done before the employee attains the age of 50 years;
- b) Induction should be made against an available vacancy in Gr.II by an appropriate Committee comprising three experts-one each from outside CSIR system, a sister laboratory and from within the laboratory;

- c) Induction in all the grades in Gr.II should be need-based. And in the area in which the vacancy is required to be filled. Employees with technical qualifications which were laid down for direct recruitment in Gr.II be given preference. Those who are not possessing technical qualifications have to be scrutinized thoroughly by the Committee;
- d) The employee should have undergone atleast six months structured in-house training or training imparted by outside professional agencies and should qualify a Trade Test conducted by a duly constituted Committee as mentioned at (b) above;
- e) The period of service for assessment to a higher grade will count from the date of induction but an employee will get the benefit of computing two years or the actual number of years of service rendered in the grade immediately before induction, whichever is less, towards the residency period only for the first chance of assessment in Gr.II;
- f) Inductees will be placed in the equivalent/segmented grade; If grade does not exist, then in the nearest higher grade;

The induction of non-technical employees in Group-II could be considered with the approval of MC.

Explanation: If a Non-Technical employee in the grade of Rs. 1200-2040 is inducted in the Technical cadre, then his pay will be fixed in the grade of Rs. 1350-2200, there being no equivalent grade in Gr.II. Likewise, if a Non-Technical employee in the grade of Rs. 1400-2600 is inducted into technical cadre, then his pay will be fixed in the grade of Rs. 1640-2900, there being no equivalent grade in Gr.II.

- g) The pay will be fixed as per rules, i.e. at the same stage and if there is no such stage then at the next higher stage without giving the benefit of fixation under FR 22 (1) (a) (i)
- h) In the case of Drivers the residency period for their assessment will count from the date of their induction in technical stream. Guidelines for induction of the drivers are given at Annexure-V

Induction has been kept in abeyance vide CSIR letter No.17/66/25/94-PPS dated 19.9.2001

1.2 QUALIFICATIONS PRESCRIBED FOR DIRECT RECRUITMENT –

..... NOT PRINTED

1.2.1 Cases of employees relating to period before MANAS came into operation (i.e. prior to 1.4.1988), will continue to be regulated as per earlier schemes and circulars issued thereon as already mentioned in para 0.3.

1.2.2 For assessment promotion within the same group, the restriction of minimum qualifications and experience will not apply for the existing employees.

The employees in Group-III & V(A) who did not possess qualification of the lowest grade of these groups as on 1.2.81 will be eligible for consideration for assessment upto Grade 111(2) and V(A) (2) (Rs. 1640-2900) only. However if condition of qualification has been relaxed as an exceptional case by the DG, CSIR by virtue of acquiring experience, specialized skill etc. assessment of these persons can be considered upto Grade 111(4) in the scale of Rs.2200-4000 as clarified vide CSIR letter No.17(66)/94-PPS dated 19.6.95.

1.3 *Not printed in Document itself.*

1.4 Equivalence of Qualifications

1.4.1 New cases of equivalence of qualifications, if required, will be decided on the recommendations of a Group set up by the DG, CSIR.

1.4.2 While deciding the equivalence of qualifications, it is to be ensured that only those degrees/diploma/certificates which are relevant to the areas of work to be performed and are recognized by appropriate government agencies or have been obtained from Govt. recognized educational Institutes are taken into consideration. The qualifications which have been recognized at the national level by the competent relevant bodies of the Govt. of India, i.e. UGC and AICTE and are relevant to S&T being carried out by the CSIR Labs./Instts. only should be recognized for recruitment and assessment purposes in CSIR. The equivalence of qualification available/decided from time to time will be up-dated periodically.

1.4.3 The list of qualification treated equivalent to those required for induction/fresh recruitment in various Groups is annexed as Annexure I to this Scheme.

1.5 Pending cases of equivalence of qualifications: There may be pending cases of those who were in CSIR service as on 31.12.1981 for equivalence of qualifications with those prescribed in the New Recruitment & Assessment Scheme (NR&AS). The Labs./Instts. should refer such cases to CSIR HQs. for decision.

2.0 MERIT AND NORMAL ASSESSMENT

2.1 The assessment scheme envisages Normal and/or Merit promotion on the basis of prescribed thresholds. Merit Assessment shall be restricted to really outstanding Scientists without dilution of quality; and the criterion of “Research & Development” work will be the guiding factor. Eligibility criteria should ensure that only the very meritorious Scientists qualify for merit promotion.

2.1.1 The Revised Scheme (MANAS) supersedes the existing centrally operated "Merit Promotion/Advance Increments Scheme" which will be applicable to optees of Bye-Law 71 (b) only.

2.1.2 The Merit assessment Scheme is applicable to Group IV (1) to Group IV (4). This scheme also applies to Group-III(3) upto Group- III(6), provided the incumbents possess entry level qualifications of Group IV and are engaged in R&D activities. However, the condition of 1st Class will not apply in Group III.

2.1.3 Only those Scientists in the aforementioned Groups who in their ACRs/APARs secure at least 225 marks in three years and 300 marks in four years, as the case may be, will be eligible for consideration under the scheme. For assessment under the aforementioned merit scheme, thresholds will be as prescribed in paras 2.2.3 and 2.2.4.

2.1.4 The revised provisions of Merit assessment will be applicable w.e.f. 1.4.1992, i.e. for Assessment Year 1992-93 and onwards.

The Merit Assessment Scheme has been kept in abeyance vide CSIR letter No.17/66/94-PPS dated 29.9.94 from 1.4.1992 onwards.

2.2 Eligibility and Thresholds: The eligibility and thresholds for Normal Assessment shall be as follows:

2.2.1 Group-I

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks	
			Normal assessment	Merit assessment
I(1)	Rs.2550-3200	7, 8, 9, 11 and after remaining for one year at the maximum of the grade	60	NA
I(2)	Rs.2650-4000	-do-	60	NA
I(3)	Rs.3050-4590	-do-	70	NA
I(4)	Rs.4500-7000			NA

2.2.2 Group-II

II(1)	Rs.3050-4590	7, 8, 9, 11 and after remaining for one year at the maximum of the grade	60	NA
II (2)	Rs.4500-7000	-do-	70	NA

II (3)	Rs.5500-9000	-do-	75	NA
II (4)	Rs.6500-10500			NA

*The pre-revised scales of Gr.II(2) (Rs.1350-2200)/II(3) (Rs.1400-2300) have been merged to the revised scale of Rs.4500-7000 w.e.f. 1.1.96 and such cases are to be regulated as per CSIR letter No.17/66/94-PPS dated 2.8.2000.

2.2.3 Group-III

Group & Grades	Scale of pay	Eligibility for Assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks		
			Normal Assessment	Merit Assessment	
			5 yrs.	4 yrs.	3 yrs.
III(1)	Rs.4500-7000	5,6,7,9 and after remaining for one year at the maximum of the grade	60	NA	NA
III (2)	Rs.5500-9000	-do-	60	NA	NA
III (3)	Rs.6500-10500	-do-	70	80	90
III (4)	Rs.8000-13500	-do-	75	85	90
III (5)	Rs. 10000-15200	-do-	75	85	90
III (6)	Rs. 12000-16500	5,6,8 and at the maximum of the grade	75	85	90
III(7)	Rs. 14300-18300				

2.2.3.1 Staff in Grade III(6), who possess the entry level qualification of Group IV, will only be eligible for assessment to Grade III(7). The condition of first class will, however, not be insisted upon in these cases.

2.2.4 Group-IV - Not printed.

2.2.4.1 As provisions for normal assessments from Grade IV(5) to IV(6) and from Grade IV(6) to IV(7) were introduced w.e.f. 1.4.1990, the assesses in Grade IV(5) and IV(6) respectively, who complete 5 years or more as on 31.3.90 shall be eligible for assessment w.e.f. 1.4.90. Their due dates of assessment for the second chance as per table given at para 2.2.4 would be 1.4.91 and so on for subsequent chances. For the assesseees who complete 5 years after 31st March, 1990 (i.e. on or after 1st April, 1990) the due dates of their assessment for the first chance would be on completion of 5 years period in the respective grades.

2.2.5 Group-V(A)

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years to required to be completed in the existing Grade)	Threshold i.e. Minimum Marks
			Normal Assessment
			5 yrs.
V(A)(1)	Rs.4500-7000	5,6,7,9 and after remaining for one year at the maximum of the grade	60
V(A)(2)	Rs.5500-9000	-do-	60
V(A)(3)	Rs.6500-10500	-do-	70
V(A)(4)	Rs.8000-13500	-do-	75
V(A)(5)	Rs. 10000-15200		

* Consequent upon implementation of the recommendations of Fifth Central Pay Commission (V CPC), the concept of "after remaining for one year at the maximum of the grade" in the pre-revised scale shall be determined and admissible only to those employees who have availed all the other chances of assessment admissible under the revised MANAS before 1.1.96 except the last chance on reaching the maximum of the grade, which becomes due after 1.1.1996. In all other cases eligibility for last chance will be determined with reference to revised pay scales only.

2.2.5.1 Staff in Grade V(A) (5) possessing qualifications of B.E./B.E. (Arch.) or equivalent will be eligible for consideration for assessment promotion to the revised grade of Rs. 12000-16500 on remaining for one year at the maximum of the grade V(A) (5) as a one time event. Such positions on vacation, will revert to the lowest grade in Group V(A)

2.2.6 Group V(B)

A non-functional selection grade in the revised scale of Rs. 14300-18300 will be applicable for giving encouragement to the specially meritorious persons in the scale of Rs. 12000-16500 provided they have spent at least one year at the maximum of the scale of Rs. 12000-16500. When promoted, they shall carry the post with them. The post will revert to the grade of Rs. 12000-16500 on vacation.

2.3 Special Provisions:-

2.3.1 Not printed in original document itself.

2.3.2 For second and subsequent chances of Normal assessment, up to 5 (five) marks will be awarded for each year of experience in the interview marks, to reach the minimum prescribed threshold, provided the APAR for that year is 'Satisfactory'. Marks will be given on this account only for a maximum period of 3(three) years.

2.3.3 No Bonus marks as envisaged in para 6.2.2 of the old MANAS will be awarded.

2.3.4 Those employees who were in position as on 31.12.1981 (cut off date removed vide letter No.17/66/94-PPS dated 24.5.1996), and have acquired entry level qualifications of the next Group may be assessed to the next higher Grade in the same Group, two years earlier than the normal prescribed period of assessment, provided they attain the prescribed threshold. If an assessee is not recommended for promotion during first time, this will be treated as the first chance due on completion of five years and he/she will get his/her chance(s) as in subsequent year as per table for group III. The condition of 1st class M.Sc./B.E. as laid down for Gr. IV will not apply in such assessments. The above decision came into force with effect from 25.9.1990. However, scientific and technical employees due for assessments on earlier dates will be allowed notional benefit from the date of assessment with actual monetary benefit w.e.f. 25.9.1990. This benefit will be allowed only under Normal Assessment and not under merit assessment.

Such benefit is admissible only to those employees who acquire entry level qualification of next higher Group by undergoing the full process of acquiring the relevant higher qualification after joining CSIR service, i.e. taking admission in the course of study after joining with due permission of the competent authority.

In terms of CSIR letter No.17/66/94-PPS dated 28.1.97 this chance is admissible once in the same group and will not be adjusted against the chances available for normal

assessment under revised MANAS. This modification came into force for assessments falling due in the assessment years 1996-97 onwards.

2.3.5 Employees who were in position on 1.2.1981 and acquired after 31.12.81 the entry level qualifications of the next higher Group to the one in which they were placed could be considered alongwith others who apply in response to advertised posts. Such employees, if found fit for selection, will be permitted to carry their posts to the higher Group, if so required over and above the number of outside candidates selected against the posts advertised. Wherever post are not advertised in a particular year or, if advertised, do not cover the specialization of particular Scientists/Technologists of the above category, special interviews may be arranged for them as a one-time measure. Their selection will be on acquiring a comparable level expected in open recruitment to such positions.

2.4 Relaxation in thresholds for SC/ST category: Relaxation of 10% (10 marks for assessment falling due in assessment year 1996-97 onwards) marks in prescribed thresholds will apply only for Normal Assessment, e.g. if the threshold is 70 marks for Normal Assessment, for SC/ST, it will be 60 marks. This provision was not applicable for assessment falling due from 8.5.1998 to 2.10.2000.

2.4.1 Wherever relaxation is provided it will be ensured that the cumulative effect of this relaxation will not have the effect of bringing the threshold below the "Satisfactory" level as described in the 7-point scale in para 5.2.3.

2.5 Re-Classification of Posts: The re-classification of posts, on the recommendations of the respective Research Councils of the Labs./Instts. will require prior approval of the DG, CSIR.

2.6 Time Schedule for Assessment: The assessment period will be the financial year and assessments will be done once in a year. Only eligible employees up to 31st March of the year will be considered for assessment. As far as possible assessments should be completed by 30th September of the year.

3.0 PANELS OF EXPERTS

3.1 Panels of Experts

3.1.1 The Management Council and/or Research Council will lay down and decide the areas for preparing Panels of Experts for constitution of Assessment Committees as under:-

- a) M.C.- Group I & II, III(1),III(2) and V(A) (1) & V(A)(2)
- b) R.C.- Group 111(3) to 111(6) and V(A)(3) and V (A)(4)

3.1.2 Area-wise Panels of Experts will be prepared separately for each Group with the approval of the MC/RC in the case of Labs./Instts. and DG, CSIR in the case of CSIR HQs. For this purpose suggestions will be obtained from the S&T staff working in the area and Members of the MC/RC. The Panels should be sufficiently large and will comprise both internal (CSIR) and external experts including scientists and technologist abroad (who may be called upon to act as experts for peer review)

3.1.3 An Expert should have at least 7 years of supervisory/leadership experience.

3.1.4 The Panels of Experts will be valid for a period of three years after which they will be reconstituted. Additional names can be added to the Panels with the approval of the MC/RC/DG, CSIR during this period.

3.1.5 Up-to-date copies of the Panels of Experts will be available to the S&T staff; copies of the same will also be kept in the Library.

3.2 Selection of Experts for Peer Review -- Not printed

3.2.1

to Not printed.

3.2.4

4.0 CONSTITUTION OF ASSESSMENT COMMITTEES

4.1 The Assessment Committees will be constituted areawise from the approved Panels of Experts.

4.2 The separate areawise Assessment Committees will be constituted by the MC in the case of Labs./Instts. and JS (A) in the case of CSIR HQs., as the case may be, in respect of Gr. I, II, III(1), 111(2), V(A) (1) and V(A) (2) as under:-

Chairman	Nominated from a sister CSIR Lab./Instt.	Common to all Committees
Member * (one)	Director/JS(A) or his nominee	
Member (one)	Expert from related area from a sister CSIR Lab.	
Members (two)	Two Supervisory level experts, one of whom will be from outside the CSIR system.	

Quorum: Chairman/Alternate Chairman, Director/JS (Admin) or his Nominee and at least one Expert in the areawise Committee

4.3 In respect of Gr. 111(3), 111(4), 111(5) & 111(6), V(A) (3), V(A) (4), V(A) (5) and V(A) (6), the separate area-wise Assessment Committee will be constituted by MC in the case of Labs/Instts. and DG, CSIR in the case of CSIR HQs as under:

Chairman *	Chairman or Specialist Members of RC **	Common to all Committees.
Member * (one)	Director/DG, CSIR or his nominee	
Member (one)	Expert from related area of a sister CSIR Lab./Instt.	
Members (three)	Three Experts of whom at least two from outside CSIR system.	

Quorum: Chairman/Alternate Chairman, Director/DG, CSIR or his Nominee, and at least one Expert in the areawise Committee

* Common to all Committees

** Not applicable to CSIR HQs.

4.4 Not printed here

4.5 Not printed here

4.6 Not printed here

4.6.1 Not printed here

4.6.2 Not printed here

4.7 Merged with 4.3

4.8 Alternate names for Chairman and expert members may normally be specified while constituting the Assessment Committees. If due to some unavoidable reasons the Chairman is not able to attend, alternate Chairman will be the Chairman.

4.9 The Assessment Committees which are considering the assesses of reserved categories shall invariably include an expert of SC/ST category. If such an expert is not available in the approved areawise Panel of Experts, an outside member of SC/ST category shall be associated as a full-fledged member over and above the normal constitution of the Assessment Committee.

4.10 All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done.

4.11 As far as possible, the Assessment Committee should be constituted with experts other than experts for peer review.

5.0 SELF-ASSESSMENT AND PERFORMANCE APPRAISAL REPORT, WORK REPORT AND PEER EVALUATION REPORT

5.1 The 'Work Report' (WR), "Self-Assessment Report" (SAR), "Annual Performance Appraisal Report (APAR)" and Peer Evaluation Report (PER) wherever occurring in the scheme, will be defined as under:-

5.1.1 Work Report (WR): Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment. This will be applicable only for groups III & V(A)

5.1.2 Self-Assessment Report (SAR): An assessee's statement of work done during a year as contained in Part-1 of APAR.

5.1.3 Annual Performance Appraisal Report (APAR): Report of Appraisal of annual performance.

5.1.4 Peer Evaluation/Review Report (PEER): Not printed.

5.2 Annual Performance Appraisal Report (APAR) is applicable to employees of all Groups; proforma of which are annexed as Annexure-IV.

5.2.1 APAR pro forma comprises two parts:

Part-I: Self-assessment report by the assessee and its appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will not be confidential and will carry 75% weightage and will be communicated to the employee.

Part-II: Assessment/Appraisal of behavioural aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

5.2.2 The total APAR marks in a year will be 100.

5.2.3 APAR marks will be awarded according to rating of the assessee on a seven-point scale, as under:-

Outstanding	100 marks
Excellent	90 marks
Very good	75 marks
Good	60 marks
Satisfactory	50 marks
Fair	35 marks
Poor	20 marks

5.2.4 Each Laboratory will notify the Reporting and Reviewing Officers. The Reporting Officers shall normally be at least one rank higher than that of the assessee. The Reviewing Officers should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

5.2.5 New Proformae for APAR will come into force w.e.f. 1.4.1994.

5.2.6 For all assessments falling due on or after 1.4.88, the available CR gradings will be converted into 7-point scale in MANAS as per CSIR circular No. 17(65)p-42/90-PPS (Pt.II) dated 21.12.1990.

6.0 PROCEDURE FOR ASSESSMENT

6.1 For assessments, marks will be apportioned as follows in respect of Group I, II, III & V(A):

i)	APAR	50% marks (weightage)
ii)	Interview (Performance including Trade Test in Gr. I, II, III & V	50% -do-

The component of Peer Review for Gr.III(3) to III(6) has been removed for Group-III vide CSIR letter No. 17/66/94-PPS dated 24.5.1996.

6.2 Lists of those being considered for Merit and Normal Assessment have to be prepared and placed before the Assessment Committee in an alphabetical order.

6.2.1 The self-assessment reports and work reports of the assessee without the remarks of the Reporting/Reviewing Officer(s) will also be placed before the Committee. Non-submission of work report by the assessee will be treated as wilful disinterest and the assessee will be considered as having forfeited that chance of assessment and no experience marks as per para 6.6. below will be admissible in subsequent chance. (CSIR letter No. 17/66/9/96-PPS dated 21.4.97)

6.3 Marks will be awarded by the Committee for each assessee after the interview. The APARs will then be seen and their marks added by the Assessment Committee

6.4 Not printed here.

6.5 Not printed here

6.6 The marks for experience wherever applicable, will be added thereafter.

6.7 The Assessment Committee will prepare separate lists (proceedings) for Merit and Normal Assessment promotion in alphabetical order.

6.8 Lists (proceedings) as above will be placed before the competent authority for approval. The competent authority will also be informed about the assesses whose results are yet to

be finalized for whatever reason.

- 6.9 The assessee, whether promoted or not, should be informed of the result of the assessment.
- 6.10 The Governing Body, at its meeting held on 18.2.98 approved the revised procedure in replacement of the existing procedure for assessment of scientific and technical staff who are under suspension/against whom disciplinary proceedings are pending which was circulated vide CSIR letter No.17/66/94-PPS dated 8.5.98. The revised procedure is as under:-
1. Assessment of Scientific and Technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively, i.e. from the date when he had become due for assessment on completion of the prescribed residency period.
 2. If on the date of meeting of the Assessment Committee, an employee is: (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceeding, finding in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extent thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it shall record reasons for doing so after affording opportunity to the employee concerned by issuing a notice to show-cause there-against.
 3. In case the disciplinary proceedings result in imposition of penalty of "censure" or "recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders" to the Council the case would be placed before the same Assessment Committee(s) for the relevant year(s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary benefit shall accrue to him only from the date following the date of imposition of any of these penalties.

4. The same procedure as in para 3 above shall be followed in the case of penalty of "reduction to a lower stage in the time scale of pay" as specified in Rules 11 (iii) (a) of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the Officer after expiry of the penalty.
5. In case the penalty of "withholding of promotion" is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date. The monetary benefit will accrue only w.e.f. the date following the date of issue of such orders i.e., the orders for imposing penalty, if the employee is recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.
6. In the event of penalty of "withholding increments of pay", is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case the employee was recommended for promotion by the earlier Committee, the committee after considering the penalty and the charges against the employee will give its recommendations whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee then his case for the next chance will be processed as per provisions of the assessment scheme(s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and thereupon give its recommendation. In case the employee is recommended for promotion he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.
7. In the event of imposition of penalty of "reduction to a lower time-scale of pay/grade/post or service" the sealed cover will not be opened and the employee will be assessed only from the date following the date of expiry of the penalty.
8. However, in case disciplinary proceedings/court case result in imposition of the major penalties of "compulsory retirement/removal/dismissal" under Rule 11 of CCS (CCA) Rules, 1965, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.

The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as under Erstwhile Bye-Law 71 (b), and will come into force w.e.f. 8.5.1998.

9. Since no procedure/provision had been made in cases on whom major penalty of

reduction to lower stage in the time scales of pay imposed as specified under item (V) of Rule 11 of CCS(CCA) Rules, the matter was placed before the GB and the GB at its meeting held on 2.6.2000 approved the following provision effective from the same date from which the revised procedure was made effective, i.e. 8.5.98, for the purpose, which was circulated vide CSIR letter No. 17/66/94-PPS dated 2.8.2000.

"In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in Rules 11(v) of CCS(CCA) Rules, the sealed cover will not be opened and the employees will be assessed only from the date following the date of expiry of penalty."

6.11 Methodology for clearing backlog: Normally an employee should be assessed for only one chance in a year. In case, it is necessary to hold assessments for more than one chance in a year due to backlog or otherwise, it would be necessary to:

- a) have separate Assessment Committees for each of the years;
- b) not printed;
- c) get separate Work Reports;
- d) do separate assessments for each year in a separate sitting; proceedings of each Assessment Committee meeting be drawn separately for each year.

7.0 FASTER TRACK PROMOTION

7.1 An employee, on promotion under this scheme, shall move from one Grade to another within the same Group. Movement from one Group to another on assessment is not permissible except under faster track assessment in the following cases.

The staff in position as on 1.2.81 who had acquired the qualifications prescribed for entry level for the next higher Group of grades upto 31.12.81;

The staff appointed to various scientific/technical posts possessing entry level qualifications prescribed for the next higher Group of grades upto 31.12.81; and

The staff who had been selected by the Selection Committee upto 31.12.81 but could not join their posts by the above stipulated date for want of completion of essential formalities of verification of character and antecedents and medical examination by the competent medical authority and possessing entry level qualification prescribed for the next higher Group of grades at the time of their appointment.

(Procedure for Faster Track Promotion is given at Annexure-VI)

Annexure-I

LIST OF RECOGNISED EQUIVALENT QUALIFICATIONS

Sl.No	Qualifications	Equivalent to
1.	MVS Course from BITS, Pilani - De-recognised w.e.f. 14-12-2001 vide CSIR <u>Lr.No.17/66/EQV/94</u> dated 14.12.2001	M.Sc. degree
2.	Diploma in Process Instrumentation from the Institute of Paper Technology, University of Roorkee (After B.Sc. degree)	M.Sc. degree
3.	Ph.D. degree obtained after B.Sc. or M.Sc.	Ph.D. degree
4.	Diploma in Photography awarded by the Indian Air Force - De-recognised w.e.f. 14-12-2001	3-Years Diploma in Photography Entry level qualification for Gr.III
5.	M.A. or Ph.D. in technical translation (other than Indian Language) provided these qualifications have been obtained after B.Sc. in any branch of science and the person concerned is engaged in scientific or technical translation from English into any other foreign language or from any other foreign language into English. - De-recognised w.e.f. 14-12-2001	Entry level qualification for Gr.IV
6.	M.Sc. awarded on the basis of dissertation	M.Sc. degree in 1st Class being entry level qualification for Gr. IV
7.	B.V.Sc	M.Sc. degree
8.	Two years Diploma in Draftsmanship in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognised w.e.f. 14-12-2001	Entry level qualification for Gr. III
9.	National Trade Certificate/Diploma after one and half years academic study followed by six months in-plant training in respect of those Sr. Draftsman (Selection Grade) who were in	Entry level qualification for Gr. III

	position as on 1-2-1981 - De-recognised w.e.f. 14-12-2001	
10.	Associateship Diploma of the Institution of Chemists (India) obtained by examination - De-recognised w.e.f. 14-12-2001	M.Sc. degree
11.	Associate Membership Examination of the Indian Institute of Chemical Engineers	Degree in Chemical Engg.
12.	M.Com.	M.Sc. for recruitment to Gr.III in P.M.E. Cell
13.	PG Degree in Statistics/ Mathematics/ Computer Sciences	M.Sc. for recruitment to Gr. III in respective areas
14.	PG Degree in Economics/Geography	M.Sc. for recruitment to Gr.III depending upon the relevance of the area of work decided by RC of the Lab./Instt.
15.	Two years Certificate course in Sr. Surveyor's Examination awarded by the West Bengal-Survey Institute prior to 1987-88 - De-recognised w.e.f. 14-12-2001	Three Years Diploma in the technical subject prescribed as the entry level qualification for Gr.III
16.	Certificate in General Nursing & Midwifery of 3-1/2 years duration awarded by the Rajasthan Nursing Council - De-recognised w.e.f. 14-12-2001	-do-
17.	Two years course of Diploma in Business Management with one year course of Master of Management Science -De-recognized w.e.f. 14-12-2001	M.Sc.
18.	Master's degree in Library & Information Science has been treated as equivalent to entry level qualification of Group-IV vide CSIR letter No.17/66/94-PPS dated 21.1.2004.	

**LIST OF RECOGNIZED QUALIFICATIONS AND EFFECTIVE DATES
COMMUNICATED AFTER NOTIFICATION OF REVISED MANAS**

1.	Two year Diploma in Engg. awarded by Ad hoc Boards of Technical Education prior to 1959 -w.e.f. 14-6-1995 - De-recognised w.e.f. 14-12-2001	3-Year Diploma in Engg./Tech Entry level qualification for Gr.III
2.	Post-Graduate Diploma in Pulp & Paper from Indian Institute of Paper Technology, Saharanpur - w.e.f. 14-6-1995	M.Sc.
3.	5-Year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the Examination in the prescribed subjects (w.e.f. 24-7-1996) - De-recognised w.e.f. 14-12-2001	B.Arch. degree
4.	M.Sc. degree in Life Sciences of 3-year duration obtained after B.Sc. from BITS, Pilani -w.e.f. 14-10-1999 - De-recognised w.e.f. 14-12-2001	M.Sc.
5.	Master degree in Mathematics M.A. (Math.) obtained after B.Sc. - w.e.f. 8-10-1999	M.Sc.
6.	B.Sc. degree in Engg. Technology obtained after 3-year Diploma in Civil Engg. from BITS, Pilani - 14-10-1999	B.Tech./B.E.
7.	Pass in Section "A" & "B" Examination of Institution of Engineers (I), Kolkata	B.Tech./B.E.
8.	Associate Membership Examination of Indian Institute of Metals, Calcutta obtained after B.Sc. -w.e.f. 14-10-1999	B.E.
9.	Associate Membership Examination of Indian Institute of Ceramics, Kolkata obtained after Diploma in Ceramics Engg. of 3-year duration -w.e.f. 25-10-1999	B.Tech./B.E.

10.	1st Class 3-Year Diploma Licentiate Examination in Printing & Graphic Arts obtained from State Council of Engg. & Technical Education -w.e.f. 25.10.1999	3-Year Diploma in Engg./Tech. (Entry level Qualification for Gr. III)
11.	MBA degree obtained from IGNOU after B.Sc. with not less than 65% marks w.e.f. 31.8.01	M.Sc. for Recruitment and Assessment for Business Development and/or Resource Planning Monitoring and Evaluation Divisions.
12.	MS Degree from Anna University/IIT w.e.f. 31.8.2001	M.Tech.

- NB:1. These qualifications could be considered equivalent if the same have been obtained with the Division/percentage of marks as prescribed in the CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Supporting Staff.
2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas/disciplines relevant to the mandate of the Lab./Instt./CSIR HQs.

Annexure-II

PROFORMA FOR PEER EVALUATION/REVIEW REPORT...

..... Not Printed

Annexure-III

MODAL LETTER FOR OBTAINING PEER REVIEW/ EVALUATION REPORT

..... Not printed

Annexure-IV for Group-I

ANNUAL PERFORMANCE APPRAISAL REPORT

..... Not Printed

APAR PROFORME FOR GROUPS-II, III, IV* AND V (A)

The existing proformae will continue till such time as revised proformae for these groups are prepared and notified.

However, the existing Note 1 in the proformae which relates to communication of grading to the employee, may be replaced with the following:-

"Critical appraisal of the Reviewing Officer/Normalization Committee and grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. Representation of the employee will be considered by the competent authority and the employee will be informed of the final decision. No further representation shall lie against the final decision of the competent authority. If necessary the employee may seek an interview with the competent authority."

*The Group-IV Scientists are governed by a different set of rules entitled "CSIR Scientists Recruitment & Assessment Promotion Rules, 2001" and APAR proforma is not applicable to them. The APAR proforma has been replaced by ARP.

Annexure-V

GUIDELINES FOR INDUCTION OF DRIVERS INTO TECHNICAL SCHEME.

The post of Driver belongs to Administrative (Non-Technical) Cadre. As such the recruitment for the post of Driver should be made in the non-technical cadre only. However, they could be inducted into the technical cadre provided they have received demonstrable maintenance training on the engines and have acquired technical skill and experience in repair and maintenance of vehicles and are willing to work on the maintenance side when they do not have driving duty.

Those, who have not so far acquired such training/skill may be given the required practical training for a period of not less than three months in any CSIR Laboratory/Institute where such facilities exist.

After satisfactory training and on their being found fit for induction on the basis of a suitable trade test, by an appropriate Committee (comprising three experts - one each from outside the CSIR system, sister CSIR Laboratory and from within the Laboratory), they may be inducted into technical cadre. The drivers thus inducted into technical cadre will **become entitled to the benefit of:**

- (i) retirement at the age of 60 years and;
- (ii) assessment scheme applicable to Group-II S&T employees of CSIR.

The period of service for their assessment to the next higher grade will count from the date of their induction into technical stream.

On vacation of the post by the individual concerned due to resignation retirement, death etc. the vacancy will occur and be filled up in the non-technical cadre only.

Annexure-VI

PROCEDURE FOR FASTER TRACK PROMOTION

1. There may be staff members in Group-I possessing qualifications prescribed for entry level to the next higher group of grades. Such persons shall be assessed for consideration for promotion to the next higher grade in the same group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of the next group of grades, they shall be deemed to have crossed over to the next higher Group of grades. If their pay, on such promotion, is less than the entry level pay of the next higher group of grades, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of the next higher Group of grades or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group whichever is earlier. At that time

they shall be assessed again as before for promotion to the next higher grade and be permitted to crossover to the next higher Group of grades if their pay reaches the entry level pay of the next higher Group. Upto 100% of the eligible persons may be promoted each time.

- 1.1 For example, if there are persons occupying positions in Group-1(2), i.e. in the scale of Rs.210-290 (pre-revised) or close to it with qualification of Matriculation/SSLC plus 2 years experience or ITI certificate which are entry level qualifications for Group-II, such persons may be assessed and if found fit be placed in Grade-I(3), i.e. Rs.225-308 (pre-revised). When they spend 7 years in the grade of Rs.225-308 (pre-revised) or reach the basic pay of Rs.260/- whichever is earlier, they may be assessed and if found fit be brought on to Grade-I(4) i.e. Rs.260-350 (pre-revised), thus bringing them to the entry level grade of Group-II.

2. The staff members in Group-II who have qualifications prescribed for entry level to the next higher Group-III shall be assessed for consideration for promotion to the next higher grade in the same Group of grades. If they, do not get promoted the first time, they will be eligible for assessment next year. In all, they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the pay of the entry level grade of Group-III(1), they shall be deemed to have crossed over to this Group of grades. If their pay on such promotion is less than the pay of the entry level grade of Group III(1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Group-III or the minimum stipulated period in newly promoted grade of assessment to next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group, whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to the next higher Group of grades i.e. Group-III, if their pay reaches the entry level pay for this Group. Upto 100% of the eligible persons may be promoted each time.

- 2.1 For example, if there are persons occupying positions in the grade of Rs.260-350 (pre-revised) or close to it with qualifications of a Bachelor's Degree in Science or Library Science etc. or a Diploma in Engg. of 3 years duration, which are entry level qualifications for Group-III grades, such persons may be assessed; and if found fit, may be placed in the grade of Rs.330-560 (pre-revised). When they spend 7 years in the grade of Rs.330-560 (pre-revised) or reach the basic pay of Rs.380/-whichever is earlier, they may be assessed and if found fit be brought on to the grade of Rs.380-640 (pre-revised) and when they reach the basic pay of Rs.425/- in the grade of Rs.380-640 or have spent 7 years in the grade, whichever earlier, they may be assessed and if found fit be placed in the grade of Rs.425-700 (pre-revised) thus bringing them to Group-III, grade-1 i.e. Grade-III(1).

3. The staff members in Group-III of grades who have qualifications prescribed for entry level to the next higher Group-IV grades shall be assessed for consideration for promotion to the next higher grade in same Group of grades i.e. Group-III. If they do not get promoted the

first time they will be eligible for assessment next year. In all, they shall be given three assessment chances, if on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of Group-IV(1), they shall be deemed to have crossed over to this Group. If their pay on such promotion is less than the entry level pay of Group-IV(1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Group-IV(1) or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and permitted to crossover to Group-IV(1), if their pay reaches the entry level pay of Group-IV(1).

4. The assessment committee for assessment under the faster track scheme may be constituted in accordance with the provision of chapter - 4 of the revised MANAS. However, a member of RC should invariably be the Chairman of the assessment Committee.
5. The Assessment Committee shall assess the merit of the employee on the basis of his qualifications, achievements, record of work, ACRs for the period. If, however, an employee reaches the maximum of the next higher grade during the same period for which he has already been assessed and promoted, then his ACRs for that period will not be taken into consideration again. In such cases, the Committee may judge the overall suitability of the assessee to hold the next higher grade on the basis of record and quality of his work and performance during interview.
6. The threshold as prescribed in the MANAS/Revised MANAS will not apply in these cases.

Annexure-VII

OPERATIVE SCALES (OLD AND REVISED)

OLD SCALES	REVISED SCALES
Rs.750-12-870-14-940*	Rs.2550-55-2660-60-3200
Rs.800-15-1010-20-1150*	Rs.2650-65-3300-70-4000
Rs.950-20-1150-EB-25-1400	Rs.3050-70-4590
Rs. 1200-30-1560-EB-40-2040	Rs.4000-100-6000
Rs. 13 50-3 0-1440-40-1800-EB-50-2200	Rs.4500-125-7000
Rs.1400-40-1800-EB-50-2300	
RS.1640-60-2600-EB-75-2900	Rs.5500-175-9000
Rs.2000-60-2300-EB-75-3200-100-3500	Rs.6500-200-10,500
Rs.2200-75-2800-EB-1 00-4000	Rs.8000-275-13,500
Rs.3000-100-3500-125-4500	Rs. 10,000-325-15,200
Rs.3700-125-4700-150-5000	Rs. 12,000-375-16,500
Rs.4500-150-5700	Rs. 14,300-400-18,300
Rs.5100-150-5700-200-6300	Rs. 16,400-450-20,000
Rs.5900-200-6700	Rs. 18,400-500-22,400 .
Rs.5900-200-7300	

*EB is not applicable w.e.f. 1.1.1993

(1)

Sub:- Benefit of Assessment to Engg./Architectural staff.

I am directed to state that the Engineering/Architectural staff was extended the benefit of assessment for the first time under Group-V of NRAS with effect from 1.2.1981.

There has been a demand for quite some time that the benefit of assessment available to Group-III under MANAS may be extended to such Engineering/Architectural staff.

The matter has been examined in consultation with Finance. It has accordingly been decided by the DGSIR that such Engineering/Architectural staff covered under Group-V(A) of MANAS may be allowed to exercise an irrevocable option upto 28th February 1991 to come over to Group-III or Group-II will be subject to the following conditions.

- a) Option will be effective from 1.4.1990 and assessment of such personnel will be considered in accordance with the procedure as laid down in the respective Group II or III of MANAS;
- b) Assessment fallen due on or before 31.3.1990 will be considered under Group-V(A) of MANAS;
- c) In case of assessments falling due on or after 1.4.90, service rendered in Group-V(A) will be computed for assessment towards residency period in Group II or III under MANAS;
- d) On placement in Groups II or III such staff will be assigned duties, as considered essential and applicable to Group II or III, as the case may be, and they may be posted to any of the Labs./Inssts. in Council's interest;
- e) Provision of special incentives under para 6.4.7. of MANAS will not be applicable on such option;
- f) No further recruitment will be permissible under Group V(A).

The above instructions may kindly be brought to the notice of all concerned and notified by displaying it on the Notice Boards. All COAs/AOs. are advised to ensure wide publicity of these instructions as no further extension of opting will be allowed under any circumstances. The option, if any, exercised be notified and placed on record.

Those who do not exercise the option by the stipulated date will continue to be governed by provision of Group V(A) under MANAS.

Kindly acknowledge receipt.

Copy of CSIR letter No. 17(65/P.42)/90-PPS(Pt.II) dated 18.1.1991

(2)

Sub:- NPA to Medical Officer engaged in R & D work or otherwise – reg.

I am directed to invite your attention to para 7.13 of Merit & Normal Assessment Scheme (MANAS) which lays down as under--

"Medical Officers engaged in R&D work will belong to Group IV but will not get the benefit of NPA and other allied benefits, -if any. However, Medical Officers engaged otherwise such as those appointed in dispensaries of Labs./Instts. will belong to Group III with benefit of Non-Practicing allowance.

2. It is presumed that necessary action has been taken by your Laboratory/ Institute in the light of the above specific provision.

3. You are therefore, requested kindly to forward the information in respect of these Medical Officers in your dispensary in the enclosed proforma by 31st December, 1991 positively. This schedule may kindly be followed scrupulously.

Copy of CSIR letter No. 17(65/32)88-PPS dated 11.12.1991

(3)

Sub:- Placement of staff engaged in dissemination of scientific information

I am directed to state that the question of placemen of staff, engaged in dissemination of scientific information documentation, reprography, translation etc. in INSDOC under different groups of MANAS has been under consideration of some time.

2. Accordingly, DGSIR had constituted a committee to look into this matter with due regard to rapid changes that took place in the field of information science and dissemination. The recommendations of the committee were examined and placed before the GB at its meeting held on 8.1.1992. The GB has approved as under:-

- i) Recruitment in Group IV category should not be denied to INSDOC on the clear understanding and with stipulation that qualifications as laid down in MANAS for Group IV will be strictly adhered to. For people so recruited, MANAS benefits should be made applicable. While advertising the posts in. Group IV INSDOC should clearly identify and highlight the job recruitments entailing research and development aspects for which special attention be paid by the Director.
- ii) Movement of scientists engaged in R&D and other discipline of science into the information science and vice versa may be encouraged subject to fulfillment of qualifications and job requirements. For this purpose strict adherence to qualifications laid down for Group IV in MANAS should be observed.

- iii) Designation of Editorial Staff of PID as “Scientists” be extended to the existing incumbents of INSDOC holding designations of Documentation Officer/Reprography Officer/Translation Officer etc. by placing them in appropriate Groups subject to fulfillment of qualifications stipulated in respect of existing people. However, in future, research and job qualifications should be strictly observed as mentioned in para (1) above.
- iv) Relaxation, if any required, should be in general and specific to this laboratory and not in individual cases.

3. You are requested kindly to take action accordingly.

Copy of CSIR letter No. 17(65/P-45)91-TC/PPS dated 16.3.1992

(4)

Sub:- Merit Assessments under the revised MANAS effective from 1.4.1992.

In continuation of D.O. letter of even number dated 1st Sept. 1994 from Shri Dilip Kumar, Joint Secretary (Admn.) forwarding a copy of the revised MANAS. I am directed to state that the DG, CSIR has desired that the merit assessments after ¾ years under the revised MANAS effective from 1.4.92 should be held in abeyance till further orders. However, the normal assessments may be held as per revised MANAS.

You are requested kindly to note the above instructions for strict compliance. A line in acknowledgement of this letter will be highly appreciated.

Copy of CSIR letter No. 17(66)/94-PPS dated 29.9.1994

(5)

Sub:- Payment of subscription for becoming members of Professional Societies.

I am directed to invite your kind attention to this office letter of even number dated 14-9-1993 on the above subject and to state that DG, CSIR has been pleased to approve that the Head of the Lab./Instt., if felt necessary could consider allowing the benefit of reimbursement of the membership fee of professional Societies on the existing terms and conditions to Group-III staff also, provided the Lab/Instt. is able to meet this liability out of their Lab. Reserve fund after meeting the requirements of other priority items. No expenditure on this account, however, in any case will be met out of the regular budget head.

This order will come into force with immediate effect.

Copy of CSIR letter No. 17(132)/A/B7-EII dated 30.9.1994

(6)

Sub:- Option for MANAS- Staff governed by erstwhile bye-law 71 (b).

I am directed to invite your kind attention to para 0.2 of Revised MANAS wherein a provision has been made for the staff governed by erstwhile Bye Law 71(b) to exercise the option by 31.10.94 to move to MANAS w.e.f. 1.4.1992. You are requested kindly to confirm whether this provision has been brought to the notice of staff members governed under Bye Law 71(b) and the eligible staff members who did not exercise the option for MANAS earlier have been given the opportunity afresh to exercise the option as stipulated under the above para. If so, the number of persons who have exercised the aforesaid option so far may also kindly be intimated.

CSIR Letter No. 17(66)/94-PPS dated 11.10.1994

(7)

Sub:- Assessment under the revised MANAS effective from 1.4.1992.

In continuation of DO letter of even number dated 1st September 1994 from Shri Dilip Kumar, JS (Admn.) forwarding a copy of the revised MANAS, I am directed to state that it has been decided to revise the threshold percentage for assessment promotion from Gr. III(2) to Gr. III(3) under the revised MANAS effective from 1.4.92 from 65 to 60.

Copy of CSIR Letter No. 17(66)/94-PPS dated 12.10.1994

(8)

Sub:- Computing of the period spent on deputation for determining the eligibility for assessment.

I am directed to refer to your DO letter No. 3/39(E/0-E.II)/91-92/E.III dated 1st July 1994 on the above subject and to state that it has been decided that for the assessment due upto 31.3.1992 under the pre-revised MANAS, the period spent on official deputation, which has been treated as duty for all purposes and for which full salary has been paid by CSIR to the employee concerned, shall be computed for determining the eligibility for merit assessment.

The above decision, however, will not be applicable to the merit promotions under the revised MANAS effective from 1.4.92 which have already been kept in abeyance till further orders vide this office letter of even number dated 29th Sept. 1994.

Kindly acknowledge receipt of this letter.

Copy of CSIR Letter No. 17(66)/94-PPS dated 12.10.1994

(9)

Sub:- Guidelines for writing the APARs

I have been receiving a number of representations from the Scientists from different Laboratories/Institutes regarding the APAR gradings, alleging bias and subjectivity in reporting and awarding of the grades. In some cases persons concerned have also gone to the courts. As such the matter regarding evolving a system to avoid such representations and unnecessary frustration amongst the employees has been under consideration for some time. After careful consideration, it has now been decided that the following guidelines may be followed with immediate effect for writing the APARs:

The normalization of the APAR grading should be done at the Lab./Instt. Level by a Committee consisting of senior Scientists under the Chairmanship of the Director and the normalized grade finally awarded by the Committee should only be communicated to the employee concerned:

Tasks should be assigned to all the S&T personnel in advance in the beginning of the reporting year, for the sake of objective evaluation/assessment of the performance of the concerned employee against these assigned tasks at the time of writing receiving the reports: The approved guidelines laid down in MANAS should be scrupulously followed without any change or deviation at the Lab./Instt. Level:

The reports should be written by the immediate supervisor of the employee concerned and the reporting and reviewing both should not be done by the same person, save in exceptional circumstances:

The S&T work in the Lab./ Instt. should be structured in such a way that the Reporting/Reviewing authorities at least upto the level Scientist-EI or equivalent are below the level of the Head of the Lab. or designated authority so that disputes if any, arising in future are settled at the level of the Head of the Lab./Instt. Wherever the Head of the Lab./Instt. is required to act as the Reporting/Reviewing authority in the case of the Scientist-EII and above, disputes if any arising should be referred to DG/CSIR with detailed comments of the Head of the Lab./Instt. on the different points raised by the aggrieved employee;

The Reporting/Reviewing Officers can write the ACR/APAR of their subordinates within one month of their retirement/demitting the office. It should be ensured that no retired employee is allowed to write or review the reports after the permissible period of one month of his retirement/demitting the office.

It should be ensured that the schedule for submission/completion of the reports and communication of the critical appraisal and gradings awarded to the S&T staff in their APARs is strictly adhered to; and a certificate that the reports of all the staff members (including the communication of the critical appraisal and the gradings wherever applicable) have been completed, should be sent to CSIR Headquarters by the 30th June of every year positively.

Kindly acknowledge receipt and also, keep me informed of the action taken in your Laboratory in the matter. These instructions may also kindly be brought to the notice of your Controller of Administration/Administrative Officer for strict compliance.

Copy of CSIR letter No. 1/(66)/94-PPS dated 9.11.1994

(10)

Sub:- Assessment for Scientists A/Al in Group III and V(A)

I am directed to state that references are being received from the Labs./Instts. seeking clarification about the position regarding provision of the special assessment of the employees of Group III & V(A) on reaching the stage of Rs. 2200/- in the scale of Rs. 2000-3500, to the next higher scale of Rs. 2200-4000. In this connection, it is clarified that the above provision has since been withdrawn in the Revised MANAS effective from 1.4.1992.

As regards the cases of the employees who have already been assessed under the said provision before 1.4.1992 but not recommended for promotion first time, this will be treated as the first chance due on completion of 5 years and will get further chances as per table for eligibility for normal assessment for Group III and in the cases of employees not recommended on more than one occasions all the chances availed before 1.4.1992 will likewise be adjusted against the total number of chances admissible for normal assessment to the next higher grade of RS. 2200-4000 under the Revised MANAS.

It is requested that the above clarification may kindly be brought to the notice of all concerned for information, guidance and necessary action.

Copy of CSIR Letter No. 17(66)/94-PPS dated 10.11.1994

(11)

Sub:- Annual Proformance Appraisal Report (APAR) Constitution of the Normalization Committee.

I am directed to invite your kind attention to D.O. letter of even number dated 9th November 1994 from the DG, CSIR on the above subject and to state that in partial modification of the guidelines for constitution of the Committee for normalisation of the APAR gradings the competent authority has been pleased to decide that the normalisation committee should be constituted under the Chairmanship of the seniormost Scientist of the Lab./Instt. so that the dispute, if any, relating to the gradings awarded by the Committee could be considered by the Director at the Lab./Instt. level in his capacity as the appellate/decision making authority.

Further with the introduction of the normalisation of the gradings by the Committee as above, the critical appraisal and the grade awarded by the Committee will now be communicated to the

scientists. In view of this revised procedure, the proforma for recording the appraisal by the Reviewing Officer has also accordingly been modified. A copy of the revised proforma is enclosed herewith for your information and necessary action.

The above revised procedure to be implemented starting with the APAR for the reporting year 1994-95 will be applicable to the employees in Group-IV and Group III(3) to III(6).

It is requested that the above revised guidelines may kindly be brought to the notice of all concerned in your .Labs./Instts. for their information, guidance and compliance.

Kindly acknowledge receipt.

APPRAISAL BY THE REVIEWING OFFICER

(a) Critical appraisal by the Reviewing Officer:

(b) Grade awarded by the Reviewing Officer

Signature of Reviewing Officer with date

(c) Critical appraisal by the Normalisation Committee:

(d) Grade awarded by the Normalisation Committee:

Signature of the Members of the Normalisation
Committee with date

Note

1. The critical appraisal and grade awarded by the Normalisation Committee shall be communicated to the employee. If the employee has any representation to make against the grading communicated to him, he/she may respond in writing within a period of four weeks from the date of the receipt of the communication by him/her. The representation thus made will be considered by the competent authority and the employee will be informed of the final decision. Wherever necessary the employee may seek an interview with the competent authority. However, no further representation will lie against the final decision of the competent authority.
2. If the employee has served under more than one Reporting Officer during the period, appraisal by each Reporting Officer should be given.

Copy of CSIR letter No. 17/66/94-PPS dated 23.5.1995

(12)

Sub:- Induction of Non-technical employees into technical side in Group II.

I am directed to invite your kind attention to CSIR Circular No. 17(65)P-42/90-PPS dated 6th April, 1994 notifying the revised guidelines regarding induction of non-technical employees into technical side in Group II, which have also been incorporated in the revised MANAS under para 1.2.2. and to state that subsequent to issuance of the above revised guidelines there have been a number of representations from various sources for removing the condition of age restriction of 50 years for being eligible for consideration for induction into technical side from these guidelines, on the ground that this condition has denied the benefit of induction to the employees who have already attained the age of 50 years. The matter was, therefore, placed before the Governing Body at its 138th meeting held on 26.5.1995 for their consideration.

After detailed discussions on the proposal placed before it, the Governing Body approved that there would be no age limit till 31st Dec. 1996 for induction of non-technical side in Group II under MANAS (revised and effective from 1.4.1992). However, w.e.f. Ist January 1997 only those employees would be considered for induction who have not attained the age. of 50 years. All other conditions as stipulated in CSIR circular letter dated 6.4.1994 cited above, would apply to the induction of non-technical staff into technical side till 31st Dec. 1996.

Further with the provision of induction against available vacancies in Group II under the revised guidelines, induction of any employee will amount to filling up of a vacancy, for which prior approval of the DGSIR is required to be obtained. Accordingly all proposals for induction on non-technical Group D employees in Group I under Para 1.2.1 and that of the other non-Gazetted employees in Group II under para 1.2.2 of the revised MANAS should be referred to CSIR Hqrs. alongwith the recommendations of the Management Council of the Lab./Instts. and other supporting documents, for obtaining the approval of the DG, CSIR for filling up the vacancy by induction of non-technical employees into technical side in Group I or Group II, as the case may be.

The above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and compliance.
Kindly acknowledge receipt.

Copy of CSIR Letter No. 17(65P.42/3A/90-PPS dated 13.6.1995

(13)

Sub: Revised MANAS effective from 1.4.1992 - Clarifications regarding.

I am directed to invite your kind attention to DO letter of even number dated Ist September 1994 from Shri Dilip Kumar, JS (Admn.) CSIR forwarding a copy of the revised MANAS approved by the competent authority for implementation w.e.f. 1.4.92 and to state that references have been received in this office from some of the Labs./Instts. after issuance of the above

document, seeking clarifications regarding some of the provisions of the revised MANAS. These points are clarified as under for your kind information, guidance and necessary action.

1. There was a provision under the pre-revised MANAS made effective from 1.4.88 vide para 2.5.8 to the effect that

" Those (employees) in Group III & V(A) who did not possess qualification of the lowest Grade of these on 1.2.1981 will be eligible for consideration for assessment upto Grade III(2) and V(A) (2) (Rs. 1640-2900) only. However, if condition of qualification in respect of those in position on 1.2.81 in Group I & II pre-revised scales for Rs. 260-350 (revised Rs. 950-1400) and Rs. 425-700 (revised Rs. 1400-2300) has been relaxed as an exceptional case by the DG, CSIR by virtue of acquiring experience, specialised skill etc., assessment of these persons can be considered upto Grade II(3) in the scale of Rs. 1400-2300 and Grade III(4) in the scale of Rs. 2200-4000."

The Governing Body while considering the revision of the MANAS, decided to delete the above provision of MANAS taking a view that there may be stray cases requiring the application of the said provision under Para 2.5.8 of the pre-revised MANAS. While deciding to delete the said provision, the Governing Body at the same time also decided that separate administrative instructions could be issued to decide such stray cases that may come in future.

Pursuant to the decision of the Governing Body as above, it has administratively been decided that under the revised MANAS implemented w.e.f. 1.4.92 also, the employees in Group III and V(A) who did not possess the qualifications of the lowest grade (entry level qualifications prescribed under NRAS) of these Groups on 1.2.1981, will be eligible for consideration for assessment upto Gr. III(2) and V(A) (2) (Rs. 1640-2900) only. However, if the condition of qualification in respect of those who were in position on 1.2.1981 in Group I in the pre-revised scale of RS. 260-350 (revised RS. 950-1400) and in Group II in the pre-revised scale of RS. 425-700 (revised RS. 1400-2300) has been relaxed as exceptional case by the DG, CSIR by virtue of acquiring experience, specialised skill etc., assessment of these persons can be considered upto Grade III(3) in the scale of RS. 1400-2300 and Grade III(4) in the scale of RS. 2200-4000 in the respective Groups. Accordingly, para 1.3.2 of the revised MANAS containing the provision that "for assessment promotion within the same group, the restriction of minimum qualifications and experience will not apply for the existing employees" may be deemed to have been modified to the above extent in respect of the above categories of employees in Group III and V(A).

2. Para 0.6.7 of the revised MANAS provides that:

"For foreign assignment/deputation, study leave, EOL which has not resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview and peer review combined for Group IV and interview (including trade test) for other groups will be counted for Normal assessment only by conversion or rating given by the outside organisation into 7 point scale. For this purpose, at least three ACRs/APARs written in CSIR Labs./Hqrs. are required."

It may kindly be seen from the above that the provision has been made under the said para for regulating the cases of assesseees involving foreign assignment/deputation, study leave, EOL, with or without the availability of ACRs/APARs for the period of their foreign assignment/deputation etc. The conversion of rating given by the outside organisation into 7 point scale is envisaged only in respect of the cases where the ACRs/APARs may be available. But this is not very clear from the language of the para as it is. It is, therefore, clarified that para 0.6.7 under the revised MANAS may be deemed to have been modified as under :-

"For foreign assignment/deputation study leave, EOL which has not been resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview and peer review, combined for Group IV and interview (including trade test) for other Groups will be counted for Normal assessment only. If, however, the ACRs/APARs for the said period are available, then the rating given by the outside organisation will be converted into 7 points scale. For above purposes, at least three ACRs/APARs written in CSIR Labs./Instts. are required."

3. It has also been noted that Para 6.4.7 and 2.3.5 of the old and revised MANAS, respectively are being misinterpreted by some of the Labs./Instt. who are taking them at par with other provisions of MANAS applicable for assessment promotions for the next higher grades for the purpose of determining the effective date of promotion to the higher group post, and are giving the benefit to the concerned employees with retrospective effect of 1.4.1988 i.e. the effective date of implementation of the old MANAS containing this provision, on the basis of the interviews conducted by them under the provisions of the said paras much after 1.4.1988, which is not in order. It is, therefore, clarified here that the benefit of placement in the higher group under the provisions of the said paras is admissible to the concerned employees from prospective effect from the date of their joining on the higher group post after their selection for the same on acquiring a comparable level expected in open recruitment to such positions through the selection Committee constituted as per the instructions.

4. Clarifications are also being sought by the Labs./Instts. whether there is any cut off date for acquiring the qualification of next higher group by the employees who were in position as on 1.2.1981/31.12.1981 for being eligible for the benefit of movement to higher group under the provisions of paras 6.4.7 and 2.3.5 of the pre-revised and revised MANAS, respectively. It is clarified in this regard that the benefit envisaged under the above provisions is admissible prospectively as explained in para 3 here above, to all the employees who were in position as on 31.12.81 and acquire the qualifications of the next higher group at any time after 31.12.81 without the restriction of any cut off date for acquiring the same.

5. It has also been observed that inspite of the fact that it has been clearly stipulated under the relevant provisions under the old as well as the revised MANAS that Assessment Committees will be constituted areawise from the approved panel of experts, as per prescribed constitution, some of the Labs/Instts. are not following these guidelines strictly, in as much as they are including the expert members in the Assessment Committees from outside the approved expert panels and in some cases provisions are being put in the Assessment Committee. In this connection, it is clarified that the Assessment Committees have to be constituted invariably out

of the experts panels (both internal CSIR as well as outside experts) only, and the number of experts should also not exceed the number prescribed under the relevant provisions. Needless to emphasize any kind of violation of the procedure/guidelines approved by the competent authority, irrespective of its magnitude, could be challenged and may not withstand the legal scrutiny. It is, therefore, necessary to ensure that all actions are taken strictly in accordance with the prescribed provisions/guidelines and related instructions without allowing any violation of any kind.

It is requested that the above clarifications may kindly be brought to the notice of all concerned in your Labs./Instts. for their information, guidance and necessary action.

Kindly acknowledge the receipt.

Copy of CSIR letter No. 17/66/94-PPS dated 19.6.1995

(14)

Sub:- Normalisation of APAR Grades.

I am directed to invite your, kind attention to this office letter of even number dated 23.5.95 on the above subject', and to state that references have been received in this office from some of the Labs./Instts. seeking clarification, about the normalisation of the gradings in respect of the APAR reviewed by the Heads of the Labs./Instts.

The matter has been considered and it is accordingly clarified that "the Heads of the Labs./Instts. themselves being the decision making authority in respect of any disputes arising out of the gradings awarded by the Normalisation Committee, the APARs. reviewed by them will not be subject to any further normalization/review by the Committee. In such cases the gradings awarded by the Heads of the Labs./Instts- will only be communicated to the employees concerned.

In the above context it may also be pertinent to reiterate that as also already communicated vide this office circular letter No. 17(66)/94-PPS dated 9.11.1994. the S&T work in the Lab./Instt. should be structured in such a way that the Reporting/Reviewing authorities at least upto the level of Scientist EI or equivalent are below the level of the Head of the Lab. or designated authority so that disputes if any, arising in future are settled at the level of the Lab./Instt.

The above clarification may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR No. 17/66/8/94-PPS dated 10.7.1995

(15)

Sub:- ANNUAL APPRAISAL PREFORMACE REPORT (APAR) – Clarification

In continuation of this office letter of even number dated 10th July 1995 on the above subject, I am directed to further clarify that only the open part of the APAR containing the critical appraisal and grade awarded by the Reviewing Officer carrying 75% weightage will not be normalised by the Normalisation Committee. The Confidential part of the APAR pertaining to the Behavioral aspect carrying 25% weightage will not be subject to any review/normalisation by the said Committee.

The above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/9/94-PPS dated 21.8.1995

(16)

Sub:- Annual Performance Appraisal Report (APAR) Proforma

I am directed to invite a reference to this office letters of even No. dated 8.1.1991 and 19.4.1991 enclose therewith the APAR proformae for Group I&II Group III, V(A) and V(B) and to state that references are being received in this office from some of the Labs./Instts. Seeking clarification regarding applicability of Part-IV (copy enclose) in the Annexure proforma for Groups III, IV & V(A).

The matter has been considered and it is accordingly clarified that Part-IV pertaining to the final marks in APAR be computed by apportioning the marks in Part II & III applicable to all categories of S&T staff and as such may kindly be made a part of the APAR proforma prescribed for the employee in all the S&T Groups I to IV and V(A).

Copy of CSIR letter No. 17/65/(P-45)/90-PPS dated 12.9.1995

PART-IV: FINAL MARKS IN

ANNUAL PERFORMANCE APPRAISAL REPORT

Laboratory/Institute:

Period from :- -----to -----

1. Name of the Employee
(In block letters)
2. Final marks (to be computed by apportioning relating marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer or
Designated Authority with date.

(17)

Sub:- Induction of Non-technical employees into technical side in Group I &II under the provision of Revised MANAS.

I am directed to invite your kind attention to this office circular letter of even number dated 13.6.1995 communicating the decision of the Governing Body removing the condition of age restriction from the revised guidelines contained in para 1.2.2 of the Revised MANAS, for consideration of the cases of induction of non-technical staff into technical side in Group II upto 31st December 1996 and to state that after fixation of the revised sanctioned strength for the different S&T groups as communicated vide this office letter No.JS(A)/SI/92-E.II dated 19.9.1995, the Labs./Instts. can now fill up the vacancies to the extent of revised sanctioned strength on the recommendations of their respective Research Council, at their own level. Consequently the cases of induction of Group D non-technical employees in Group I and that of Group C employees in Group II may also now be decided at the Labs/Instts. level with the approval of the Management Council, subject to availability of the vacancies in the respective technical groups under the revised sanctioned strength and fulfilment of the conditions stipulated for such inductions under the relevant provision of the Revised MANAS.

The above clarifications may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR Letter No. 17(65P. 42/3A/90-PPS dated 26.9.1995

(18)

Sub:- Induction of Drivers into technical side in Group II under the provisions of NRAS/MANAS (pre-revised).

I am directed to state that as per provision under para 2.8.1 of NRAS made effective from 1.2.1981, the Staff Car Drivers who have received demonstrable automobile maintenance training and are willing to work on the maintenance side when they do not have driving duty, they can be considered as belonging to the technical cadre after a trade test given to them to demonstrate their skill in the trade for maintenance work when called upon to do so and may have promotional opportunities to Group II Grades. The same provisions were also continued under MANAS made effective from 1.4.1988.

Since there was no specific mention for regulating the service rendered by the drivers in non-technical side for determining the residency period for their assessment to the next higher grade in Group II, most of the Labs./Instts., have already extended the benefit of the counting the entire service rendered by them as drivers in the non-technical side, for assessment purposes, excepting a few cases where the Labs./Instts. have sought a clarification on this point.

On careful consideration of the matter, it has been felt that taking a different view at this stage in these very few left over cases may create anomalous situation. The DGSIR has, therefore, been pleased to approve that in respect of the drivers inducted in technical side prior to 1.4.1992 by following the prescribed procedure, the entire service rendered by them in the non-technical side may be taken into consideration for determining their eligibility for assessment to the next higher grade. The effective date of assessment in such cases will be from the date of induction or the date of completion of the prescribed residency period, whichever is later.

However, in the case of drivers inducted into technical side on or after 1.4.1992, the residency period for their promotion will count from the date of their induction into technical side, as per provision under para 1.2.2 (h) of the Revised MANAS.

The above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information guidance and necessary action.

Copy of CSIR Letter No. 17(66/21/94-PPS dated 27.9.1995

(19)

Sub:- Induction of Drivers into technical side.

With reference to your letter No. 3(123)/C&P/90 dated 21.2.1995 on the above subject, I am directed to state that the condition of minimum qualification is not applicable for consideration of the drivers for induction into technical side in Group II. Any person appointed as driver in non-technical cadre as per prescribed recruitment procedure is eligible for consideration for induction into technical stream against his own nontechnical post. However, on vacation of the post by the individual concerned due to any reason, the vacancy will revert to the non-technical cadre and filled up accordingly.

Further in cases of Drivers inducted into technical side prior to 1.4.1992, the entire service rendered by them as driver in the nontechnical side will be taken into consideration for determining their eligibility for assessment to the next higher grade but the effective date of assessment in such cases will be from the date of induction or the date of completion of the prescribed residency period, whichever is later.

However, in respect of Drivers inducted into technical side in Group II on or after 1.4.1992, the residency period for their assessment to the next higher grade will count from the dates of their induction.

Copy of CSIR Letter No. 17(65P. 42/3A/90-PPS dated 27.9.1995

(20)

Sub:-Revised MANAS effective from 1.4.1992-Clarification reg.

I am directed to refer to CSIR letter of even No. dated 19.6.1995 on the subject mentioned above and to state that the benefit envisaged under para 6.4.7 & 2.3.5 of the pre-revised and revised MANAS, respectively, is admissible only to the employees who were in position on 1.2.1981. Keeping this position in view, it is requested that para 4 of the said CSIR Circular letter may be deemed to have been modified to read as under: -

"Clarification are also being sought by the Labs./Instts. whether there is any cut off date for acquiring the qualification of next higher group by the employees who were in position as on 1.2.81 for being eligible for the benefit of movement to higher group under the provisions of para 6.4.7 and 2.3.5 of the pre-revised and revised MANAS respectively,. It is clarified in this regard that the benefit envisaged under the above provisions is admissible prospectively as explained in para 3 here above, to all the employees who were in position as on 1.2.1981 and acquire the qualifications of the next higher group at any time after 31.12.81 without the restriction of any cut off date for acquiring the same."

Copy of CSIR Letter No.17(66)/94-PPS dated 13.2.1996

(21)

Sub:- Apportionment of marks(weightage %) under para 6.1(b) of Revised MANAS- Removal of Peer Review element in Group III.

I am directed to state that the competent authority has been pleased to approve the removal of element of Peer Review for normal assessment from Gr. III(3) onwards in Gr. III under para 6.1.(b) of the revised MANAS. Consequently, the normal assessment in all Grades of Group-III will now comprise of only two components i.e.(i) Annual Performance Appraisal Report, and(ii) Interview performance including Trade Test in Gr.III(1) and Gr. III(2) each carrying the weightage of 50% marks. This modified provision will be applicable to the cases of assessment falling due for the year 1996-97 onwards.

The above modification may kindly be brought to the notice of all concerned in your Lab./Instt. of information, guidance and necessary action.

Copy of CSIR letter No.17/66/94-PPS dated 24.5.1996

(22)

Sub:- Threshold marks for assessment from Grade II(2) to II(3) and V(A)(2) to V(A)(3) under table 2.2.2 and 2.2.5. of Revised MANAS.

I am directed to state that the competent authority has been pleased to decide that the threshold marks under table 2.2.2 and 2.2.5. of the Revised MANAS for assessment promotion from Grade II(2) to II(3) and V(A)(2) to V(A)(3) shall stand revised from 65 to 60. This modified provision will be applicable to the cases of assessment falling due for the year 1996-97 onwards.

The above modification may kindly be brought to the notice of all concerned in your Lab./Instt. of information, guidance and necessary action.

Copy of CSIR letter No.17/66/94-PPS dated 24.5.1996

(23)

Sub:- Induction of Drivers into Technical side.

I am directed to state that the competent authority has been pleased to decide that the period of service rendered by Drivers on non-technical side will count for the purpose of assessment in case they have been inducted to the technical side on or before 31.8.1994. The benefit of counting of service rendered on the non-technical side will not be applicable to Drivers inducted after 31.8.94. Accordingly, the provision of para 1.2.2 (h) of the revised MANAS will stand modified to the above extent.

The above modification may kindly be brought to the notice of all concerned in your Lab./Instt. of information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 24.5.1996

(24)

Sub:-Removal of cut off date 31.12.1981 under para 2.3.4. of revised MANAS.

I am directed to state that the competent authority has been pleased to approve the removal of cut off date(31.12.1981) for determining eligibility for the benefit of two year earlier assessment on acquiring qualifications of the next higher Group. Accordingly, the provisions contained in para 2.3.4 under the revised MANAS stand modified to the above extent with immediate effect.

The above modification may kindly be brought to the notice of all concerned in your Lab./Instt. of information, guidance and necessary action.

Copy of CSIR letter No.17/66/94-PPS dated 24.5.1996

(25)

Sub:- Assessment of Scientists A/AI in Group III and V(A)

I am directed to state it has been decided by the competent authority to allow continuation of the benefit of special assessment on reaching the stage of RS. 2200/- in the scale of RS. 2000-3500, as notified vide CSIR circular dated 7.11.1990 and 7.12.1990 upto 31.8.1994. The benefit in terms of circulars referred to above will cease with effect from 1.9.1994.

The above modification may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter ~No.17/66/94-PPSdated 24.5.1996

(26)

Sub:- Split Option to the Scientific and Technical Staff governed under the flexible Complementing Scheme (Assessment Scheme).

I am directed to state that references were being received from some of the Labs./Instts. seeking Clarification regarding the applicability of the benefit of split option under FR-22(1)(a)(i) as contained in DPAR OM No. F.7/1/80-Estt.I, dated 26.9.1981 to scientific and technical staff covered under the Flexible Complementing Scheme. The matter was, therefore, placed before the Governing Body for consideration at its 141st meeting held on 26.4.1996.

The Governing Body considered the matter and approved the applicability of the provision of split option under FR-22(1)(a)(i) to the scientific and technical staff or CSIR covered under the Assessment Scheme.

It is requested that the above decision may kindly be brought to the notice of all concerned for information guidance and necessary action.

Copy of CSIR letter No. 17(65)/9.42/37/90-PPS dated 8.7.1996

(27)

Sub:- Incentive in the form of two years earlier assessment under para 2.3.4 of Revised MANAS - clarification reg.

I am directed to state that references are being received from the Labs./Instts. seeking clarifications with regard to the provisions of two years earlier assessment than the normal period of assessment as contained in para 2.3.4 of Revised MANAS read with CSIR letter dated 24.5.1996.

The various points of doubt raised are clarified as under :-

1. Whether Group I and Group II employees are also eligible for consideration in terms of para 2.3.4 of Revised MANAS	1. Yes Employees in Groups I, II, III and IV(A) are also eligible for consideration in terms of para 2.3.4 of Revised MANAS.
2. Whether condition of percentage of marks or Ist Class B.Sc, as laid down for Group II and III respectively will apply in such assessment to be done under the said provision.	The benefits under the said provision will be admissible only to the employees who acquire the qualifications of the next higher group as prescribed under the Revised MANAS. However, the condition of minimum 50% marks and Ist Class B.Sc. prescribed for Group II and III respectively will not apply

3. Whether benefit of assessment two years earlier than the normal prescribed period of assessment could be extended to those who were having the entry level qualifications of the next group at the time of their initial appointment.	No. The benefit of two years earlier assessment is available only to those employees who acquire the entry level qualifications of the next group after joining CSIR service.
--	---

It may also be clarified that the benefit extended under CSIR letter dated 24.5.1996 cited above is admissible only from the prospective effect and will accordingly be admissible to the existing employees eligible for the same either from the date two years earlier from the normal period of assessment or 24.5.1996 whichever is later. It is requested that the above clarification may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR letter No.17/66/94-PPS dated 9.8.1996

(28)

Sub:- Revised option to go back to pre-revised scales purely for the purpose of assessment promotion under the faster track provisions.

I am directed to state that representations have been received from employees of some of the Labs./Instts. regarding extension of opportunity for options for pre-revised pay scales in terms of CSIR letter No: 17(65/35)/86-PPS(FTRP), dated 25.8.1988 on the grounds that the provisions contained in the said circular letter were not brought to the notice of all the concerned employees. On careful consideration of the representations received, DG, CSIR has been pleased to approve to extend the fresh opportunity to the concerned employees who had opted for revised pay scales with effect from 1.1.1986 or thereafter but their due date(s) for consideration for assessment promotion under the faster track provisions fall on or after 1.1.1986 based on the pre-revised scales of pay, to revise their option by 31st January, 1997 for going back to the pre-revised scales of pay purely for the purpose of assessment under the Faster Track Provisions in terms of CSIR circular dated 25.8.1988 referred to above.

It may kindly be made clear to those who want to exercise their option to go back to the pre-revised scales of pay that" they will not be entitled to the benefit of 20% in the pay fixation. In other words, their pay will not be fixed under the Revised Pay Rules, 1986, but will be fixed under the Fundamental Rules. The concerned employees may take into account the pros and cons before Exercising option for the pre-revised scales of pay option once exercised shall be irrevocable and no further option shall be allowed under any circumstances. Further, if the concerned employees have already availed the benefit of assessment promotion under the revised scales of pay after 1.1.1986. They will have to forego the benefits already drawn for regularizing the assessment under the faster track provision in the pre-revised scales of pay.

You are requested to kindly bring the above decision to the notice of all concerned (including who are on leave/deputation/foreign service, etc.) and the way of displaying on the Notice Board, circulation to the Divisional/Sectional Heads and also to the concerned employees individually under signatures.

Copy of CSIR letter No. 17/66/28/95-PPS dated 12.12.1996

(29)

Sub:- Incentive of two years earlier assessment than the normal period of assessment on acquiring qualifications of next group -Modification in para 2.3.4 of revised MANAS.

I am directed to state that the Governing Body at its 142nd meeting held on 28.10.1996 considered the matter regarding incentive of two years earlier assessment than the normal period of assessment on acquiring qualifications of next group under para 2.3.4 of revised MANAS and approved as under :

- (i) "Those employee who have acquired/will acquire entry level qualifications of the next higher Group may be assessed to the next higher grade once in the same group two years earlier than the normal prescribed period of assessment."
- (ii) If an assessee is not recommended for promotion he/she will be considered for assessment after completion of residency period prescribed for normal assessment in the revised MANAS as per Table for the relevant Group and the chance of 2 years earlier assessment will not be adjusted against the chances available for normal assessment under revised MANAS.

The benefit of two years earlier assessment, however, will be allowed only under Normal Assessment and not under MERIT assessment."

The above modification in para 2.3.4 of revised MANAS will come into force for assessments falling due in the assessment years 1996-97 onwards. The assessments falling due prior to the assessment year 1996-97 will continue to be regulated as per provision under the existing para 2.3.4 of revised MANAS.

It is requested that the above decision may kindly be brought to the notice of all concerned for information, guidance and necessary action and given wide publicity in the Lab./Instt.

Copy of CSIR letter No. 17/66/94-PPS dated 28.1.1997

(30)

Sub:- Relaxation in threshold for normal assessment for SC/ST categories - Modification in para 2.4 of revised MANAS.

I am directed to state that the Governing Body at its 142nd meeting held on 28.10.1996 considered the matter regarding relaxation of 10% of the prescribed thresholds for SC&ST employees for normal assessment under para 2.4 of revised MANAS and approved relaxation of

10 marks uniformly in the prescribed threshold in each case for normal assessment in respect of SC/ST employees. This relaxation of 10 marks in the threshold marks for SC/ST employees will be applicable from prospective effect i.e. for assessment falling due in the assessment years 1996-97 onwards.

It is requested that the above decision may kindly be brought to the notice of all concerned for information, guidance and necessary action and given wide publicity in the Lab./Instt.

Copy of CSIR letter No. 17/66/94-PPS dated 28.1.1997

(31)

Sub:- Assessment under the MANAS - Clarification regarding submission of work reports by the assesses.

I am directed to state that as per procedure prescribed under MANAS the self-assessment reports and the work reports of the assesses are to be placed before the Assessment Committee at the time of interview. Moreover, in the cases of scientists, a copy of the work report is also required to be sent to the referees for obtaining the Peer Review reports. As such submission of the work report by the assesses is an essential requirement for assessment purposes. However, references are being received from the Labs./Instts. informing that some of the assesses are not submitting the same inspite of repeated requests made to them to do so.

After careful consideration of the matter, the DG, CSIR has been pleased to decide that non-submission of the work report (Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment) by any assessee by the stipulated date will be treated as wilful disinterest on the part of the assessee concerned for consideration for assessment to the next higher grade and he/she will be considered as having forfeited that chance for assessment. Accordingly, no experience marks will be admissible in subsequent chances in such cases.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 21.4.1997

(32)

Sub:- Payment of honorarium to members of RC attending meeting of Assessment Committee.

I am directed to refer to your letter No. AO/ECR/Misc./97 dated 11.3.1997 on the subject cited above and to state that DG, CSIR in consultation with FA, CSIR has decided that if meeting of the Assessment/Selection Committee (where the entire RC constitutes the Committee) is held

in continuation of RC meeting, non-CSIR members are to be paid honorarium only once. No additional honorarium is to be paid for a meeting which is held in continuation of the RC meeting.

Copy of CSIR letter No. 2(1)/Misc./97-R&A dated 26.05.1997

(33)

Sub:- Removal of cut-off date 31.12.1981 under para 2.3.4 of revised MANAS

I am directed to invite your kind attention to this office circular letter of even number dated 24 May 1996, on the above subject and to state that it has been decided by the competent authority that the orders with regard to removal of cut-off date (31.12.1981) for determining eligibility for the benefit of two years earlier assessment on acquiring qualifications of the next higher Group contained in the said CSIR letter, may be kept in abeyance.

You are requested kindly to note the above decision for your information, guidance and strict compliance.

Copy of CSIR letter No. 17/66/94-PPS dated 28.5.1997

(34)

Sub:- Maintenance of records relating to the Selection/Assessment/Departmental Promotion Committees.

I am directed to state that with a view to obviate allegations of malafide against the Selection/Assessment/Departmental Promotion Committees, the DG, CSIR has been pleased to approve that in future in addition to all the other related documents/records already being maintained as per retention Schedule prescribed under the relevant Rules/instructions, the original work sheets on which the marks have been recorded by each member of the selection/assessment/departmental promotion Committee should also be maintained for a minimum period of the one year after the meeting of the Committees.

The above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and strict compliance.

Copy of CSIR letter No. 17/66/94-PPS dated 17.10.1997

(35)

Sub:- Representations from Council employees on service matters.

I am directed to invite your kind attention to the provisions under Rule-20 of the CCS(Conduct) Rules 1984 as made applicable to the Council employees, according to which no employee shall bring or attempt to bring any political or other outside influence to bear upon any

superior authority to further his interests in respect of matters pertaining to his service.

Instructions have also subsequently been issued by the GOI/CSIR from time to time that whenever, in any matter connected with his service rights or conditions, an employee wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. No appeal or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (e.g. those addressed to President or Vice-President must not be made unless all means of securing attention or redress from lower authority have been exhausted, and even in such cases the representations must be submitted through the proper channel.

It has been observed that inspite of reiteration of the above instructions time and again, representations continue to be addressed by the employees to the DG, CSIR and other higher authorities. This is not only undesirable but also contrary to official propriety and subversive of discipline constituting breach of Rule 20 of the CCS(Conduct) Rules referred to above.

It is requested that the above instructions may again be brought to the notice of all the employees on your Labs./Instts. for their information/guidance and strict observance. Any breach of these rules/instructions shall be viewed very seriously and the employee concerned shall render themselves liable for disciplinary action under the relevant as per rules.

Copy of CSIR letter No. 17(226)/97-E.II dated 24.11.1997

(36)

Sub:- Regulation of the cases of Group-I and II employees in the pre-revised scale of Rs. 1350-2200, on implementation of the CCS(revised pay) rules, 1997.

I am directed to state that references are being received from the Labs./Instts. seeking clarification with regard to regulating the cases of the employees in the pre-revised scale of Rs. 1350-2200 in Group-I and II for assessment purposes, consequent upon implementation of the CCS(Revised Pay) Rules,1997 in CSIR.

The matter has been considered by the competent authority and it has been decided that based on the option exercised by them for the Revised Pay Rules, all the employees in Group I and II in the pre revised grade of Rs.1350-2200 as on 1.1.1996, including those Group II employees who have been assessed to the pre-revised grade of Rs.1400-2300 from a date after 1.1.1996, shall be placed in the revised pay scale of Rs.4500-7000 from 1.1.96. Consequently the eligibility of the Group II employees placed as such, for assessment to the next higher grade of Rs.5500-9000 shall be reckoned from 1.1.96.

It is requested that the above decision may kindly be brought to the notice of all the concerned in your Labs./Instts. for their information, guidance and necessary action.

Hindi version will follow.

Copy of CSIR letter No. 17/66/94-PPS dated 25.3.1998

(37)

Sub:- Regulation of the cases of Group-I and II employees in the pre-revised scale of Rs. 1350-2200, on implementation of the CCS(revised pay) rules, 1997 – clarification

I am directed to invite your kind attention to this office circular letter of even number dated 25th March 1998 on the above subject and to state that one of the Laboratories has sought a clarification about the due date for consideration for assessment to the next higher grade of Rs. 5500-9000 in respect of Group-II employees in the pre-revised scales or Rs. 1350-2200 including those who had been assessed to the pre-revised scale of Rs.1400-2300 after 1.1.1996 and are now placed in the revised scales of Rs.4500-7000 w.e.f. 1.1.1996.

With a view to remove any doubt, it is clarified that as has also been made clear in the above cited circular of 25th March.1998, no employee shall be eligible for consideration for assessment to the grade of Rs.5500-9000 without rendering the required number of years of service in the grade of Rs.4500-7000. For this purpose, the required number of years of service rendered in the lower grade of Rs.4500-7000 for being eligible for consideration for assessment to the next higher grade of Rs.5500-9000 shall be counted from 1.1.1996, In other words the residency period. for consideration for assessment to the next higher grade being seven years, the employees placed in the grade of Rs.4500-7000 w.e.f. 1.1.1996 shall be eligible for consideration for assessment promotion to the next higher grade of Rs.5500-9000 after rendering seven years service in that grade i.e. on 1.1.2003.

The above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 30.3.1998

(38)

Sub:- Regulation of the cases of Group-1 and 11 employees in the pre-revised scale of Rs.1350-2200 on implementation of the CCS(Revised Pay) Rules ,1997- further clarification

I am directed to invite your kind attention to CSIR circular letters referred to above and to state that although the decisions communicated vide aforesaid circulars were only interim in nature subject to subsequent revision in due course as per finally approved recommendations of the Apex Committee, but it seems that this interim measure has created some kind of confusion in the minds of the concerned employees.

With a view to avoid any kind of unnecessary confusion, it has been decided with the approval of the competent authority that until further orders, the decision communicated vide the above cited CSIR circular letters may be restricted only to the extent of placing the Group-I and II employees in the pre-revised grade of Rs.1350-2200 as on 1.1.1996 in the revised grade of, Rs.4500-7000.

As regards the further assessment of "the concerned employees to the next higher grade, necessary orders will be issued in due course on the basis of the recommendations of the Apex Committee as may be finally approved by the competent authority.

The above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 7.4.1998

(39)

Sub:- Relaxation in threshold for normal assessment for SC/ST categories employees under para 2.4 of revised MANAS.

I am directed to state that as per the decision of the Government of India based on the judgement of the Supreme Court as notified vide DOPT OM No. 36012/23/96-Estt. (Res) dated 22.7.1997 to withdraw the instructions issued by them in the past for providing lower qualifying marks for SC/ST candidates in departmental qualifying/competitive examinations for promotion and also the relevant provisions in the DPC guidelines which provide for consideration of SC/ST candidates without reference to provide for consideration of SC/ST candidates without reference to merit and prescribed "Bench Mark", there shall henceforth be no separate standard of evaluation of SC/ST candidates for promotion.

In the light of the above decision of the Govt, of India, the provisions made under the Assessment Scheme made applicable for S&T employees of CSIR for less threshold marks for assessment of SC/ST candidates was also required to be reviewed.

The matter was, therefore, placed before the Governing Body for its consideration at its 144th meeting held on 18th Feb. 1998. The Governing Body considered the matter and approved the deletion of the provisions for relaxation of 10% less marks in the prescribed threshold for normal assessment of SC/ST candidates as contained in para 2.4 of the revised MANAS which was subsequently modified to 10 marks uniformly vide CSIR letter No. 17/66/94-PPS, dated 28.1.1997.

Consequently the above cited provision relating to less threshold marks for assessment of SC/ST candidates under MANAS and erstwhile Bye-law 71(b) stands withdrawn and henceforth the assessment of all candidates will be with reference to uniform standards.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 8.5.1998

(40)

Sub:- Procedure for assessment of Scientific & Technical staff who are under suspension/against whom disciplinary proceedings are pending.

I am directed to state that the Governing Body while approving the revised provisions of the Merit and Normal Assessment Scheme (MANAS) at its meeting on 18th May, 1993, felt that assessments being distinct from the DPC procedure it would be appropriate to evolve a detailed procedure to regulate the cases of assessment of employees who are under suspension/against whom disciplinary proceedings are pending on the date of meeting of the Assessment Committee. Since evolving of the new procedure would have taken time, it was decided by the Governing Body that till such time the new procedure is evolved, the procedure as contained in para 6.10 of revised MANAS would continue to be operative.

In pursuance of the above decision of the Governing Body, DG, CSIR constituted a Group to formulate the new procedure.

The new procedure as recommended by the Group constituted by the DG, CSIR was examined administratively in consultation with Department of Personnel & Training and Deptt. of Legal Affairs (Ministry of Law) and placed before the Governing Body at its 144th meeting held on 18th Feb. 1998. The Governing Body considered the matter and approved the following procedure in replacement of the existing procedure contained under Para 6.10 of the revised MANAS.

1. "Assessment of scientific and technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively i.e. from the date when he had become due for assessment on completion of the prescribed residency period.
2. If on the date of meeting of the Assessment Committee, an employee is - (a) under suspension; (b) against whom a charge-sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotional from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extant thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it shall record reasons for doing so after

affording opportunity to the employee concerned by issuing a notice to show-cause there-against.

3. In case the disciplinary proceedings result in imposition of penalty of 'censure' or 'recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders' to the Council the case would be placed before the same Assessment Committee(s) for the relevant year (s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). "Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary benefit shall accrue to him only from the date following the date of imposition of any of these penalties.

4. The same procedure as in para 3 above shall be followed in the case of penalty of 'reduction to a lower stage in the time scale of pay' as specified in Rules II(iii) (a) of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the officer after the expiry of the penalty.

5. In cases the penalty of 'withholding of promotion' is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date.

The monetary benefit will accrue only w.e.f. the date following the date of issue of such orders i.e. the orders for imposing penalty, if, the employee is recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.

6. In the event of penalty of 'withholding of increments of pay' is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case the employee was recommended for promotion by the earlier Committee, the Committee after considering the penalty and the charges against the employee, will give its recommendation whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee (s) then his case for the next chance will be processed as per provisions of the assessment scheme (s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and there upon give its recommendation. In case the employee is recommended for promotion he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.

7. In the event of imposition of penalty of 'reduction to a lower time-scale of pay/grade/post or service' the sealed cover will not be opened. The employee will be assessed only from the date following the date of expiry of the penalty.

8. However, in case disciplinary proceedings/court case result in imposition of the major penalties of compulsory retirement/removal/dismissal under Rule - 11 of CCS (CCA) Rules, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him."

The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as under erstwhile bye-law 71(b) and will come into force from the date of issue of this letter.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 8.5.1998

(41)

Sub:-Relaxation in threshold marks for normal assessment for SC/ST employees under para 2.4 of revised MANAS.

I am directed to invite your kind attention to this office letter of even No. dated 8.5.1998 on the above subject and to state that the said decision of the Governing Body to delete the provision for relaxation of 10% less marks in prescribed threshold for normal assessment of SC/ST candidates as contained in para 2.4 of the revised MANAS which was subsequently modified to 10 marks uniformly vide CSIR letter No. 17/66/94-PPS dated 28.1.1997 shall be effective from the cases of assessment falling due during assessment year 1997-98 and onwards.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR Letter No. 17/66/94-PPS dated 13.5.1998

(42)

Sub:- Applicability of the provision of two years earlier assessment to the employees in Gr. III(6) for their assessment to the next higher grade of III(7) in view of the provisions contained in para 2.2.3.1 of revised MANAS

I am directed to state that references are being received from the Labs./Instts. seeking clarification regarding the applicability of the provision of two years earlier assessment to the employees in Gr. III(6) for their assessment to the next higher grade of III(7) in view of the provisions contained in para 2.2.3.1 of revised MANAS that the staff in Gr. III(6) who possess the entry level qualification of Gr. IV will only be eligible for normal assessment to Grade III(7).

The matter has been considered and it is accordingly clarified that the employees in Gr. III(6) who possess the entry level qualification of Gr. IV are also eligible for consideration for the benefit of two years earlier assessment than the normal period of assessment as provided under

para 2.3.4 of revised MANAS.

It is requested that the above clarification may kindly be brought to the notice of all concerned for information, guidance and necessary action.

Copy of CSIR letter No.17/66/3/94-PPSdated 22.5.1998

(43)

Sub:- Removal of cut-off dated 31.12.1981 under para 2.3.4 of the Revised MANAS.

I am directed to state that in supersession of this office circular of even number dated 28.5.1997 on the above subject, the Director-General, CSIR has been pleased to approve the implementation of the decision communicated vide this office circular letter of even number dated 24.5.1996 regarding admissibility of the benefit of two years earlier assessment on acquiring the qualifications of next higher Group without the condition of being in position on 31.12.1981, till further orders.

However, keeping in view the fact that the said decision is effective from 24.5.96 and the assessments falling due during the assessment year 1997-98 and onwards have been kept in abeyance for the present till the implementation of the Apex Committee recommendations only those employees whose date of two years earlier assessment falls in the assessment year 1996-97 would be eligible for consideration for the said benefit under these orders.

In such cases also the benefit would accrue from 24.5.96 or the date two-year earlier from the due date of normal assessment whichever is later.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66//94-PPSdated 31.8.1998

(44)

Sub:- Induction of Non-technical staff into technical side in Group II.

I am directed to state that references are being received from the Labs/Instts. seeking clarification whether the non-technical employees holding the scale of RS. 1640-2900 (pre-revised) who have been classified as Group B are also eligible for induction into technical side in Gr. II.

The matter has been considered and it is clarified that the scheme of induction is applicable to non-technical (non-gazetted) employees . As such the employees in the scale of Rs. 1640-2900 such as Assistant (General), Assistant (Finance) and Sr. Stenographers etc. who have been classified as Group B are also eligible for consideration for induction into technical side in accordance with the guidelines contained in para 1.2.2 of Revised MANAS subject to of course, fulfilment of other conditions stipulated under the relevant guidelines in this regard.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instts. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/40/94-PPS dated 5.10.1998

(45)

Sub:- Non-validity of D.Sc. Degree awarded by Open International University for Complimentary Medicines Colombo – reg.

I am directed to forward herewith a copy of letter No. IOE/D/98/1381, dated 27.8.98 from Dr. S.K. Jain, Director, Institute of Ethnobiology, C/o NBRI, Lucknow alongwith a copy of letter dated 12.8.98 from UGC regarding non-validity of D.Sc. Degree awarded by Open International University for Complimentary medicines, Colombo and informing that no recognition should be given to the Degree/Diploma or any other academic distinction conferred by this university, for your information and record.

Copy of CSIR letter No. 17/66/27/94-PPS dated 18.11.1998

(46)

Sub:- Ante-dating of increment of S&T staff under proviso 2 to Rule 8 of CCS(Revised Pay) Rules, 1997.

I am directed to state that references are being received from the Labs./Instts. seeking clarification regarding the admissibility of the benefit of ante-dating of increments of Scientific & Technical Personnel of CSIR with reference to the pay of the junior under Proviso 2 to Rule 8 of CCS(Revised Pay) Rules, 1997.

The matter has been considered in consultation with Finance and it is accordingly clarified that the benefit of ante-dating of increment under proviso 2 to Rule 8 of CCS(Revised Pay) Rules, 1997 could be allowed to the S&T staff who were drawing more pay than their juniors in the pre-revised scale and whose pay on implementation of the Vth Pay Commission recommendations in CSIR was fixed at the same stage as that of their juniors in the revised pay scale and consequently the juniors started drawing more pay than the seniors by virtue of the date of their increment falling earlier to the date of increment of the seniors, subject to fulfillment of all the conditions stipulated for such ante-dating under the relevant rules/instructions issued on the subject by the Govt. of India from time to time.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Labs./Instts. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/25/94-PPS dated 24.11.1998

(47)

Sub:- Removal of cut off date 31.12.1981 under para 2.3.4 of revised MANAS.

I am directed to invite your kind attention to this office circular of even number dated 24.5.96 and 31.8.98 on the above subject and to state that references are being received from the Labs./Instts. seeking clarification about the applicability of the decision contained therein to the employees whose date of two years earlier assessment falls on a date prior to the assessment year 1996-97, but have not completed full period prescribed for normal assessment as on 1.4.1996.

The matter has been considered and it is accordingly clarified that the benefit of two years earlier assessment as provided in CSIR circulars referred to above will also be admissible to the employees falling under the above category. However, the benefit of assessment if recommended for promotion by the Assessment Committee in their cases would be admissible from 24.5.1996 only.

The implication of this decision is that those employees whose date of two year earlier assessment falls prior to the assessment year 1996-97 but have not completed the prescribed residency period for normal assessment as on 1.4.96 will have the benefit only to the extent that their date of assessment will be preponed to 24.5.96.

It is requested that the above clarification may kindly be brought to the notice of all concerned for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 5.2.1999

(48)

Sub:- Removal of cut-off date 31.12.1981 under Para 2.3.4 of the Revised MANAS - Clarification reg.

I am directed to invite your kind attention to this office circulars of even number dated 24.5.1996, 31.8.1998 and 5.2.1999 on the above subject and to state that references are being received from the Labs./Instts. seeking clarification about regulation of the cases of the employees who had already been given the assessment promotion under normal assessment, but have now become eligible for consideration for assessment from an earlier date in terms of the CSIR decision cited above.

The matter has been considered and it is clarified that the employees who had already been promoted under normal assessment from a later date, if found to be eligible for consideration for the benefit of earlier assessment will have to be assessed afresh, irrespective of the fact that both the due dates i.e. under 2 years earlier provision and under normal assessment, may happen to fall in the same Assessment year 1996-97. To make the point more clear, if any employee who got promoted under normal assessment w.e.f. 1.2.97, is found to be eligible for assessment from an earlier date in terms of the above cited decision in the same assessment year 1996-97

(irrespective of the gap between the two dates), he /she will have to be assessed afresh, as per prescribed procedure. However, the earlier due date in such cases shall not in any case be before 24.5.1996.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter-No17/66/20/94-PPSdated 19.2.1999

(49)

Sub:- Induction of non-technical staff into technical side.

I am directed to state that as per provision made under para 1.2.2 of the revised MANAS, a departmental employee can be considered for induction in Group II against available vacancy. As per the extant guidelines the induction against available vacancy should be on need basis in the technical area in which the vacancy is required to be filled up. For the purpose the employees with technical qualifications laid down for direct recruitment in Gr. II are to be given preference, and the candidates not possessing technical qualifications are to be scrutinised thoroughly by the Committee constituted for the purpose. After induction in technical side the employee concerned is deemed to have severed all connections with the non-technical position held before induction.

The CAG in its report on Manpower Audit of CSIR has pointed out that the guidelines prescribed for such induction are not being followed scrupulously by the Labs./Instts. It has been observed in the Report that induction have been made just on the basis of six month in house training in area of computerisation and office automation etc. without insisting on the entry level academic and technical qualification and experience prescribed for direct recruitment to technical posts, and the employees concerned also continue to perform the same non-technical functions even after their induction into the technical side.

The above practice being followed by the Labs./Instts. is not in order. Any induction into technical side has to be made only on need basis subject to fulfilment of the prescribed conditions and the employee concerned on induction has to be shifted to the technical side in the area for which induction has been made. Any employee who is not shifted as such and continues to do same nontechnical jobs/functions which were being done by him prior to induction, may not be eligible for the benefit of assessment promotion.

Taking a serious note of any violations of the prescribed guidelines as pointed out by the CAG, DG, CSIR has desired that induction of any nontechnical staff into technical side should be made strictly as per prescribed guidelines and the employees concerned after their induction should be shifted to the relevant technical area.

It is requested that the above position may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and strict compliance. Further, the details of the all the non-technical employees inducted so far into Gr. II in your Lab./Instt. may also be furnished to this office in the enclosed proforma so as to reach here by 25th July 1999.

Copy of CSIR letter No. 17/66/94-PPS dated 5.7.1999

(50)

Sub:- Relaxation of threshold marks for normal assessment for SC/ST employees under para 2.4 of Revised MANAS.

I am directed to invite a reference to this office circular of even number dated 8.5.98 regarding the deletion of the provisions for relaxation of 10% less marks in the prescribed threshold for normal assessment of SC/ST candidates as contained in para 2.4 of the revised MANAS subsequently modified to 10 marks uniformly vide CSIR letter of even number dated 28.1.97 made applicable from the assessment year 1997-98.

The matter has been reconsidered by the competent authority and it has been decided that GOI decision as notified vide DOPT OM No. 36012/23/96-Estt. (Res), dated 22.7.97 withdrawing the instructions for lower qualifying marks for SC/ST candidates for promotion and also relevant provisions in the DPC guidelines for consideration of SC/ST candidates without reference to merit and prescribed "Bench Mark", may be made applicable from the date of issue of CSIR instructions notifying the GB's decision for deletion of the said provision i.e. w.e.f. 8.5.1998. Accordingly relaxation of 10 marks uniformly in the prescribed threshold in each case for normal assessment in respect of SC/ST employees will be admissible to the cases of normal assessment falling due upto 7.5.98.

It is requested that the above decision may please be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Hindi version will follow.

Copy of CSIR letter No. 17/99/94-PPS dated 3.8.1999

(51)

Sub:- Criteria for determining maximum pay for assessment of staff under paras 2.2.1 to 2.2.5 of Revised MANAS.

I am directed to state that references are being received from the Labs./Instts. seeking clarification as to whether the maximum pay of the pre-revised scale or revised scale will be taken into account to determine eligibility for assessment against the last chance on reaching the maximum of the grade or after remaining one year at the maximum of the grade or after remaining one year at the maximum of the grade under paras 2.2.1 to 2.2.5 of revised MANAS

after adoption of revised pay scales w.e.f. 1.1.96.

The matter has been considered and it has been decided with the approval of the competent authority that in respect of the existing employees on rolls as on 1.1.96 who are due for consideration for assessment against the last chance on reaching the maximum of the grade or after remaining one year at the maximum of the grade, as the case may be, on or after 1.1.96, their eligibility for the said chance shall be determined with reference to the maximum of the pre-revised scale.

To make it more clear, the above benefit will be admissible only to those employees who have availed all the other chances of assessment admissible under the revised MANAS before 1.1.96 except the last chance on reaching the maximum of the grade or after remaining one year at the maximum of the grade, which becomes due after 1.1.96. In all other cases eligibility for last chance will be determined with reference to the revised pay scale only.

It is requested that the above clarification may please be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Hindi version will follow.

Copy of CSIR letter No. 17/66/20/94-PPS dated 9.8.1999

(52)

Sub:- Implementation of revised Rules, Regulations and Bye-laws of CSIR.

I am directed to invite a reference to this office circular letter of even number dated 5.7.99, on the above subject, and to state that references are being received from the Labs./Instts. seeking clarification regarding constitution of Assessment Committees for consideration of cases of assessment in respect of technical staff in Gr.III(3) to Gr.III(6) by the M.C.

The matter has been considered and it is clarified that as per revised functions of MC, the Assessment Committees for consideration of cases of assessment of all the technical staff will now be constituted by the MC and para 4.3 of revised MANAS stands modified to this extent. Therefore, Assessment Committees for assessment of employees in Gr.III(3) to III(6) for the assessment year 1997-98 and also in respect of backlog cases if any, are also now to be constituted by the M.C. as per constitution laid down under para 4.3 of revised MANAS.

It is requested that the above clarification may please be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/20/94-PPS dated 12.10.1999

(53)

Sub:- Assessment under erstwhile bye-law 71(b).

I am directed to invite your kind attention to the contents of CSIR Circular no. 17(65)P-42/88-PPS dated 9.1.90 as per which the assessments under erstwhile bye-law 71(b) were decentralized to the Labs./Instts. It was communicated therein that assessment has to be done for each of the respective years of assessments. Subsequently, threshold guidelines were communicated, vide CSIR letter of even no. dated 1.10.1990.

It has come to the notice of CSIR H'qrs. that the threshold guidelines communicated vide CSIR letter dated 1.10.90 cited above have been invoked in respect of assessments due from dates prior to 1.10.90, while the correct thing is that the procedure prevailing prior to 1.10.90 alone can be invoked for the assessments prior to 1.10.90.

Accordingly, it has been decided that the Labs./Instts. should review all such cases of assessments under erstwhile bye-law 71(b) with effective dates prior to 1.10.90 and wherever the procedure of threshold was followed in such cases, the assessments should be done afresh after giving show cause notice to the concerned assesses as may be necessary. Action taken in this regard may be intimated to the undersigned.

Copy of CSIR letter No. 9(2)/86-PL dated 15.11.1999

(54)

Sub:- Completion of ACRs/APARs.

In continuation of this office letter of even number dated 1st June, 1999, it has further been observed that:-

- 1) despite clear instructions, the schedule laid down for completing ACRs/APARs is not being adhered, to by many Labs./Instts. Non-observance of the schedule creates a piquant situation particularly, when the employees are considered for promotion, confirmation etc. by the respective departmental promotion/selection committees or when upto date ACR/APAR folders are requisitioned by outside agencies in the event of the concerned official applying for deputation/other employment etc.
- 2) In some cases proper attention is not paid to the procedure laid down for filling up the column relating to "Integrity" and "Grade awarded" to the concerned officers reported upon as provided in the ACR proformae:-

In view of the above, it is reiterated that COAs/AOs of the national Lab./Instt. (DS(CO) in CSIR Hqrs.) should scrutinise the annual confidential reports relating to the officers and staff under their control to see that they have been written in accordance with instructions. It is to be

ensured that the respective parts of the ACR form of each employee is duly filled up and signed with date by the concerned employee himself (Pt.II) as well as the administration section (Pt.I), Reporting Officer (Pt.III & IV) and Reviewing Officer (Pt.V) and inadvertent lapses e.g. columns not incorporated, left blank inadvertently by the Rep./Rev. Officers etc. are also got duly corrected before sending the same to CSIR Hqrs. for verification and updation of CR dossiers.

It has further been observed that ACRs for the years ending 31st March, 1997, 1998 and 1999 have not yet been received from a large number of Labs./Instts./CSIR Hqrs. you may kindly advise the officers concerned that the reports for the aforementioned period in respect of Common Cadre Officials and Sci. Gr. IV(6) and Gr. IV(7) which are to be retained at CSIR Hqrs., if not already sent, may be completed and sent to the undersigned by name under sealed cover by 30th December, 1999 positively. If any employee has not submitted his/her self assessment in respect of a confidential report either ACR or APAR, then it should be initiated without the self assessment by following the prescribed procedure after giving one more time-bound opportunity before doing so.

The schedule for submission/completion of ACRs/APARs should be strictly adhered to.

Copy of CSIR letter No. 3/1/71-O&M-II dated 30.11.1999

(55)

Sub:-Technical staff performing duties in non-technical sections not eligible for assessment-Clarification Reg.

It has come to the notice of competent authority that in some Labs./Instts. persons appointed to technical posts through direct recruitment or inducted from non-technical side to technical side continue to perform duties/work in the nontechnical sections. Such deployment of staff is irregular. The competent authority has, therefore, desired that the technical staff, if any, deployed in non-technical sections in your lab./Instt. be immediately transferred to technical divisions for doing technical work before they are considered for further assessment. Any staff member holding technical designation and performing non-technical functions/duties shall not be eligible for assessment under the assessment scheme.

It is requested that the above decision may kindly be implemented with immediate effect and also be brought to the notice all concerned in your lab./Instt. for their information, guidance and necessary action..

Copy of CSIR letter No. 17/66/20/94-PPSdated 14.12.1999

(56)

Sub:- Amendment in the provisions for constitution of Expert Committee for Assessment under erstwhile bye-law 71(b).

I am directed to state that the Governing Body at its 147th meeting held on 9.12.1999 has approved the following amendment in the provisions for constitution of Expert Committees for Assessments under erstwhile bye-law 71(b).

I. For assessment of SSAs/STAs/Scientist. A/A1 and for corresponding technical grades.

<u>Existing Rule</u>	<u>Amended Rule</u>		
(1) Chairman.	To	(1) Chairman.	(i) To be nominated by MC for STA/Sc. A.1 and equivalent designations.
(2) Two Supervisory level expert covering broad area of assesses from the Lab./Instt.	be	(2) Two Supervisory level expert covering broad area of assesses from the Lab./Instt	(ii) To be nominated by RC for SSA, Sci. A and equivalent designations.
(3) One Common Member to be nominated by DG, CSIR.	nomi- nated	(3) One Common Member to be nominated by DG, CSIR.	
(4) Three outside experts covering areas of assessess.	by		
	RC.		

II. For assessment of Sci.B1 and above for corresponding technical grades.

<u>Existing Rule</u>	<u>Amended Rule</u>		
(1) Chairman(Specialist Member of RC)	To	(1) Chairman(Specialist Member of RC)	(i) To be nominated by MC for Sci.B1 and above and equivalent technical
	be		

	nominated		grades.
(2) Two Scientists/Technologists from National Labs.	by RC.	(2) Two Scientists/Technologists from National Labs.	(ii) To be nominated by RC for Sci.B and above and equivalent Sci. designations.
(3) One Scientist/Technologist Common for all Expert Committees to be nominated by DG, CSIR		(3) One Scientist/Technologist Common for all Expert Committees to be nominated by DG, CSIR	
(4) Director or his nominee covering areas of assessess.		(4) Director or his nominee covering areas of assessess.	

Copy of CSIR letter No. 9(2)86-PL/2000-R&A-214 dated 10.3.2000

(57)

Sub:- Equivalence of qualification.

I am directed to invite a reference to the list equivalence of qualifications given in Annexure-I on pages 39-40 of revised MANAS and to state that subsequent to publication of Revised MANAS document, some more qualifications have been equated by CSIR under the provision of para 1.4 of revised MANAS. A list of these qualifications is enclosed herewith These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas/disciplines relevant to the mandate of the lab./Instt./CSIR Hqrs. as the case may be. The relevance of qualification concerned in the individual cases shall be approved by the Research Council in cases of Labs./Instts. and DGCSIR in respect of employees working at CSIR Hqrs. These qualifications will be considered equivalent from the date of notification of the decision by CSIR, as indicated against each.

It is requested that the above equivalence of qualifications may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Enclosure:

List of equivalence of qualifications approved by CSIR for Recruitment and Assessment purpose subsequent to publication of Revised MANAS document.

S.No.	Qualification	Equivalent to	Effective date of equivalence
1	Two year diploma in Engineering awarded by Ad-hoc Board of Technical Education prior to 1959	Three year diploma in Engg./Tech.- Entry level qualification for Gr. III	14.6.1995
2	Post Graduate Diploma in Pulp & Paper from Indian Institute of Paper Technology Saharanpur	M. Sc.	14.6.1995
3	Five year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the examination in the prescribed subjects.	B.Arch. Degree	24.7.1996
4	M. Sc. degree in Life Sciences of 3 year duration obtained after B.Sc. from BITS, Pilani.	M. Sc.	14.10.1999
5	Master Degree in Math. (M.A. (Math.)) obtained after B.Sc.	M.Sc.	8.10.1999
6	B. Sc. Degree in Engineering Technology obtained after 3 - year Diploma in Civil Engineering from BITS, Pilani	B. Tech./ B. E.	14.10.1999
7	Pass in Section 'A' & 'B' Examination of the Institution of Engineers (I), Calcutta.	B. Tech./ B. E.	14.10.1999

8	Associate membership examination of Indian Institute of Metals Calcutta obtained after B.Sc.	B.E.	14.10.1999
9.	Associate Membership Examination of Indian Instt. of Ceramics, Calcutta obtained after Diploma in Ceramics Engineering of 3 year duration.	B. Tech/B.E.	25.10.1999
10.	Ist Class Three Year Diploma Licentiate Examination in Printing and Graphic Arts obtained from State Council of Engineering and Technical Education.	3 Year Diploma in Engg./Tech -Entry level qualification for Group III	25.10.1999

Note : 1. These qualifications could be considered equivalent if the same have been obtained with the Division/percentage of marks as prescribed in the CSIR Service Rules, 1994 for recruitment of Scientific, Technical and Supporting Staff.

2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas /disciplines relevant to the mandate of the Lab./Instts./CSIR Hqrs.

Copy of CSIR Letter No.il/66/Eqv/94-PPS (SI Circular No.2 8) dated 1.8.2000

(58)

Sub:- Placement of staff working in the Library and Information Areas/Divisions.

I am directed to invite your kind attention to CSIR circular letter No:2(22)/78-PL, dated June, 1982 (copy enclosed) and to state that references are being received from the Labs./Instts. regarding the equivalence of the qualification of Associateship in Documentation and Reprography/Information Science awarded , by INSDOC and Master Degree in Library and Information Science awarded by other recognised universities/institutions, and placement of the employees possessing these qualifications.

In this connection, it is clarified that in CSIR the Associateship in Documentation and Reprography/Information Science awarded by INSDOC has been considered equivalent to Master Degree in Library and Information Science for recruitment in the areas of Information and Documentation only. As per classification of the areas of activities of CSIR Labs./Instts approved by the Governing Body, the Information and Library activities fall under "Technical Category" and any post in these areas with the advertised qualifications of Master Degree in Library and Information Science from any recognised Institution or Associateship in .Documentation and Reprography/Information Science awarded by INSDOC or for that matter even with any other qualification treated equivalent to entry level qualifications of Group-IV could be filled up only in Group—III and not in Group—IV. Consequently, the persons possessing these qualifications working in the Library and Information Areas/Divisions in the CSIR Labs./Instts. are eligible for placement and assessment in Group-III only without any other benefit of two year earlier assessment and/or movement to next higher group under paras 2.3.4 and 2.3.5, respectively of revised MANAS. The cases of the concerned staff member and the recruitment in future be regulated accordingly.

It is requested that the above position may kindly be brought to the notice of all concerned in your Lab./Instt for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/9/94-PPS dated 2.8.2000

(59)

Sub:- Procedure for Assessment of Scientific & Technical Staff who are under suspension /against whom disciplinary proceedings are pending.

I am directed to invite your kind attention to this office circular letter of even number dated 8.5.1998 on the above subject and to state that references were being received from the Labs./Instts. seeking clarifications regarding regulation of cases of assessment in respect of employees on whom major penalty of reduction to a lower stage in the time scale of pay as specified under item (V) of Rule 11 of CCS (CCA) Rules had been imposed.

The matter was examined and it was noted that no procedure/provision had been made for regulating cases of employees falling under the above category, under the procedure as contained in CSIR circular letter referred to above.

The matter was, therefore, placed before the Governing Body for consideration at its meeting held on 2.6.2000 . The Governing Body considered the matter and approved the following provisions effective from the same date from which the revised procedure was made effective, i.e. 8.5.1998, for the purpose :

" In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in rule 1 l(v) of CCS (CCA) Rules, the sealed cover will not be opened and the employees will be assessed only from the date following the date of expiry of penalty."

It is requested that the above decision may kindly be brought to the notice of all concerned in your lab ./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17(66)/94-PPS dated 2.8.2000

(60)

Sub:- Regulation of the cases of Group II employees in the pre-revised scales of Rs. 1350-2200 and Rs. 1400-2300 the next higher revised Grade of Rs. 5500-9000 on merger of these scales to the revised scale of Rs. 4500-7000 on implementation of CCS (Revised Pay) Rules, 1977.

In continuation of this office letter of even number dated 7.4.1998 on the above subject, I am directed to state that the matter regarding assessment of the employees in Group II in the pre-revised scales of Rs. 1350-2200 and Rs. 1400-2300 to the next higher grade of Rs. 5500-9000 consequent upon merger of these two scales to the revised scale of Rs. 4500-7000 under the CCS (Revised Pay) Rules, 1997 was placed before the Governing Body of CSIR at its meeting held on 2.6.2000 for its consideration.

The Governing Body considered the matter and approved the following procedure :-

- i) All those employees who were in the pre-revised scale of Rs. 1350-2200 or Rs. 1400-2300 and had been placed in the revised grade of RS. 4500-7000 w.e.f. 1.1.96, will be considered for assessment to the next higher grade of Rs. 5500-9000 on completion of combined residency period of 10.5 years rendered in the pre-revised scales of Rs. 1350- 2200 or Rs. 1400-2300 before 1.1.96 and in the revised scale of Rs. 4500-7000 w.e.f. 1.1.96. The 10.5 years will not include any 'failure' year (s) , if any, in promotion from Rs. 1350-2200 scale to Rs. 1400-2300.
- ii) The date of assessment to the grade of Rs. 5500-9000 will be either the date of completion of 10.5 years of combined service rendered in the grade of Rs. 1350-2200 and Rs. 1400-2300, prior to 1.1.96 and in the revised grade of Rs. 4500-7000 from 1.1.96 or 7 years service rendered in the revised scale of Rs. 4500-7000, whichever is earlier on or after 1.1.96.
- iii) Since the employees in the pre-revised scale of Rs. 1350-2200 have been placed in the revised scale of Rs. 4500-7000 w.e.f. 1.1.96, any assessment done in respect of such employees for their assessment to the pre-revised scale of Rs. 1400-2300 from a date falling due on or after 1.1.96 shall be treated as nullified and they will be considered a fresh for assessment to the grade of Rs. 5500-9000 when they complete the combined service of 10.5 years rendered in the scales of Rs. 1350-2200 before 1.1.96 and Rs. 4500-7000 from 1.1.96.
- iv) Subsequent chances for those who do not succeed the first time will be considered after 1 year, 2 years, 4 years and after remaining for one year at the maximum of the grade, as it presently exists in the revised MANAS.

v) Since the existing Assessment Scheme is already under review through the Apex Committee, all those currently in the scale of Rs. 4500-7000 and appearing for assessment to the scale of Rs. 5500-9000 as above will have to give an undertaking that they will abide by whatever decision is taken finally by CSIR about their residency period and assessment.

It is requested that the above decision may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR letter No. 17(66)/94-PPS dated 2.8.2000

(61)

Sub:- Common Procedural Irregularities in Assessment cases-Avoiding of.

I have been receiving many representations from employees making allegations of bias and/or irregularities of one or the other kind in the conduct of the assessments. On examination, irregularities have been found to be there in many cases, as a result of which the wrongly conducted assessments have to be quashed, resulting in avoidable inconvenience/problems to all concerned. Some of the common irregularities noticed in such cases are as under :-

Writing/Reviewing and Communicating of APARs - There is a prescribed schedule for writing, reviewing and communication of APAR gradings. It is noted that this is not being followed strictly by many Labs./Instts. and the assessments are being conducted either without communicating the gradings or communicating the same just a few days before the assessments. As per rules, it is necessary to communicate the APAR gradings and dispose off the representations made, if any, within the prescribed time limit well before the assessments, failing which the assessment(s) conducted are liable to be quashed.

If the employee concerned fails to submit his self-assessment report by the stipulated date, the reports have to be written and reviewed by the concerned officer on the basis of their own knowledge about the work and conduct of the officer to be reported upon. The prescribed procedure must be followed to ensure proper and timely completion of the APARs.

2. Assessment Committees were not constituted strictly as per prescribed guidelines, inasmuch as either the members were not taken from the approved valid panel of experts or they were not from the relevant field, or the number of experts was not what it should be as per given guidelines. It is to be noted that inclusion of experts from non-relevant field or constituting the Assessment Committee with more or less number of experts than the number prescribed under the relevant provisions, amounts to violation of guidelines. It is, therefore, imperative that the experts of Assessment Committee are chosen only from the approved expert panel and their numbers and level is kept strictly as prescribed under the guidelines.

3. As per guidelines the Assessment Committees are to be constituted by the RC or MC as the case may be. In some cases, this has been found to have been done only by the Director and/or Chairman, R.C., which is not proper. The Assessment Committees should always be constituted by the RC/MC at their meetings.

4. As per guidelines, the names of alternate Chairman and expert members are also required to be specified by the RC/MC while constituting the Assessment Committees. This was not done in some cases. Consequently, in place of the Chairman or any expert member who did not come to attend the meeting, they were replaced at the last moment improperly. This is also a procedural irregularity and should, therefore, be avoided.
5. In some cases the declaration of assessment results were unduly delayed. The results of successful as well as non-successful candidates should be announced soon after the assessments.
6. The procedure of seeing the APARs and opening the Peer Review/Referee markings and adding the marks of these two components only after awarding the interview marks by the Assessment Committee, has also to be strictly followed.
7. As per para 0.8 of revised MANAS, it is the primary responsibility of the CO A/AO of the Lab./Instt. to ensure that the guidelines of the Assessment Schemes are followed correctly. To ensure this, it is necessary to associate these officers with the processing of the assessments at each and every stage and all papers/records relating to the assessments, including the proceedings etc. Should be maintained by the CO A/AO. Consequently, the CO A/AO handling the assessments shall be held personally responsible in case of any technical lacunae in the proceedings.

These are only a few of the points out of the many aspects which are required to be kept in view for proper conduct of the assessments.

Keeping in view the fact that even a minor procedural irregularity is considered to be a violation of the rules/guidelines by the courts resulting in quashing of such irregular assessments, I request you kindly to ensure that all assessments are processed and conducted strictly as per prescribed procedures and guidelines.

The contents of this letter may also be brought to the notice of COA/AO and all other concerned staff members of your Lab./Instt. for their information, guidance and strict compliance.

Kindly acknowledge receipt.

Copy of D.O. No. 17/66/8/94-PPS dated 25.8.2000 from Dr.R.A.Mashelkar, Director General, CSIR addressed to all the Directors/Heads of all the National Labs/Instts (by name).

(62)

Sub:- Regulation of the cases of Group-II employees in the pre-revised scales of Rs. 1350-2200 and Rs. 1400-2300 to the next higher revised grade of Rs. 5500-9000 on merger of these scales to the revised scale of Rs. 4500-7000 on implementation of CCS(Revised Pay) Rules, 1997.

I am directed to invite your kind attention to this office Circular of even number dated 2.8.2000 on the above subject and to state that references are being received from some of the Lab./Instts. seeking Clarification whether the service rendered in the grade of Rs. 380-640 will also be taken into consideration for reckoning the 10.5 years combined service for the purpose of consideration for assessment to the revised grade of Rs. 5500-9000.

It is clarified that the service rendered in the scale of Rs. 380-640 before revision of the scale of Rs. 1350-2200 under the Fourth Pay Commission recommendations w.e.f. 1.1.86 will also be taken into consideration for reckoning the 10.5 years combined service for the purpose of consideration for assessment promotion to the revised grade of Rs. 5500-9000. However the benefit of assessment to the grade of Rs. 5500-9000 to the employees whose cases are regulated under the CSIR orders under reference shall be admissible only from 1.1.96 or thereafter and not from any earlier date. Thus if any of the employees had already completed more than 10.5 years combined service in the two respective grades under reference as on 1.1.96, the earliest due date for consideration of their cases for assessment to the grade of Rs. 5500-9000 would be 1.1.96. For reckoning the due date of eligibility for consideration the number of years for which any of the concerned employees had been rejected for promotion to the grade of Rs. 1400-2300 prior to 1.1.96, shall be added to 10.5 years.

Clarification has also been sought by some of the Lab./Instts. about the applicability of 2 year earlier assessment provision for acquiring the qualification of the next higher group with the benefit of assessment to the grade of Rs. 5500-9000 on completion of 10.5 years combined service rendered in two different grades. In this connection, it is clarified that since the combined residency period of 10.5 years is being reckoned on the basis of service rendered in the two different grades, and the benefit of assessment to the higher grade is not admissible from any date prior to 1.1.96, the benefit of two-year earlier assessment will not be admissible to such cases. However, the concerned employees could avail this benefit of two year earlier assessment in their assessment to the next higher grade of Rs. 6500-10500.

It is requested that the above clarifications may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 6.10.2000

(63)

Sub:- Procedure to be followed in respect of incomplete APARs

Please refer to your letter No. 105-Admn(153)RM/99-E.II dated 19.6.2000 regarding the procedure to be adopted to update the APAR dossier in respect of S&T staff whose APAR forms were left incomplete/not returned to Lab./Instt. administration by respective Reporting /Reviewing Officer within the prescribed time limit on their demitting the office due to retirement/resignation etc.

2. The following procedure may be adopted:-

In the absence of Reviewing Officer not completing his portion in the APAR form, the report written by Reporting Officer may be placed before the APAR Normalisation Committee and the grading as awarded by 'APAR Normalisation Committee' be communicated to the employee concerned as in any other case when report has been reviewed by the Reviewing Officer.

In the absence of both reporting and reviewing in the APAR for any particular year, an 'average grading' on the basis of all the APARs available for past years in the same group and grade held by the individual may be taken for calculating the APAR marks for that particular year for which APAR was not filled in; and

The APAR for any particular period cannot be filled in at a later stage by any officer who had not been authorised to act as Reporting or Reviewing Officer during that relevant period in respect of the concerned scientist. Such cases may be regulated as per item 2 (a) or (b) above as the case may be.

The best course, will always be to ensure that all the reports which are due are filled in by both the Reporting and Reviewing Officers. In this connection your attention is also invited to DO letter No. 17/66/8/94-PPS dated 25.8.2000 from the DG, CSIR underlining, inter alia, the need for timely completion of APARs/ ACRs.

Copy of CSIR letter No. 3(80)/85-O&M dated 31.10.2000

(64)

Sub:- Incentive of two year earlier assessment than the normal period of assessment on acquiring qualification of next group-Clarification reg.

I am directed to state that references are being received from the Labs./Instts, seeking clarification regarding the admissibility of the incentive of two year earlier assessment than the normal period of assessment. in terms of CSIR circular letter No.17/66/94-PPS dated-24.5.1996 to those employees who had already undergone the course of higher study before joining CSIR service.

The matter has been considered and it is accordingly clarified with the approval of the competent authority that the benefit of two. year earlier assessment in terms of CSIR circular cited above is admissible only to those employees who acquire the entry level qualification of next higher group by undergoing the full process of acquiring the relevant higher qualification after joining CSIR service i.e. by taking admission in the course of study after their joining with due permission of the competent authority. Thus, the said benefit will not be admissible to those employees who had already undergone part or full course of study before joining CSIR service.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/20/94-PPS dated 17.11.2000

(65)

Sub:- Relaxation in threshold marks for normal assessment for SC/ST employees under para 2.4 of revised MANAS.

I am directed to state that as per the decision of Government of India notified vide DOPT OM No. 360012/23/96-Estt (Res)-Vol. II, dated 3.10.2000 to restore with immediate effect, the relaxation/concessions in matter of promotion for candidates belonging to SCs/STs by way of lower qualifying marks, lesser standards of evaluation that existed prior to 22.7.97, the instructions contained in DOPT OM No. 36012/23/96-Estt.(Res.), dated 22.7.97 for withdrawing instructions for lower qualifying marks/lesser standard of evaluation for promotion for candidates belonging to SCs/STs, become inoperative from the date of issue of above Govt. of India, DOPT, OM dated 3.10.2000.

In the light of above decision of the Govt. of India, the provision made under the assessment scheme made applicable to S & T employees of CSIR for less threshold marks for assessment of SC/ST candidates was also required to be restored.

The matter has been considered by the competent authority and has approved Restoration of the provision of relaxation in the prescribed threshold marks for normal assessment of SC/ST candidates as contained under para 2.4 of revised MANAS which was subsequently modified to 10 marks uniformly vide CSIR circular No.17/66/94-PPS, dated 28.7.97, for the assessments under Revised MANAS as well as erstwhile Bye-law 71(b) scheme falling due on or after 3.10.2000.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 8.12.2000

(66)

Sub:-ACRs by officers under suspension-Review of instructions reg.

Ref: Circular letter No.3/1/71-O & M dated 23.8.1978

In continuation of this office letter of even number dated 23rd August, 1978 on the subject cited above, I am directed to forward herewith a copy of O.M.No.2101 1/8/2000-Estt.(A) dated 25.10.2000 from Department of Personnel & Training, New Delhi for information, compliance /guidance and necessary action.

Copy of CSIR letter No. 3/1/71-O & M dated 13.12.2000

copy of O.M.No.21011/8/2000-Estt.(A) dated 25.10.2000 from Department of Personnel & Training,

Sub:- Writing of ACRs by officers under suspension-Review of instructions reg.

The undersigned is directed to refer to this Department's O.M.No.21011/2/78-Estt. (A) dated 1st August, 1978 which allows the Reporting/ Reviewing officer under suspension to write/review the ACR on his subordinates within two months from the date on which the report was due.

2. The policy of the Government has been reviewed in the light of a suggestion from Central Vigilance Commission and it has been decided in partial modification of the above orders that no officer under suspension should be allowed to write/review the ACRs on his subordinates if during major part of writing/reviewing he is under suspension as he might not have full opportunity to supervise the work of his subordinates.
3. The Ministry of Agriculture & Cooperation etc are requested to bring the above decision to the notice of all concerned authorities for compliance and guidance.

(67)

Sub:- Regulation of cases of Group-II employees in the pre-revised scales of Rs. 1350-2200 and Rs.1400-2300, on merger of these scales to the revised scale of Rs.4500-7000 on implementation of CCS(Revised Pay) Rules, 1997, to the next higher revised grade of Rs. 5500-9000.

I am directed to invite your kind attention to this office circular of even number dated 8.12.2000 on the above subject and to state that references are being received from the Labs. / Instts. seeking clarification regarding regulation of the cases of employees in whose cases assessments had already been conducted and results declared.

The matter has been considered and it is accordingly clarified that in cases, where the results of the assessments conducted in respect of the concerned employees had already been

declared prior to the date of issue of above CSIR circular, they may be allowed to continue in the promoted grade subject to review as per decision that may be the CSIR in the matter after the CST judgment in the case under reference.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 15.1.2001

(68)

Sub:- Regulation of the cases of Group-II employees in the pre-revised scale of Rs. 1350-2200 and Rs. 1400-2300 to the next higher revised grade of Rs. 5500-9000 on merger of these scales to the revised scale of Rs. 4500-7000 on Implementation of CCS(Revised Pay) Rules, 1997.

I am directed to invite your kind attention to this office letter of even number dated 8.12.2000 on the above subject and to state that the case filed by the employee has since been dismissed by the Hon'ble Tribunal. Consequently, the stay granted on the implementation of decision contained in the above referred to CSIR circular for regulating the assessments of the concerned Group II employees stands vacated, and their cases could now be processed as per the said decision.

You are therefore requested to kindly take further necessary action to process the assessment cases of the concerned employees to the next higher revised grade of Rs. 5500-9000 accordingly.

The above decision may also kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 4.4.2001

(69)

Sub:- Induction of non-technical employees into technical side in Group-I & II under revised MANAS.

I am directed to invite your kind attention to paras 1.2.1 & 1.2.2 of revised MANAS regarding induction of non-technical employees into technical side in Group-I & II and to state that in pursuance of GB decision as notified to all the Lab./Instts. vide letter No. 17/66/Rec/94-PPs, dated 4.5.1999, DG, CSIR had constituted a Committee to review the classification of some of the posts classified as technical vide CSIR letter No. 17(65)/1/78-E-II-Cte.)-Vol.IV, dated 7.12.82. The recommendations of the Committee are to be placed before the GB, for its consideration.

In view of above position, DG, CSIR has approved that pending approval of the G.B. to the recommendations of the Committee the provisions under paras 1.2.1 and 1.2.2 and

Annexure-V of revised MANAS for induction of non-technical employees including that of Drivers into technical side in Group-I & II may be kept in abeyance till further orders.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/25/94-PPS dated 19.9.2001

(70)

**Sub:- Equivalence of Qualifications under the provisions of MANAS/Revised MANAS—
review of qualifications equated by CSIR.**

I am directed to state that the Standing Committee constituted at CSIR HQ in terms of the provisions contained under paras 1.2.4 and 1.4 of MANAS and revised MANAS, respectively, for considering the proposals received from the Labs./Instts. regarding equivalence of new qualifications observed that although the real intention behind making the provision in the assessment scheme was to reward the S&T employees who acquire any of the higher qualifications recognised by the relevant bodies of the Government of India and relevant to the S&T activities being carried out by the CSIR Labs./Instts., but in most of the cases this provision had been implemented altogether in a different manner in which the equivalence of qualification has been considered simply on the basis of the request of the concerned employees who first acquired any certificate, Diploma or Associateship from any Institution and then made the request to equate the same to the entry level qualification of the next higher group(s) and to allow them the benefits of 2 year earlier assessment or movement to the next higher Group(s).

The Committee therefore, reviewed the position and recommended that only those qualifications, which have been recognised at the national level by the competent relevant bodies of the Govt, of India i.e. UGC and AICTE and are relevant to the S&T activities being carried out by the CSIR Labs./Instts. should only be recognised for recruitment and assessment purposes in CSIR. With this the Committee also recommended that some of the qualifications which have been equated by CSIR solely on the basis of the individual request and not entirely on the ground of relevancy to the S&T activities, may be derecognised.

The recommendations of the Committee were placed before the Governing Body of CSIR at its 151st meeting held on 10.10.2001 for consideration. The Governing Body considered the matter and approved that the following qualification recongised/equated by CSIR of its own in the above manner be derecognised with immediate effect:-

S.No. Qualification

1. Two year Diploma in Engineering awarded by Adhoc Boards of Technical Education prior to 1959.
2. Five year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the examination in the prescribed subjects.

3. M.Sc. degree in Life Sciences of 3 year duration obtained after B.Sc. from BITS, Pilani.
4. Diploma in Photography awarded by IAF.
5. M.A. or Ph.D. in technical translation obtained after B.Sc.(INSDOC) case.
6. 2 year Certificate course in Sr. Surveyer's Examination awarded by the W.B. Survey Institute prior to 1987-88.
7. Certificate in General Nursing & Midwifery of 3-1/2 years duration awarded by Rajasthan Nursing Council.
8. Two year courses of Diploma in Business Management and one year Course of Master of Management Sciences (MMS).
9. Two years diploma in Draftmanship.
10. National Trade Certificate/Diploma after one and a half years academic study followed by six months inplant training.
11. Associateship Diploma of the Institution of Chemists (India) obtained by examination.
12. MVS Course from BITS, Pilani.

Accordingly the above mentioned qualifications now stand derecognised for recruitment and assessment purposes in CSIR system with immediate effect. The past cases already decided otherwise shall, however, not be re-opened

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Hindi version will follow.

Copy of CSIR letter No. 17/66/EQV/94-PPS dated 14.12.2001

(71)

Sub:- Payment of Honorarium to official and non-official external Member Search/Selection/Assessment Committees.

In partial modification to CSIR letter no. 2(Misc.)/79-PL dated 22.3.1994 on the above subject, I am directed to convey the approval of the Governing Body for revision of honorarium to external members (both official and non-official) as follows:

For Gr. 'A' posts carrying pay scale of Rs.8000-13500 and above	Rs. 2000/- per day
For Gr. B,C & D posts i.e. for posts carrying pay scale lower than Rs. 8000-13500/-	Rs. 1000/- per day

The above revision of honorarium will be effective from 1.4.2002.

It is requested that the above decision may kindly brought to the notice of all concerned in your Labs./Instts. for the information and necessary compliance.

Copy of CSIR letter No. 7-14(1)/2000-R&A dated 22.3.2002

(72)

Sub:- Incomplete APARs – procedure regarding.

As per CSIR Circular letter' No.3/80/85-O&M, dated 31.10.2000; the benefit of averaging is available only in respect of cases of foreign assignment/deputation/study level/EOL where APARs cannot normally be written under the given system. In practice, however, it is observed that, this provision is grossly misinterpreted and misused to give undue benefit to those officers who are intentionally avoiding submission of Self-Assessment Report for fear that reports might not fetch them the grades as per their liking.

The matter has been, examined and it has been decided with the approval of the DG,CSIR that:

- a) If APAR. is not available for a year /part of year/a number of years because the officer has not submitted his/her self-Assessment report inspite of one or more reminders, and Reporting/Reviewing Officers are not in a position to grade the officer without self-assessment report, a remark to this effect will be placed in the APAR Dossier of the officer by the COA/AO after getting the approval of the Director.
- b) The COA/AO will also place in the Dossier copies of the correspondence made with the officer reported upon/Reporting Officer/Reviewing Officer in this regard; and
- c) The officer will get zero marks for those APARs. In other words computing the marks of

APAR component in respect of the laid down residency period, the officer, who has failed to submit his/her self-assessment report for some period will not get any mark for the APAR in question.

It is therefore, requested that all future assessment may be regulated accordingly.

Copy of CSIR letter No. 17/66/94-PPS dated 26.3.2002

(73)

Sub:- Enhancement of sitting fee to members of AB/GB/RC and similar Committees.

Governing Body (GB) of CSIR in its 152th meeting held on 5th March, 2002 has approved payment of honorarium of Rs. 2000/- (Rupees two thousand only) per day to members of Search/Selection/Assessment Committee meetings for Gr. – A post and Rs. 1000/- (Rupees one thousand only) per day for Gr. – B&C posts to both official and non-official members.

Further DG, CSIR in consultation with Joint Secretary (Admn.) and Financial Adviser, CSIR has also accorded his approval to enhancing the sitting fee from Rs.1000/- (Rupees one thousand only) to Rs. 2000/- (Rupees two thousand only) for all the members of AB/GB/RC and similar Committee considering that higher Intellectual inputs are provided by them. This come into effect from 1st April, 2002.

Copy of CSIR letter No. RC/GB/AB-Cte. /RPBD-2002 dated 28.3.2002

(74)

Sub:- Revised ACR forms.

In continuation to CSIR letter of even no. dated 26.3.2002 (Serial Circular No. 124), I am directed to state that:

The critical appraisal/grade for the period ending 31.3.2001 as per the existing APAR format and instructions thereon, may be communicated to the respective scientists for the full reporting year i.e. 2000-2001.

As per instructions issued so far, the new ACR format for Gr. IV scientists was to be introduced from 2001-2002 and onwards. However, since the exercise to devise the new ACR format is going to take some more time, it has been decided that till such time as the new format is approved and introduced, the existing format of APAR may be used as ACR proforma. The gradings, except the adverse remarks, if any, shall not be recommended.

The CSIR Recruitment & Assessment Promotion Rules, 2001 are applicable only to Gr. IV scientists, hence the existing recruitment and assessment promotion rules for Gr. I, II, III will continue to apply. Therefore, the existing APAR format for these group will continue to be operative.

Copy of CSIR letter No. 7-1(2)/2002-R&A dated 7.6.2002

(75)

Sub:- Movement of employees to next higher Grade under para 2.3.5 of Revised MANAS.

With reference to your letter No.D/8/2002/, dated 16-8.2002, I am directed to state that the benefit of movement to next higher Group under para 2.3.5. of Revised MANAS is admissible to those employees who were in position as on 1.2.81 and have acquired entry level qualification of next higher group after 31.12,81 and not acquiring the qualification higher than - the entry level qualification. The employees under reference are in possession of qualification higher than the entry level qualification of next higher group i.e. Group-III(1), as such are not eligible for consideration for movement to next higher group under the guidelines.

Since, the benefit of movement to next higher group is admissible from prospective effect and the Labs./Instts have been allowed to complete the assessments of staff in Group-I, II & III under the Revised MANAS, upto 31.3.2002 in view of the review of the existing assessment scheme, the competent authority has decided that the provision under para 2.3.5 of Revised MANAS for movement to next higher group, may be kept in abeyance till further orders.

Copy of CSIR letter No. 17/66/5/94-PPS dated 5.12.2002

(76)

Sub: Provision under Para 2.3.5 of Revised MANAS for movement to next higher group-clarification thereof.

I am directed to invite a reference to this office endorsement of even number dated 5/9.12.2002 whereby decision of the competent, authority for keeping the provision under para 2.3.5 of revised MANAS relating to movement to next higher group, in abeyance, was communicated, and to state that the matter has been reconsidered by the competent authority and it has been decided that the existing instructions issued vide CSIR endorsement letter of even number dated 5/9.12.2002, may be withdrawn. Accordingly the Instructions issued vide CSIR endorsement letter of even number dated 5/9.12.2002 are withdrawn. The cases of eligible employees if any, for movement to next higher group under para 2.3.5 of revised MANAS, may be considered as per guidelines.

Copy of CSIR letter No. 17/66/5/94-PPS dated 28.5.2003

(77)

Sub:- Provision under Para 2.3.5 of revised MANAS for movement to the next higher group – clarification thereof.

With reference to your letter No. CSIO/22(91)/86-Rectt., dated 18.6.2003, on the above subject, I am directed to state that the Group-III employees who were in service as on 1.2.81 and have acquired entry level qualification of Group-IV as prescribed under revised MANAS are

eligible for consideration for movement to Group-IV as laid down under para 2.3.5 of revised MANAS.

Copy of CSIR letter No. 17/66/12/94-PPS dated 2.7.2003

(78)

Sub:- Reimbursement of subscription of membership of Professional Societies to Engineering and Architectural staff in Group-III.

It has been approved to extend the benefit of reimbursement of subscription of membership of professional societies to Engineering and Architectural staff in Group-III of ESD. The maximum limit of annual reimbursement is Rs. 1000/- (Rupees One thousand only). The expenditure will be met from the budget head P-0517208(LHRF) subject to availability of funds.

Copy of CSIR letter No. 11-17(3)/2003-Engg. dated 23.10.2003

(79)

Sub:- Placement of staff working in the library and Information Areas/Divisions.

I am directed to invite a reference to this office of letter even number dated 2.8.2000 regarding equivalence of the qualification of Associateship in Documentation and Reprography/Information Science and Master Degree in Library & Information Science for recruitment in the area of Information and Documentation and placement of staff working in Library and Information Divisions. As per para 2.2.3.1 of revised MANAS, staff in Gr. III(6), who possess the entry level qualification of Group- IV, will only be eligible for assessment to Gr. III(7). References are being received from the Labs./Instts. seeking clarification regarding consideration of the cases of assessment of employees in Group.III(6) possessing the qualification of Master's Degree in Library & Information Science, to the next higher grade of III(7) or for grant of benefit of two years earlier assessment in Group-III under para 2.3.4 of revised MANAS.

The matter has been considered by the competent authority. Keeping in view that the Master Degree in Library and Information Science has been included as one of the Group-IV qualification under CSIR Scientists Recruitment and Assessment Promotion Rules, 2001, the competent authority has approved that the employees in Group III(6) possessing the qualification of Master Degree in Library and Information Science may be extended the benefit of assessment promotion to Group-III(7) from the due date under revised MANAS and the benefit of two year earlier than the normal period of assessment under para 2.3.4 of revised MANAS, on acquiring the said qualification subject to fulfillment of other conditions. CSIR circular no 17/66/91 -94-PPS, dated 2.8.2000 stands modified to the above extent.

It is requested that the above position may kindly be brought to the notice all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/94-PPS dated 2.1.2004

(80)

Sub:- Procedure laid down for writing the APAR/ACR/ARP – reg.

It has been observed that despite clear instructions concerning the procedure laid down for writing the APAR/ARP/ACR and time schedule for submission of the same, the instructions are not being followed in a large number of cases. The following instructions/guidelines may kindly be kept in view by all concerned while writing the ARP/APAR/ACR: -

1. The assessment must be fair to the individual and should be so written as to assist the Reviewing Officer or the Designated Authority in deciding whether the individual is fit for promotion/confirmation, etc. It should give an objective view of the officer's main qualities 'taking into consideration his work for the whole year and not .on the basis of occasional flashes of good work and lapses, if any. The Reporting Officer should bear in mind that the report in ARP/APAR/ACR is a reflection of his judgment. These should be written carefully after giving judicious thought. Cryptic, vague or non-committal remarks are to be avoided.
2. Some employees are graded between "good to very good", "fair to good", etc. This practice does not conform to the laid down procedure. The grading in APAR to be written in respect of Technical –employees in Group-I, II, III should conform to 7-point scale in accordance with the guidelines issued under MANAS & Revised MANAS. Similarly, the grading in ACRs of Administrative(Non-Tech) staff should conform to the 5-point scale as enumerated below (in Descending Order). As regards, Scientists in Group-IV, their performance is to be evaluated as per instructions contained in CSIR letter no. 5-7/70/2002-PPS dated 01.01.2003 & 13.8.2003.

7- Point Scale in r/o Technical staff

Outstanding

Excellent

Very Good

Good

Satisfactory

Fair

Poor

5-Point Scale in r/o Administrative (Non-Technical) staff

Outstanding

Very-Good

Good

Average

Below Average

3. The report of an employee should not be .written by an officer under whom the employee to be reported upon has worked for less than three months.
4. Only the actual Reporting and Reviewing Officers under whom the employee worked during the reporting period may write/review the -reports for the concerned period.
5. if an employee has worked under two or more officers separately within the reporting year and each period is of 3 months duration or more., separate ACRs may be got written so as to cover the entire period of the reporting year.
6. The Column relating to certification of Integrity shall be filled up as per the guidelines issued by the Govt. of India, OM No. 51/5/71-Estt.A dated 20/5/1972. Integrity should be certified as "Beyond Doubt"; and substitutes such as "**Above Board**", "**Very Good**", "**Excellent**", "**Honest**" or "**Infallible**", "**Nothing** adverse has come to my notice", "Trustworthy" etc. should not be used.
7. In accordance with the instructions contained in Circulars No.17(65)/P.42/90-PPS.dated January 8, 1991 and February 26, 1993, the performance-.of Scientific/Technical staff are to be evaluated against the tasks assigned.
8. In case an Administrative employee does not submit his self assessment report, in time to his/her Reporting Officer, the Reporting Officer will be issued another blank form from CR Cell and he/she will proceed to write the report on the basis of his/her experience of work and conduct of the officer reported upon during the period under review. While doing so he/she may also point out the failure on the part of the officer reported upon in submitting his self- assessment within the stipulated time.
9. Before recording any adverse remarks in the ACRs. The Reporting/Reviewing Officer should satisfy himself self that such decision has been taken only after the person reported upon was made known of the deficiencies noticed and reasonable time and opportunity was given to the employee concerned to improve upon himself.
10. It may kindly be ensured by the Reporting/Reviewing officer that the declaration regarding submission of Annual Property Returns of the preceding year in time has been given in Part II by all officers/officials falling in Group A and B (i.e. all those in the pay scale of Rs. 5500-9000 and above).
11. The Column regarding "Communication Skill" in Hindi in r/o Class "A" "B" and "C officers/officials shall also be filled-up as per the .Ministry of Home Affairs, Govt, of

India DO No. 1/14013/03/94-Raj.bhasha dated 8thNov. 2002.

12. The reports should be written by the immediate supervisor of the employee concerned and the reporting and reviewing both should not be done by the same person, save in exceptional circumstances;, as per the instructions contained in DG's D.O. No. 1/(66)/PPS dated 09.11.1994.
13. If a Scientific /Technical officer has not submitted his/her self- assessment report in spite of "one or more reminders and Reporting/Reviewing-officer are not in a position to grade the officer without self-assessment reports, a remark to this effect will be placed in the APAR dossier of the officer and he/she will get zero mark for those APARs, in accordance with CSIR Circular letter No. 17/66/94-PPS dated 26.3.2002.
14. Whenever an official is awarded the grading viz; "Outstanding", the reasons for awarding the same are to be clearly brought out in terms of CSIR Circular letter No.3-1/71-0&M dated 1.6.1999.
15. In cases, where the Reporting Officer is not available during the Reporting year or if the Reporting Officer has an experience of less 'than 3 months on which to base his report, the Reviewing Officer can act as Reporting as well as Reviewing Officer, provided he/she is fully conversant with the functions and performance of the officer being reported upon in terms of CSIR Central Office OM No.16/15(BF)/2004-CR dated 5/3/2004.
16. The reporting officer should normally be one rank higher than that of the assessee as per instructions contained in CSIR Circulation No. 17/66/7/94-PPS dated 5.12.2003.
17. The time ' schedule for writing/reviewing/ and communication of APARs should be strictly followed as per instructions contained in DG, CSIR D.O. letter No. 17/66/8/94-PPS dt.'25.8.2000,
18. The procedure to be followed in respect of incomplete APARS may be followed in terms of instructions contained in CSIR letter No. 3/80/85-O & M d t . 31.10.2000.

Copy of CSIR letter No. NO: 16/15(BF)/2004-CR. dated 11.5.2004

(81)

Sub:- Equivalence of qualification of Bachelor of Computer Application (BCA) and Bachelor of Information Technology (BIT) to B.Sc. (Computer Science).

I am directed to state that the qualification of Ist class B.Sc. (Sci)/Ist class B.Lib. Sci. or equivalent OR Ist class Dip. in Engg./Tech. of 3 years full time duration or its equivalent, have been prescribed for recruitment in Gr. III under "CSIR Service Rules, 1994 for Recruitment of Scientific Tech. & Support Staff in CSIR."

You are therefore, requested to kindly clarify whether Bachelor of Computer Application (BCA) and Bachelor of Information Technology (BIT) can be treated equivalent to B.Sc. (Computer Science) degree for recruitment purpose in Gr. III in CSIR.

An early reply will be highly appreciated.

Copy of CSIR letter No. 17/66/EQV/94-PPS dated 28.10.2004

(82)

Sub:- Two years earlier assessment than the normal prescribed period of assessment on acquiring qualification of next higher under para 2.3.4 of Revised MANAS.

I am directed to state that references are being received seeking clarification whether Masters in Computer Application can be treated as entry level qualification of Gr. IV for the purpose of two years earlier assessment than the normal prescribed period of assessment under provision of 2.3.4 of Revised MANAS.

The matter has been considered by the Competent Authority. Keeping in view that Masters in Computer Application has been included as one of the Gr. IV entry level qualification for recruitment under CSIR Scientists Recruitment and Assessment promotion Rules, 2001, (effective from 1.4.2002 for recruitment) the Competent Authority has approved that the employees in Gr. III possessing the qualification of in Masters in Computer Application after B.Sc/3years diploma may be extended the benefit of two year earlier assessment than the normal period of assessment under para 2.3.4 of Revised MANAS, from the date of acquiring the said qualification or from the date of issue of this notification whichever is later, subject to fulfillment of other conditions.

It is requested that the above position may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/39/94-PPS dated 8.12.2004

(83)

Sub:- Equivalence of qualifications under the provision of MANAS/Revised MANAS-review of qualification equated by CSIR-regarding.

With reference to your letter No. 6(101)1001 EI dated 21.12.2004 on the above subject, I am directed to state that based on the clarification obtained from different quarters the matter has been considered by the competent authority and it has been decided that the qualification of BS Information Systems, obtained from BITS Pilani cannot be treated as equivalent to B.Sc. M.Sc. for the purpose of recruitment/assessment of Technical/Scientific staff under the CSIR system, being not a recognized qualification by UGC.

As regards Shri G. Sathismoorthy Gr.II(2), the matter is being examined separately in consultation with Legal Advisor, CSIR as he has obtained MCA qualification which is a recognized qualification for Gr. IV as per New Recruitment & Assessment Rules, 2001 for Scientific Staff.

Copy of CSIR letter No. 17/66/94-PPS dated 17.2.2005

(84)

Sub:- Powers of the Acting Director.

I am directed to invite a reference to the circular letter of even number dated 20.2.2006 concerning the above subject and to state that the second para of the letter may be read as under:-

“The matter has been examined in consultation with Additional Solicitor General and Ministry of Law and they have opined that since the Acting Directors of Labs./Instts. have been delegated all Administrative and Financial powers except disciplinary powers, there is no embargo on the powers of the Acting Directors with regard to the appointment/promotion of a person cleared by process provided in Rules.”

This may kindly be brought to the notice of all concerned.

Copy of CSIR letter No. 3(11)/98-EII dated 1.3.2006

(85)

Sub:- Incentive of two year earlier assessment than the normal period of assessment on acquiring qualification of next Group - Clarification reg.

I am directed to state that references, are being received from the Labs./Instts. seeking clarification regarding admissibility of the incentive of two year earlier assessment than the normal period of assessment in terms of this office circular letter of even number dated 17.11.2000 to those employees who had already undergone the course of higher study before joining Council service.

The matter has been reconsidered and it is accordingly clarified with the approval of the competent authority that the benefit of two years earlier assessment may be granted to those who have acquired qualification of the next higher group i.e. whose results have been declared after joining CSIR service or any of its Labs./Instts. but not to those who are in possession of qualification of the next higher group at the time of joining CSIR service.

The benefit may therefore be granted for two year earlier assessment falling due on or after the date of issue of these instructions.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/20/94-PPS dated 16.3.2006

(86)

Sub:- Representations from Council employees on service matters.

I am directed to invite your kind attention to this office Circular letter No. 17(226)/97-EII dated 24.11.1997 (copy enclosed) on the above subject and to state that it has been observed that in spite of these instructions, representations (including advance copies) are being sent by the employees addressed to the Hon'ble President/VP, CSIR, DG, CSIR and other higher authorities directly. The competent authority has therefore, desired that the contents of CSIR Circular dated 24.11.1997 may be brought to the notice of all employees which inter-alia reads as under:

“No appeal or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representation to still higher authorities must not be made unless all means of securing attention or redress from lower authority have been exhausted and even in such cases the representation must be submitted through proper channel”.

The above instructions may kindly be brought to the notice of all the employees of your Lab./Instt. For information, guidance and strict observance. Any representation received directly from the employees of the Lab./Instt. will therefore not be entertained.

Copy of CSIR letter No. 17(66)/94-PPS dated 23.5.2006

(87)

Sub:- Payment of adhoc bonus /reimbursement of newspaper cost supplied at residence of CSIR officers /employees regarding cases of technician in Gr.II(4) & other in the pay scale of Rupees 6500- 10500/-)reg.

I am directed to invite your kind attention to this office circular No.30 (19)99-PSNL/PPS dated 20.12.2005 (copy enclosed) on the above subject and to state in consultation with Finance, CSIR that the employees in the pay scale of Rs. 6500-10500/- are not eligible for non productivity linked bonus, however such employees are eligible for re-imburement of news paper charges, similarly, Festival Advance is admissible to non-gazetted employees whose basic pay plus DP. Plus stagnation increment does not exceed Rs. 12,450/-.

Those incumbents holding the pay scale of Rs. 6500-10500 under ACP Scheme are eligible for non productivity linked bonus, however such employees are not entitled for newspaper reimbursement.

Copy of CSIR Letter No. 4-10(41)/2004-E-II dated 4.6.2006

(88)

Sub: Extension of benefit of two years earlier assessment promotion under Para 2.3.4 of Revised MANAS and Normal Assessment Scheme -clarification thereof.

I am directed to state that as per the provisions contained in para 2.3.4 of Revised MANAS, those employees, who have acquired entry level qualification of the next higher Group, may be assessed to the next higher Grade in the same Group two years earlier than the normal prescribed period of assessment, provided they attain the prescribed threshold. The Staff Side, Joint Consultative Machinery,. CSIR had raised a demand to extend the benefit of two years earlier assessment to those who joined CSIR service with entry level qualifications of the next higher group.

The matter was considered by the competent authority and it has been decided that the benefit of two years earlier assessment under para 2.3.4 of Revised MANAS cannot be extended to those incumbents who joined CSIR service with entry level qualifications of the next higher Group, as the intention behind the provision is to encourage the employees to keep pace with the new knowledge. However, it was decided that the benefit of two years earlier assessment under para 2.3.4 of Revised MANAS may be extended on acquiring higher qualifications of the next higher group relevant to the area of work of the incumbent (which may be duly certified by Head of Department/Director), the same is acquired after joining council service.

Accordingly, the Governing Body, in its 167th meeting held on 21st June 2006, approved that the provisions contained in para 2.3.4 of Revised MANAS may be modified to the extent that "entry level qualifications of the next higher Group" may be, replaced with "higher qualification of the next Group relevant to the area of work of incumbent, which may be duly certified by the Head of Department/Director."

Thus, in cases where a Group-II employee at the time of appointment having B.Sc. or 3 Year Diploma qualification can be extended the benefit of two years earlier assessment on acquiring M.Sc. or BE/B.Tech qualifications and a Group-III employee having M.Sc/BE/B.Tech. at the time of appointment can be extended this benefit on acquiring Ph.D., ME/M.Tech. qualifications, relevant to the area of his/her work after joining Council service, subject to the condition that this benefit of two year earlier assessment will be available only once during the entire Council service.

The above modification will be effective from the date of issue of this circular. This may be brought to the notice of all concerned in the Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/20/94-PPS dated 22.9.2006

(89)

Sub:- Assessment promotion from Group-III(6) to Group-III(7) according to Clause 1.3.2 of Revised Merit and Normal Assessment Scheme (Revised MANAS).

I am directed to state that as per the provisions contained in para 2.2.3.1 of Revised MANAS, staff in Grade-III(6), who possess the entry level qualification of Group-IV, will only be eligible for assessment to the Grade-III(7). However, as per para 1.3.2 of Revised MANAS, for assessment promotion within the same group the restriction of minimum qualifications and experience will not apply to existing employees. The Staff Side members of JCM had raised a demand that assessment promotion from Grade-III(6) to III(7) may be provided without the restriction of entry level qualifications of Gr. IV as laid down in para 2.2.3.1 of Revised MANAS, as the same is not in conformity with the provisions of para 1.3.2 of Revised MANAS.

The matter was considered by the Governing Body in its 167th meeting held on 21st June 2006 and it has been decided that the provisions contained in para 2.2.3.1 of Revised MANAS may be deleted, and Group-III(6) employees, having the entry level qualification of Group-III, may be assessed for promotion upto Gr. III(7).

However, as per the instructions contained in CSIR letter No. 17/66/94-PPS dated 19-6-95, the employees who were in service as on 1.2.1981 and did not possess entry level qualification of Group-III and placed in Group-III, will be eligible for consideration for assessment upto Grade-III(2) only. Similarly, in cases where the condition of qualification has been relaxed as an exceptional case by the DG, CSIR by virtue of acquiring experience, specialized skill etc., assessment of these persons can be considered only upto Grade-III(4).

The above modification will come into force from the date of issue of this Circular. This may be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/25/94-PPS dated 25.9.2006

(90)

Sub:- Induction of Non-Technical Staff into Technical side a Group-I & II under Revised MANAS – reg.

I am directed to invite a reference to this office letter of even number dated 9th September 2001, whereby it was notified that the provisions contained in paras 1.2.1 and 1.2.2 and Annexure-V of Revised MANAS relating to induction of non- technical staff including that of

Drivers into technical side in Group-I&II may be kept in abeyance pending approval of the Governing Body to the recommendations of the Committee constituted to review the re-classification of some of the posts classified as technical vide CSIR letter No. 17/65/1/78-E.II/CTE(Vol.IV) dated 7.12.1982, and to state that pending finalization of the recommendations of the Committee on reclassification with Legal Adviser, has decided to revoke forthwith the aforesaid instructions notified vide letter dated 19.9.2001. Accordingly, induction of non-technical staff into technical side may be considered as per the provisions contained in paras 1.2.1 and 1.2.2 and Annexure-V of Revised MANAS.

It is requested that the above decision may be brought to the notice of all concerned in your Lab./Instt. for further information and necessary action.

Copy of CSIR letter No. 17/66/25/94-PPS dated 8.12.2006

(91)

Sub:- (a) Extension of benefit of two year earlier assessment promotion under para 2.3.4 of Revised MANAS based on modification issued vide Circular No. 17/66/25/94-PPS dated 25.9.2006 from retrospective effect; and

(b) Assessment promotion from Gr.III (6) to III (7) under Revised MANAS based on modification issued vide Circular No. 17/66/20/94-PPS dated 25.9.2006 from retrospective effect.

With reference to your letter dated 27.10.2006 on the subject cited above. I am directed to state that the matter has been considered by the competent authority in consultation with Legal Adviser, CSIR and it has been decided that the benefit cannot be extended from retrospective effect, as it would lead to insurmountable administrative problems as well as financial implication and also lead to legal complication. Accordingly, the above decision of the Governing Body, CSIR which have been notified on 25.9.2006, would be applicable from the date of notification.

Copy of CSIR letter No. 17/66/25/94-PPS dated 18.12.2006

(92)

Sub:- Extension of benefit of para 2.3.5 of Revised Merit and Normal Assessment Scheme (Revised MANAS) to those who were in service as on 1.2.1981 and acquired the higher qualification of the next higher group/grade after 31.12.1981.

I am directed to state that references are being received from the Labs./Instts. seeking clarification regarding extension of benefit of para 2.3.5 of Revised Merit and Normal Assessment Scheme (Revised MANAS) to those who were in service as on 1.2.1981 and acquired the higher qualification of the next higher group/grade after 31 12.1981. The matter was, therefore placed before the Governing Body, in its 168th meeting held on 8th December, 2006. The Governing Body considered the matter and approved modification of para 2.3.5 of

Revised MANAS to the extent that "entry level qualifications of the next higher Group" may be replaced with "qualifications of next higher Group".

It may kindly be noted that the provision under para 2.3.5 of Revised MANAS is not an assessment, but a selection as such the effective date of appointment in the next higher group will be the date of taking over charge of the post.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 17/66/19/94-PPS dated 28.02.2007

(93)

Sub:- Assessment promotion from Group III(6) to Group III(7) according to Clause 1.3.2 of Revised Merit and Normal Assessment Scheme (Revised MANAS).

I am directed to invite attention to this office letter No.17/66/25/94-PPS dated 25.9.2006 on the above subject and to state that a number of references/representations are being received for extending the benefit of Assessment promotion from Gr. III(6) to III(7) without the restriction of entry level qualification of Group IV from retrospective effect i.e. 1.4.1992 i.e. the date of implementation of Revised MANAS.

The matter has been considered by the competent authority and it has been decided that since the restriction provided under para 2.2.3.1 of Revised MANAS that staff in Gr. III(6) who possess the entry level qualification of Gr. IV will only be eligible for assessment to Gr.III(7) was removed with the approval of the Governing Body and modified vide this office letter No.17/66/25/94-PPS dated 25.9.2006, the benefit of assessment from Gr.III(6) to III(7) to those who did not possess Group IV qualification cannot be extended from back date i.e. 1.4.1992 as such benefit from retrospective effect will have administrative/legal implications.

You are, therefore, requested to bring the above decision to the notice of all concerned, including retired employees, as CSIR Hqrs. will not be in a position to entertain individual requests for reconsideration in the matter.

Copy of CSIR letter No. 5-17/66/26/94-PPS dated 19.7.2007

(94)

Sub:- Inter Lab. Transfer of Scientific and Technical Staff.

I am directed to state that DG, CSIR has decided that in cases where Directors have mutually agreed to take the incumbent on transfer against their available vacant post, the same may be effected without seeking approval of DG, CSIR, as per the existing guidelines.

In case there is no post available with the Lab./Instt and Director of the Lab./Instt. is willing to take the incumbent on transfer in view of his/her suitability, reference may be made to DG, CSIR to release a post from DG's Quota (under Group-IV&III), subject to adjustment against future vacancy.

It is required that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for guidance and compliance.

Copy of CSIR letter No. 5-1(21)/2008-PD dated 22.5.2008

(95)

Sub:- Reservation for Scheduled Castes and Scheduled Tribes in posts filled by promotion.

I am directed to forward herewith a copy of Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) O.M. No. 3602.8/21 /2008-Estt.(Res.) dated 29.07.2008 for information, compliance and necessary action.

Copy of CSIR letter No. 5-1(39)/2008-PD dated 16.9.2008

No.36028/21/2008-Estt. (Res.) Dated the 29th July, 2008. Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

Sub:-Reservation for Scheduled Castes and Scheduled Tribes in posts filled by promotion.

The undersigned is directed to say that as per Ministry of Home Affairs O.M. No. 1/12/67-Estt (C) dated 11.7.68, there was no reservation for the scheduled caste and scheduled tribe employees in the matter of promotion by selection from Group C to Group B, within Group B and from Group B to the lowest rung or category in Group A. However, that O.M. contained a provision that while assessing the scheduled caste and scheduled tribe employees for such promotions, they would be given one grading higher than the grading otherwise assignable to them on the basis of their record of service. The Government vide Department of Personnel & Administrative Reforms O.M. No.10/41/73-EStt. (SCT) dated 20.7.1974 withdrew the above provision and introduced reservation for SCs and STs in the matter of promotion by selection from Group 'C to Group 'B', within Group 'B' and from Group 'B' to the lowest rung of Group IV posts.

2. This Department has been receiving references seeking clarification whether the provision of giving higher grading as provided in the O.M. dated 11.7.1968 still continues. It is hereby clarified that that provision does not exist anymore.
3. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all concerned.

(96)

Sub:- Representation from Council employees on service matter.

I am directed to invite your kind attention on the subject cited above and to the fact that the CSIR Labs./Instts. have been forwarding the representations of Council employees on their service matters/grievances to CSIR Hqrs. for decision without their comments and prior examination of the same at the Lab/Instt. level, stating that the same is self explanatory. Much such representation can be settled at Lab. level, in accordance with the existing CSIR/Gol Rules and Instructions on the subject matter.

It is therefore, requested that the representations from Council employees on service matters may be examined at the Lab./Instt. in the first instance if need be there in consultation with Finance and in case of any specific doubt the same may be referred to CSIR Hqrs. along with the comments including that of Finance and Director of the Lab./Instt. if any.

Copy of CSIR Letter No. 17/66/7/94-PPS dated 24.9.2008

(97)

Sub:- References to CSIR Hqrs. From Labs/Instts. on service matters where power have been delegated to directors – instructions thereof.

I am directed to state that despite delegation of powers to Directors to take decision at Laboratory/Institute level and the policy guidelines issued by CSIR, large number of references are being received at CSIR Hqrs. from the Laboratory/Institute under the signature of AOs/COAs on service matters. In order to reduce references to CSIR Hqrs., DG has desired that in future, before making any reference to CSIR, the matter should be examined by the Administration and Finance in the Laboratory/Institute in accordance with the instructions issued by CSIR/Govt. of India from time to time and try to resolve issues at laboratory level wherever powers have been delegated to directors. Further, DG, CSIR has desired that the following instruction may be allowed by the Laboratory/institute:-

Any reference to CSIR Hqrs. should be made under the signature of Director with detailed reason/justification for making such reference and the reason for not taking a decision at Lab. level.

Staff/Officers should also be asked to desist from making direct representations to higher authorities in service matters and follow CSIR Grievance Redressal System, as already notified by CSIR from time to time.

No case of age/qualification relaxation in the case of S&T staff, especially in the case of Scientists, Group-IV(1) & (2), should be referred to CSIR Hqrs., and recruitment should be made strictly as per the provisions contained in the CSIR Service/Recruitment Rules, however, relaxation in age to SC/ST/OBC candidates etc. will be applicable as per the Govt. of India instructions issued from time to time.

The Sixth CPC recommendations, in the case of CSIR administrative and technical staff, may be implemented in accordance with the instructions issued by CSIR vide its Circular dated 4-10-2008 and the Govt. of India notification/orders already endorsed to Labs. Wherever, specific designation is not mentioned in CSIR Circular dated 4-10-2008, specially of staff belonging to Isolated category/canteen, they may be placed in the corresponding pay scales, based on the adoption of pay scales in identical cases of isolated cadre, other than the scales adopted in the case of Raj Bhasha Staff. Any reference seeking clarification should be sent under Director's signature only, after examining the issue at Lab. level and indicating reasons for making such reference.

As regards anomaly created due to the merger of few scales, thereby requiring changes in the Recruitment and Assessment Promotion Rules, DG; CSIR has constituted a Committee under the Chairmanship of Chairman, RAB. Any change in the Assessment Promotion Rules based on the recommendation of the Committee, will be effective prospectively from 1.1.2009 or the date from which GB's approval is obtained.

DG, CSIR, vide his e-mail dated 4-10-2008 to Directors, has already address the issue of grant of some monetary incentive in the form of additional increments of Group-II and III employees having higher qualification, like Ph D /ME/M Tech. etc. and directed that all direct recruitment to the posts of Astd. Gr. III and I (Gen/F&A/S&P) and Jr. Stenos. and Sr. Stenos. may be kept in abeyance pending finalization of Recruitment Rules for recruitment of staff at the level of Executive Assistant in the Administrative Cadres, as such, any matter/representation related to these issues may not be forwarded to CSIR Hqrs. till a final decision on these-issues are taken and notified with the approval of the competent authority.

Copy of CSIR Letter No. 5-1(3)/2008-PD dated 21.10.2008

(98)

Sub:- Modification in the designation of Technical & Support Staff.

I am directed to state that as per CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff, the entire technical and support staff are divided in three Groups i.e. Gr. I & II (Support Staff) and Gr. III (Technical Staff), Each Group has a number of grades and the designation of the incumbent is based on the Group and grade to which he/she belongs. Keeping in view the demand received from the staff side for giving functional designation and with the merger of few scales with the implementation of 6th CPC, a Committee was constituted to review the existing CSIR Service Rules, 1994 and give its recommendations. Based on the recommendations of the Committee, DG, CSIR in his capacity as Chairman-Governing Body has

been pleased to approve the functional designations of Technical and Support Staff as under:-

Existing Group	Scale/grade(pre revised)	Revised PB & Scale	Grade Pay	Revised Designation
I(1) & I(2)	Rs.2550-3200 Rs. 2650-4000	PB-1 5200-20200	Rs. 1800	Lab. Attendant(1)
I(3)	Rs.3050-4590	-Do-	Rs. 1900	Lab. Attendant(2)
I(4)	Rs.4500-7000	-Do-	Rs. 2800	Lab. Assistant

II(1)	Rs. 3050-4590	-Do-	Rs. 1900	Technician (1)
II(2)	Rs. 4500-7000	-Do-	Rs. 2800	Technician (2)
II(3)	Rs. 5500-9000	PB-2 Rs.9300-34800	Rs. 4200	Sr. Technician (1)
II(4)	Rs.6500-10500	-Do-	Rs. 4600	Sr. Technician (2)

III(1) & III(2)	Rs. 4500-7000 Rs. 5500-9000	PB-2 Rs.9300-34800	Rs. 4200	Technical Assistant
III(3)	Rs. 6500-10500	-Do-	Rs. 4600	Technical Officer
III(4)	Rs. 8000-13500	PB-3 Rs.15600-39100	Rs. 5400	Sr. Technical Officer (1)
III(5)	Rs. 10000-15200	-Do-	Rs. 6600	Sr. Technical Officer (2)
III(6)	Rs. 12000-16500	-Do-	Rs. 7600	Sr. Technical Officer (3)
III(7)	Rs. 14300-18300	PB-4 Rs.37400-67000	Rs. 8700	Principal Technical Officer

The aforesaid modification in the CSIR Service Rules, 1994 will be implemented with immediate effect.

It may be brought to the notice of all concerned of your Laboratory/Institute.

Copy of CSIR letter No. 5-1(88)/2010-PD dated 21.7.2010

(99)

Sub:- Clarification on the payment of Non-Productivity Linked Bonus (ad-hoc bonus) and the matter of admissibility of reimbursement of expenses incurred on purchase of newspapers to employees – reg.

I am directed to state that CSIR had been receiving references on the above subject. The matter was accordingly examined in detail in consultation with Finance and it is approved that:

- a) Those posts that have been treated as equivalent to Group A(Gazetted) and Group A(Gazetted) and Group B(Gazetted) in CSIR will continue be treated as such after the implementation of the recommendations of the Sixth Central Pay Commission irrespective of their Grade Pay, and will be entitled to newspaper reimbursement in terms of the CSIR circular letter No. 4/101/94/Gen dated 15.10.1996 and CSIR circular letter No. 5-1(19)/2008-PPS dated 19.2.2008 namely all Scientists in Group IV, Group III(3) (Technical Officer) and above in the Technical Cadre, Section Officers/Private Secretaries and above in the Administrative Cadre, Security Officer/Hindi Officer (Raj Bhasha) and above in the isolated Cadre.
- b) Any employee occupying a post that is equivalent to Group B (Non-Gazetted) Group C and Group D in CSIR will be entitled to Non-Productivity Linked Bonus (ad-hoc bonus) as and when it is declared by the GOI and subsequently adopted by CSIR.

This may be brought to the notice of all concerned for information, guidance and compliance.

Copy of CSIR letter No. 5-1(19)/08-PD dated 14.2.2011

(100)

Sub:- Revised rates of Non-Practising Allowance attached to Veterinary Posts following the recommendations of the Sixth Central Pay Commission.

I am directed to state that DG, CSIR as Chairman, Governing Body with the concurrence of Ministry of Finance, Dept. of Expenditure has approved the grant of benefit of Non-Practising Allowance to all Group III employees working in Animal Houses of CSIR Labs./Instts. and possessing the qualifications of B.V Sc. & AH with registration in the Veterinary Council of India as mentioned in the Dept. of Expenditure OM dated 30th August, 2008.(copy enclosed).

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(20)/2008-PD dated 19.8.2011

F.No.7(19)/2008-E.III(A) dated the 30th August, 2008
Government of India Ministry of Finance Department of Expenditure

Sub:- Revision of rates of Non-Practising Allowance attached to Veterinary Posts following the recommendations of the Sixth Central Pay Commission.

The Sixth Central Pay Commission has recommended that Doctors should continue to be paid Non-Practising Allowance at the existing rate of 25% of the aggregate of the band pay and grade pay subject to the condition that the Basic Pay + NPA does not exceed Rs.85000/-. Consequent upon acceptance of the recommendations of the Sixth Central Pay Commission by the Government, the President is pleased to decide that, in modification of this Ministry's O.M.

No.7(25)/E.IH(A)/97 dated 15.4.1998, the Non-Practising Allowance may continue to be paid for Veterinary Posts at the existing rate, of 25% of the Basic Pay subject to the condition that the Basic Pay + NPA does not exceed Rs.85000/-.

2. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc. In the case of Government servants in the pay scales of HAG+ and above, basic pay means the pay in the prescribed scale.
4. The revised rate of NPA would be effective from the date an employee draws pay in the revised scale applicable to him in accordance with the provisions of the Central Services (Revised Pay) Rules, 2008.
5. The NPA should be restricted only to those Veterinary posts for which minimum qualification of a Degree of B.V.Sc. & A.H. with registration in the Veterinary Council of India is required.
6. The Non-Practising Allowance will be treated as pay for the purpose of computing Dearness Allowance, entitlement of Travelling Allowance and other-allowances as well as for calculation of retirement benefits.
7. These orders will not be applicable in respect of Veterinary posts under the Ministries of Railways, Defence and Department of Atomic Energy for which separate orders will issue.
8. Hindi version of this OM will follow.

(101)

Sub:- Rectification of anomaly following the merger of erstwhile Group III (1) & Group III(2) subsequent to Department of Expenditure , Min of Finance decision –reg.

In continuation of this office circular letter No. 5-1(3)/2008-PD dated 04.10.2008 and CSIR circular letter No. 5-1 (88)/2010-PD dated 21st July, 2010, I am directed to state that based on the recommendations of the Committee constituted by the DG, CSIR to consider and recommend the residency period for assessment promotion of Technical Assistants i.e. employees of erstwhile Group 111(1) and Group-III (2) in the Pay Scale of Rs. 9300-34800 in PB-2 with Grade Pay of Rs. 4200/- to the next higher grade of Technical Officer in the Pay Scale of Rs. 9300-34800 in PB-2 with Grade Pay of Rs. 4600/-, the Governing Body in its 180th meeting held on 28th February, 2012 considered the matter and approved the following:-

1. All erstwhile Group 111(1) and Group 111(2) employees, re-designated as Technical Assistant w.e.f. 21.07.2010, on completion of combined residency period of 07 years either prior to or on 21.07.2010 will be considered for assessment promotion to the post of Technical Officer w.e.f. 21.07.2010. In case not recommended for promotion against the first chance, subsequent chances will be on completion of 8, 9, 11 years of service,

and after remaining for 01 year at the maximum of the grade. The remaining provisions of para 2.2.3 of Revised MANAS will be applicable to them.

2. All erstwhile Group III(2) employees who joined laterally prior to 21.07.2010, will continue to be governed by the existing provisions of para 2.2,3 of Revised MANAS for the purpose of assessment promotion to the post of Technical Officer.
3. All those employees who joined the re-designated post of Technical Assistant on or after 21.07.2010, on completion of residency period of 05 years, will be considered for assessment promotion to the post of Technical Officer. The remaining provisions of para 2.2.3 of Revised MANAS will be applicable to them.
4. In case of any pay anomaly arising out of the above rectification of the residency period, the concept of stepping up of pay subject to fulfilling requisite conditions as per rules will be followed.

Accordingly, Rule 2.2.3 of Revised MANAS is modified to the extent mentioned above.

It is requested that the above decision may kindly be brought to the notice of concerned for their information, guidance and necessary action.

Copy of CSIR Letter No. 5-1(23)/2008-PD dated-17.5.2012

(102)

Sub:- Rectification of anomaly following the merger of erstwhile Gr.III(1) & Gr.III(2) subsequent to Department of Expenditure, Ministry of Finance decision- clarification thereto.

Ref: CSIR Circular letter of even no dated 17-05-2012 .

Sl. No.	Points of Doubt	Clarification
1.	An employee appointed to the erstwhile Group 111(1) post (PB-2 Rs. 9300-34800 plus GP Rs. 4200 (revised) on 21.06.2006 & re-designated as Technical Assistant with the same PB and GP. WHETHER, such an employee should complete 5 OR 7 years for assessment promotion to the post of Technical Officer.	As per Para 1 of CSIR Circular letter of even no dated 17-05-2012 all the erstwhile Gr.III(1) and Gr.III(2) employees, re-designated as Technical Assistant w.e.f 21-07-2010, on completion of combined residency period of 07 years prior to 21-07-2010 will be considered for assessment promotion to the post of Technical Officer w.e.f 21-07-2010. Therefore, all those employees appointed to the erstwhile Gr.III(1) post prior to 21-07-2010 will be required to

		complete 7 (seven) years of service to become eligible for assessment ' promotion to the post of Technical Officer.
2.	An employee appointed to the erstwhile Gr.III(1) (PB-2 Rs 9300-34800 plus GP Rs. 4200) post on 28.01.2005 & got promoted to the post of Gr.III(2) w.e.f. 28.01.2010. He would be completing the combined residency period of 7 years only 27.01.2012. WHETHER, such an employee can be assessed for Technical Officer post w.e.f. 27.01.2012.	Such type of cases will be taken up for assessment for promotion to the post of Technical Officer only after completion of combined residency period of 07 (seven) years.
3.	An employee appointed to the erstwhile Gr.III (1) (PB-2 Rs. 9300-34800 plus GP Rs. 4200) post on 08.09.2005 & promoted to the post of Gr.III(2) 2 years early w.e.f. 08.09.2008 on acquiring qualifications of higher group. WHETHER, such an employee can be assessed to the post of Technical Officer after completion of combined residency period of 07 years OR after completion of 05 years in the promoted post of Gr.III(2).	It is clarified that such an employee can be assessed to the post of Technical Officer only after the completion of 07 years of combined service in erstwhile Gr.III(1) and Gr.III(2).

Copy of CSIR letter No. 5-1(23)/2008-PD dated 13.7.2012

(103)

Sub:- Introduction of one additional level in Group II i.e. Group II(5) with Grade pay of Rs. 4800/- reg.

I am directed to state that in a meeting of CSIR Joint Consultative Machinery (JCM) held on 09.06.2011, the provisions for career growth of Group III & Group II were discussed. The demands of the staff side of JCM were placed before the Governing Body (GB) in its 178th & 179th meetings held on 28.05.2011 & 05.08.2011 respectively which decided to refer the issues to the Ministry of Finance. Dept. of Expenditure.

As per Action Taken Report placed before the GB in its 180th meeting held on 28th February., 2012, the comments of MoF, Dept. of Expenditure were examined administratively and accordingly, DG. CSIR has approved the introduction of one more level in Group II i.e. Group II(5) [Sr. Technician (3)] with Grade Pay of Rs. 4800/- which will be available to those incumbents of the feeder grade Group II(4) [Sr. Technician (2)] who have acquired the entry level qualifications of erstwhile Group III(1). Accordingly, Para 2.2.2 of the Revised MANAS stands amended to this effect as under:

Group & Grade	Scale of Pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks	
			Normal Assessment	Merit Assessment
II(4) Sr. Technician (2)	PB-2 Grade Pay Rs. 4600/-	7,8,9, 11 and after remaining for one year at the maximum of the grade.	75	NA
II(5) Sr. Technician (3)	PB-2 Grade Pay Rs. 4800/-			

The above modifications will come into force from the date of issue of this circular. This may be brought to the notice of all concerned In your Lab/Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 5-1(114)/2011-PD dated 08.08.2012

(104)

Sub:-Compliance of the decision of 174th GB meeting held on 11.08,2009 and the directions of Dept. of Expenditure contained in letter No. 10/1/2009-IC dated 01.10.2009-reg.

I am directed to state that keeping in view the decision of 174th meeting of the Governing Body held on 11.08.2009 and the instructions of Dept. of Expenditure contained in its letter No. 10/1/2009-IC dated 01.10.2009, the Competent Authority has approved that the Pay Scales mentioned in CSIR circular letter of even no. dated 21.07.2010 (Circular No. 529, copy enclosed) may be complied with and also to waive of the overpayment made to Group I(2) and Group I(3) employees in consequence of the implementation of CSIR circular letter No. 5-1(3)/2008-PD dated 04.10.2008 for the period from 01.01.2006 to 20.07.2010.

It is requested that the above decision may be brought, to the notice of all concerned in your Lab./Instt. for information, compliance and necessary action.

Copy of CSIR letter No. 5-1(88)/2010-PD dated 17.10.2012

(105)

Sub:- Clarification regarding Assessment of Group-III(6) Group-III(7) under revised MANAS.

Reference is invited to CSIR letter No.17/66/25/94-PPS, dated 25.09.2006 whereby the decision of 167th meeting of the Governing Body with regard to deletion of para 2.2.3,1 of Revised MANAS was communicated and it was stated that Group-III(6) employees, having entry level qualification of Group- III, may be assessed for promotion upto Group-III(7). Later, a clarification was issued to some Labs, on the basis of CSIR letter No. 17/66/13/94-PPS dated 16th/19th Jan., 2009 stating that candidates having entry level qualification of Gr.III without first class cannot be considered for assessment promotion from Gr.III(6) to III(7). This has led to anomalous situation in some cases. Therefore, the matter has been reviewed.

Keeping in view the rationale behind decision of GB to delete para 2.2.3.1, it is hereby clarified that the Group-III(6) employees having the entry level qualification of Group-III may be assessed upto Group III(7). The 'entry level qualification' implies the qualification of Group-III on the basis of which the employee was recruited to Group-III.

Copy of CSIR letter No. 17/66/3/2014-HR-III(Admn.) dated 20.3.2014

(106)

Sub:- Regulation of residency period for Assessment Promotion of Lab Attendant (1) [erstwhile Group 1(1) and Group 1(2)] to the next higher grade of Lab Attendant (2) in PB-1 with Grade Pay of Rs.1900/-reg.

I am directed to state that Governing Body in its 183rd meeting held on 29.10.2013 considered the issue of regulation of the residency period of employees in Group I in the pre-revised scale of Rs. 2550-3200 and Rs. 2650-4000, placed in the revised pay scale of Rs. 5200-20200 (PB-1) with Grade Pay of Rs. 1800/- w.e.f. 01.01.2006, for assessment promotion to the next higher grade of Lab Attendant (2) [erstwhile Group 1(3)] in the pay scale of Rs. 5200-20200 with Grade Pay of Rs. 1900/-, and approved as under:

1. All erstwhile Group 1(1) & Group 1(2) employees re-designated as Lab Attendant (I) w.e.f 23-07-2010, on completion of combined residency period of 1.0 years in pre-revised pay scale of Rs. 2550-3200 & Rs. 2650-4000 and also in the revised pay scale of Rs. 5200-20200 (PB-1) with a Grade Pay of Rs 1800/-, will be considered for assessment promotion to the post of Lab Attendant (2) in PB-1 with, a Grade Pay of Rs. 1900/-. in case the incumbent is not recommended for promotion, against the first, chance, he/she would be entitled to avail subsequent chances on completion of 11,12 & 14 years of service and thereafter a final chance after completing for one year at the maximum of the grade. The remaining provisions of Para 2.2.1 of revised MANAS will be applicable.
2. All those employees who joined the erstwhile Gr.I(1), on or after 01-01-2006, and re-designated as Lab Attendant (1) will be considered for assessment promotion to the post of Lab Attendant (2) in Rs. 5200-20200 (PB-1) with a Grade Pay of Rs 1900/- on completion of residency period of 07 years, as per the provisions of Para 2.2.1 of revised MANAS.
3. Since the combined residency period of 10 years is being reckoned on the basis of service rendered in the erstwhile Group 1(1) and 1(2) and the benefit of assessment to the higher grade i.e. Lab Attendant (2) in PB-1 with a grade pay of Rs. 1900/- is not admissible from any date prior to 01-01-2006, the benefit of two year early assessment under Para 2.3.4 will not be admissible to such cases. However, the concerned, employee could avail the benefit of two year early assessment under Para 2.3.4 of Revised MANAS in their assessment to the next higher grade i.e. Lab Assistant (PB-1) with a Grade Pay of Rs 2800/-.
4. In case of any pay anomaly arising out of the above rectification of the residency period,

the concept of stepping up of pay subject to fulfilling requisite conditions as per rules may be followed.

This decision of the Governing Body will be effective from 01.01.2006. Accordingly, Rule 2.2.1 of Revised MANAS will be modified to the extent mentioned above in respect of the employees of erstwhile Group 1(1) & 1(2).

It is requested that the above decision may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(88)/2010-PD dated 23.4.2014

(107)

Sub:- Introduction of one additional level in Group II i.e. Group II(5) with Grade pay of Rs. 4800/- reg.

With reference to your letter No. 5-Adm(35)/98-E.II dated 25.3.2014 & letter No. 2-Adm(12)/89-E.II dated 25.4.2014 on the subject cited above. I am directed to state that the matter has been considered by the Competent Authority and it is clarified that the entry level qualification of erstwhile Gr.III(1) is "1st Class B.Sc.(Sci.)/ 1st Class B.Lib. Sci. or equivalent OR 1st Class Diploma in Engg./Tech. of 3 years full- time duration or its equivalent" as per 'CSIR Service Rule, 1994 for recruitment of Technical & Support Staff'. Hence only those employees in Group-II(4) who fulfill the condition as contained in CSIR letter No. 5-1(114)/2011-PD dated 8.8.12 may be considered for assessment to Group-II(5) with Grade Pay of Rs. 4800/-.

Copy of CSIR letter No. 17/66/36/2014-HR-III(Admn.) dated 30.5.2014

(108)

Sub:- Exercise of option to switch over from Group V(A) to Group 111 & Grant of Functional designation-reg.

Ref. CSIR circular letter No. 17(65)/P.42/90-PPS (Pt. II dated 18.01.1991).

I am directed to state that based on the recommendations of the Committee constituted by DG, CSIR to consider the requests of Group V (A) employees to exercise option to switch over from Group V (A) to Group 111 as already given to Gr. V (A) employees vide CSIR circular letter No. 17(65)/P.42/90-PPS (Pt. II) dated 18.01.1991 and functional designations granted to Engineering and Architectural staff of Group 111 and Group V (A) employees vide CSIR letter No. 1(1)/2001-Engg. dated 27.03.2003 subsists in the light of CSIR circular letter No. 5-1(88)/2010-PD dated 21.07.2010, the competent authority has approved the following:

As a one time measure, Group V(A) employees of various CSIR Labs/Instts. may be allowed to exercise their option subject to the conditions specified in CSIR circular letter 17(65)/P.42/90-PPS (Pt. II) dated 18.01.1991. This will not only ensure uniformity and parity amongst those who have been performing the same job, but will also provide further career

growth opportunities to those stagnating in Group V(A). Further, in case the concerned employees are allowed to come over to Group 01, they will be placed at the same level i.e. in the same Pay Band and Grade Pay which they are holding at present in Group V(A).

Further, functional designations as notified vide CSIR circular letter No. 5-1 (88)/2010-PD dated 21.07.2010 are applicable to all technical and support staff in Groups I, II & III except those dealing with Civil/Electrical, Construction and Maintenance works for whom the designations notified vide CSIR circular letter No. 1(1)/2001-Engg. dated 27.03.2003 shall continue to apply.

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

Copy of CSIR letter No. 5-1(152)/2012-PD dated 07.11.2014

