

संख्या
No. Const./cte/CSC/91

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New Delhi-110001, the

FROM

संयुक्त सचिव (प्रशासन)

Joint Secretary (Adm.)

Council of Scientific and Industrial Research

26th March, 1992

To
H/7/ Heads of all National Labs./Instts.

Subj: - Revised CSIR Grievance Procedure

Sir,

I am directed to state that the existing CSIR Grievance Procedure had been in existence since 1975 and therefore, need was felt to revamp it with a view to providing quicker redressal of grievances so as to inspire confidence of the employees in the system.

The Governing Body of the CSIR, at its 125th meeting held on 8.1.1992, has approved a Revised CSIR Grievance Procedure, subject to the condition that if grievance involves interpretation of financial rules and regulations, the same shall be referred by the Grievance Committee to the competent authority for due consideration. We are enclosing herewith a copy of the Revised CSIR Grievance Procedure with the request that the same may kindly be given wide publicity in your Lab./Instt. As you will see therefrom, the Revised Grievance Procedure has the following salient features:-

- 1) Setting up of a consultative mechanism for informally sorting out grievances;
- 2) Specific time limits within which the LGC/CSC has to give its decision;
- 3) Personal presentation of grievances by the staff;
- 4) Time limit for entertaining grievances;
- 5) Decisions of LGC/CSC will be reasoned ones;
- 6) Membership of the LGC made broad-based;
- 7) Setting up of a Monitoring Cell at the CSIR Hqrs.

We shall, therefore, feel grateful if you will kindly take the following steps immediately:-

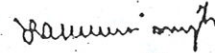
- a) To set up a Committee consisting of a Sr. Scientist and COA to function as Consultative Mechanism;

- b) To constitute Local Grievance Committee in your Lab./Instt. in accordance with the revised constitution - however, the procedure for election of "elected members" will remain the same as hitherto;
- c) Nominate an Officer from your Lab./Instt. who may be contacted by the CSIR Monitoring Cell for obtaining requisite information with regard to pending grievances, etc.

We shall be separately notifying the constitution of the Monitoring Cell at the CSIR Hqrs. as also laying down prescribed proforma for sending monthly reports about the disposal of grievances and/or those pending, etc.

Kindly acknowledge receipt.

Yours faithfully,



(LAKHBIR SINGH)
SR. DEPUTY SECRETARY

Encl: as above

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CSIR GRIEVANCE PROCEDURE

1. SHORT TITLE

This procedure shall be called 'CSIR Grievance Procedure'.

2. DEFINITIONS

In this procedure unless the context other wise requires:-

- (i) 'CSIR' means the Council of Scientific & Industrial Research including all its offices/laboratories/institutes and their regional/zonal/extension centres, etc.
- (ii) 'Employee' for this purpose means a regular employee of CSIR
- (iii) 'Personnel Officer' means an officer so designated or any other officer nominated to act as Personnel Officer.
- (iv) 'Grievance' means grievance of an employee affecting him/h individually in any matter relating to his/her service in CSIR excepting disciplinary and vigilance matters.

3. GRIEVANCE COMMITTEES

For redressal of grievances, there shall be a two-tier system as follows:-

- (i) Local Grievance Committee in each Lab./Institute/CSIR Hqrs office. (LGC)
- (ii) Central Grievance Committee at CSIR Hqrs. (CGC)

Local Grievance Committee shall consider those matters which can be redressed locally at Lab./Institute/CSIR Hqrs. office level within the powers delegated to the Heads of Labs./Instts.

Central Grievance Committee shall act as an appellate authority if an employee is not satisfied with the decision of the Local Grievance Committee or the Director feels that the decision has wider implications. It shall also consider those grievances which cannot be redressed within the powers delegated to the Heads of Labs./Institutes.

A consultative mechanism has also been introduced.

OBJECTIVES OF THE GRIEVANCE COMMITTEES

The objectives of the Grievance Committees shall be as follows:-

The Grievance Committee will provide an apparatus in the institutional framework that may:

- i. Provide easy access for ventilating personal grievances;
 - ii. ensure speedy consideration of grievance and decision thereon;
 - iii. impart a degree of objectivity and fair-play in the whole process.
- b. The Grievance Committees should not look only into the technicalities but should help to establish good communication between the employees and the Labs./Institute/CSIR Hqrs.
 - c. The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the Labs./Institutes/CSIR Hqrs. office.

SCOPE OF THE GRIEVANCE COMMITTEE

1. The Grievance Committees shall consider only individual grievances of specific nature of an employee and raised individually by the concerned aggrieved employee.
2. The Grievance Committees shall not consider:
 - a. Any grievance of general applicability or of collective nature or raised collectively by more than one employee.
 - b. Any grievance arising out of disciplinary action having been taken against employees under Disciplinary Rules.
 - c. Any grievance involving decision of DPC, Selection Committees and Assessment Committees. However, if there are any ex-facie procedural lapses in constitution of committees, or following of prescribed procedure, e.g. absence of SC/ST representatives where mandatory, lack quorum, etc., these could be looked into by the Grievance Committees. A Local Grievance Committee will consider only cases of ex-facie violation of rules/procedures. Other cases of specified lapses would be considered by the CGC.

- d. Time barred cases or cases referred to CAT Courts. A case will be treated as time-barred if no representation is made within 45 days of the decision/order. However, the CGC may entertain any case which is time barred, on merit.
- e. Any grievance against a decision for which there are statutory rules of appeal, etc.

CONSTITUTION OF GRIEVANCE COMMITTEES:

- A. Local Grievance Committee in a Lab./Instt. shall be constituted as follows:-
 - i. A scientist of Group IV(5) or above. - Chairman
 - ii. One scientist of Group IV - Member
 - iii. One officer from Group V/III in the Grade of Sci. C or above. - Member
 - iv. One representative from Group II/I or equivalent. - Member
 - g. One representative from Admn. (other than Heads of Admn. & Finance) and Accounts/Stores Purchase/Stenographers Cadres/ persons holding isolated posts. - Member
- One representative each from the following categories of employees of the Lab./Instt.
 - i. Group IV - Member
 - ii. Group V/III - Member
 - iii. Group II - Member
 - iv. Group I & Group 'D' Non-Tech. Administrative (General/Finance and Accounts/Stores Purchase/ Stenographic cadres as also persons holding isolated posts. - Member
 - v) - Member
 - vi) Personnel Officer/Officer nominated for the purpose by the Heads of Labs./Instts. - Member Secretary

to be nominated by the Director

*

To be elected as per procedure already laid down.

* Also to be nominated if there are no contestants.

Local Grievance Committee in the CSIR Hqs. will be constituted as follows:-

- | | | | | |
|------|---|---|----------|-----------------------------|
| i. | One scientist of the status of Group IV(5) or above | - | Chairman | To be nominated by DG, CSIR |
| ii. | One member from Group IV | - | Member | |
| iii. | One member from Group V/III or equivalent of the status of "C" or above. | - | Member | |
| iv. | One Officer of Administration of the status of Under Secretary or above (other than incharge of CSIR Hqs. admin.) | - | Member | |
| v. | One Sr. F&AO/F&AO | - | Member | |

One representative each of the employees of the following categories in the CSIR Hqs.:-

- | | | | | |
|------|---|---|--------|------------------------------------|
| i) | Scientific Group IV | - | Member | To be elected as per the procedure |
| ii) | Technical Group V/III/II | - | Member | |
| iii) | Administrative-I (All admin. personnel in the scale of Rs. 950-1400 and above but below the scale of Rs. 2000-3500) | - | Member | |
| iv) | Admn. II - Rs. 2000-3500 & above | - | Member | To be nominated |
| v) | Group 'D' (Non-Tech.)/Group I | - | Member | |
| vi) | Personnel Officer/Officer nominated for the purpose. | - | Member | |

Central Grievance Committee:

- | | | | | |
|------|--|---|-----------|-----------------------------|
| i. | Retired Director/ Sr. Director or equivalent | - | Chairman | To be nominated by DG, CSIR |
| ii. | Two Directors/Director level scientists of National Labs./ Institutes. | - | Member | |
| iii. | Joint Secretary (Admn.) | - | Member | |
| iv. | Deputy Secretary/Sr. D.S. (Grievance) | - | Secretary | |

PROCEDURE FOR REDRESSAL OF GRIEVANCE

STAGE 1: Consultative Mechanism

A two member committee consisting of the following may function as Consultative Mechanism:-

- i) Senior most scientist who is not Chairman of the Grievance Committee.
- ii) Controller of Administration.

This Committee will set-apart fixed time every week for any aggrieved employee to present his grievance verbally in person. This committee will determine and get grievance sorted out through the management and advise the aggrieved employee about the relevant rules and procedures. If he/she is not satisfied, he/she may file a written grievance either to the Local Grievance Committee or to the Central Grievance Committee, depending upon the nature of the grievance.

Stage-2: Disposal of grievance at Lab. Level

The Local Grievance Committee shall consider the grievance in detail and for the purpose may invariably call the aggrieved employee for discussion or for presentation of facts. The Grievance Committee shall also take into account the comments of the Management and obtain such further clarifications as may be deemed necessary. Normally, as far as possible, all information will be supplied by the local management to the LGC on priority basis except where the information is of confidential nature. Thereafter, decision shall be taken by the Grievance Committee in conformity with the relevant bye laws, rules and regulations of CSIR in force. The LGC will take a decision on the grievance within 30 days extendable by another period of 15 days, as a special case, from the date of receipt of grievance application.

Stage - 3: Central Grievance Committee:

The Central Grievance Committee will consider the "appeals by the employees against the decisions of the Local Grievance Committee or the reference made by the Lab. against the decision of the Local Grievance Committee. The CGC may also entertain grievances of the employees directly, as specified. Normally, there may not be any need for personal presentation of the facts by the aggrieved employee. However, where an employee wants to be heard in person by the CGC, he may give reasons therefor. In the event CGC considers that the circumstances of, the case necessitate the personal

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presentation of the facts by an individual. He may be called to (J. so. In that event, the CGC may also invite the concerned Labs. representative for any clarification, etc. if necessary.

The decisions of the CGC would be in conformity with the Bye-laws, Rules and Regulations of the CSIR as also the extant rules, orders, instructions, guidelines, etc. on the subject.

Unless over-ruled by CSIR, the decision of the Central Grievance Committee shall be binding and communicated by the Secretary to the Laboratory/ Institute/ CSIR Hqrs. office for implementation/ taking necessary action and to inform the employee concerned suitably.

The Central Grievance Committee shall endeavour to decide the cases received by it within 45 days, if inputs to come only from CSIR, otherwise may be extended by 15 days. For this, cooperation of all concerned would be necessary.

Nature of decisions:

The decisions of the Local Grievance Committee/ Central Grievance Committee should be reasoned ones.

The decisions of the LGC/CGC will be on majority basis. The dissenting views will also be incorporated in the proceedings.

Monitoring:

1. All pending cases of Grievances which are more than one month old should be put up to the MC of the Lab./Instt. under intimation to the CGC.
2. All grievances before the CGC pending for more than 60 days will be brought to the notice of the Chairman, CGC.
3. There will be a proper Cell at CSIR Hqrs. to liaise with National Labs./Instts. and CSIR Sections for collection of data for the CGC. The said Cell at HQ will monitor also the implementation of decisions and apprise CGC periodically.

The Labs. will also be advised not to make unnecessary references to CSIR so as to avoid any delay in redressal of grievances by LGC.

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



CIRCULAR N

No 5-1(24)/2008-PD

From

Dated 14th July, 2008

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)



To,

The Director/Heads of all
National Labs./Instts of CSIR

Sub.: CSIR Grievance Procedure-Modifications thereof.

Sir,

I am directed to invite a reference to CSIR letter No. Const./Cte/CGC/91 dated 26th March, 1992 on the above subject and to state that in order to redress the grievance of Women employees and employees belonging to SC/ST/OBC and Minorities communities of CSIR, the Director General has been pleased to modify the objective, scope and constitution of "CSIR Grievance Procedure" to the extent mentioned below:-

OBJECTIVES OF THE GRIEVANCE COMMITTEE

Para a (i) Provide easy access for ventilating personal grievances, including those grievances of SC/ST/OBC, Woman and Minority Community which relate to discrimination at work place.

SCOPE OF THE GRIEVANCE COMMITTEE

Para 1(a) The Grievance Committees shall consider only individual grievances of specific nature of an employee and raised individually by the concerned aggrieved employee, including those grievances of SC/ST/OBC and Minority Community which relate to discrimination at work place.

(b) Grievances of women employee relating to issues other than sexual harassment which have to be dealt as per instructions contained in DO letter No. 17/228/98-E.II dated 27.1.1998

Para 2.(a) Any grievance of general applicability or of collective nature or raised collectively by more than one employee. However, such issues could be raised in the Local Council under CCS(RSA), Rules.

CONSTITUTION OF GRIEVANCE COMMITTEES

Para A Note - Apart from the existing model constitution, Liaison Officer SC/ST/OBC may be included as a Member in the Local Grievance Committee in a Lab./Instt. and One of the nominated members in the committee should be preferably from Woman/Minority Community.

Para B

Note - Apart from the existing model constitution, Liaison Officer, SC/ST/OBC may be included as a Member in the Local Grievance Committee in CSIR Hqs. and One of the nominated members in the committee should be preferably from Woman/Minority Community.

CENTRAL GRIEVANCE COMMITTEE

- Para ii. Two Directors/Scientist H/G level of National labs./Instt
v. One Woman member or a member from Minority community from any cadre of the status of Under Secretary or above
vi. Liaison Officer of SC/ST/ OBC

PROCEDURE FOR REDRESSAL OF GRIEVANCE

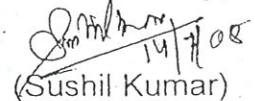
STAGE-1 Consultative Mechanism

The existing committee may include Liaison Officer SC/ST/OBC and One representative belonging to Woman/Minority community

You are therefore requested to accordingly re-constitute the Local/Central Grievance Committee as per the aforesaid modified provisions.

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

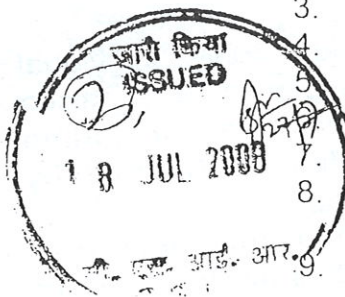
Yours faithfully,


(Sushil Kumar)

Sr. Deputy Secretary

Copy to:

- ✓ 1. Sr. COA/COA/AO of all Labs/Instts.
- ✓ 2. Sr. Dy. FA/Dy. FA/Sr. F&AO/F&AO of all Labs./Instts.
3. PS to DG, CSIR
4. US & PPS to JS (Admin.)
5. PS to FA, CSIR
6. P.A. to CVO, CSIR
7. Legal Adviser, CSIR
8. Under Secretary (CO) with the request to re-constitute the Local Grievance Committee at CSIR Hqs
9. Deputy Secretary (Lab. Admn.), CSIR Hqs with the request to re-constitute the Central Grievance Committee.
- ✓ 10. Head, URDIP/IPMD/HRDC/RDPD/TNBD/ICADS
11. All Dy. Secretaries/Under Secretaries in CSIR Hqs. & CSIR Complex
- ✓ 12. Heads of RAB, CSIR Complex, Pusa, New Delhi
- ✓ 13. Dr. R.B. Misra, Secretary, Staff Side, JCM, Industrial Toxicology Research Centre, Post Box No.80, Mahatma Gandhi Marg, Lucknow-226001
14. Head, IT Division with the request to make this circular available in the website.



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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 7-10(3)/2003-R&A/HR-III

Dated: 25.04.2014

OFFICE MEMORANDUM

Sub: CSIR Grievance Procedure - amendment thereto.

The Governing Body of CSIR in its 184th meeting held on 16.12.2013 has approved the following amendments to CSIR Grievance Procedure:-


Consultative Mechanism:

- a) Head of Administration in Lab/Instt and US/DS/Sr. DS (CO) at CSIR Hqrs.
- b) A senior scientist who is not the chairman/member of LGC.

Central Grievance Committee:

i. Retired Director/Sr. Director or equivalent	Chairman	To be nominated by DG, CSIR
ii. Two Directors/Scientists 'H'/Chief Scientists of National Lab/Instts.	Members	
iii. Joint Secretary (Admn.)	Ex- officio Member	
iv. Financial Advisor, CSIR	Ex- officio Member	
v. One Woman member or a member from Minority community from any cadre, of the status of Under Secretary or above	Member	To be nominated by DG, CSIR
vi. Liaison Officer of SC/ST/OBC	Member	To be nominated by DG, CSIR
vii. Deputy Secretary/ Sr. DS (dealing with CGC matters)	Member Secretary (Ex-officio)	

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


(R.S. Antil)
Sr. Deputy Secretary (HR Admn.)

O/C

Contd...2/-