

Norms for discharge of functions

1. In regard to all matters concerning service conditions of employees of the Society, the Fundamental and supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Society. Notwithstanding anything contained in the Bye-law, the Governing Body shall have the power to relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary.
2. Director of each National Laboratory shall be assisted by a Controller of Administration, Controller of Finance and Accounts/ Finance and Accounts Officer and Controller of Stores & Purchase/ Stores & Purchase Officers who shall advise the Director on all administrative and financial matters and be responsible for providing support services to all the Scientific staff and bench level Scientists. Directors shall have the power to over-rule the advice of aforesaid functionaries after recording reasons thereof. A report of such cases shall be sent to Director-General.
3. Headquarter-Laboratory CSIR head-quarters and Directors of National Laboratories would operate under director control of Director General without and intermediate line functionary. The Laboratories would be freed from routine administrative and financial control of the head-quarters. The head-quarters will, inter alia deal with the following matters:
 - a. Receipt and disbursement of funds from the Government;
 - b. Appointment of Director/Director Level Scientist;
 - c. National Mission;
 - d. International and Inter-agency Scientific Collaboration;
 - e. Research Fellowships and Training;
 - f. Liaison and interaction with major users and Government departments;
 - g. Data Bank of total CSIR R&D activities;
 - h. Construction activity;
 - i. Audit & Vigilance matters;
 - j. Grievance mechanism;
 - k. Appellate against the decisions of Management Council and Directors;
 - l. Parliament matters;
 - m. Budget and Finance;
 - n. Limitations imposed under the rules for delegations of Financial power;
 - o. Accounting of funds to the Ministry of Finance/Accountant General and Public Accountant Committee
 - p. Recruitment/promotion policies and procedures;
 - q. Common cadres:
 - r. Legal matters;
 - s. Patent matters; and
 - t. Other matters as decided by DG, CSIR.

PROCESS OF REDRESS OF GRIEVANCES

CSIR GRIEVANCE PROCEDURE

1. Short Title

This procedure shall be called 'CSIR Grievance Procedure'.

2. Definitions

In this procedure unless the context otherwise requires:-

- (i) 'CSIR' means the Council of Scientific & Industrial Research including its all 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/her 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 HQs office (LGC)
- (ii) Central Grievance Committee at CSIR HQs (CGC)

Local Grievance Committee shall consider those matters which can be redressed locally at Lab/Institute/CSIR HQs 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.

Objective of the Grievance Committees

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

- a. The Grievance Committee will provide an apparatus in the Institutional frame work 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/Institutes/CSIR HQs.
- c. The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the Labs/Institutes/CSIR HQs.

Scope of the Grievance Committee

- 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 related 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.

1. The Grievance Committees shall not consider:

- 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.
- 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, wherever mandatory, lack of 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/Institute 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 Scientist C | - | Member |
| iv. | One representative from Group II/I or equivalent | - | Member |
| v. | One representative from Admn.(other than Heads of Admn. & Finance and Accounts/Stores Purchase/Steno Cadres/persons holding isolated posts. | - | Member |

One representative each from the following categories of employees of the Lab/Institute:

i	Group IV	Member	To be elected as per the procedure laid down*
ii	Group V/III	Member	
Iii	Group II	Member	
iv	Group I & Group D Non Tech.	Member	
v	Administrative (General/Finance and Accounts/Stores Purchase/Stenographic cadres as also persons holding isolated posts.)	Member	
vi.	Personnel Officer/Officer nominated for the purpose by the Heads of Labs/Institutes.	Member	

* Also to be nominated if there are no contestants.

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/Institute and one of the nominated members in the Committee should be preferably from Woman/Minority Community.

B. 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 the 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 in-charge of CSIR HQs Admn.)	Member	
v	One Sr. FAO/FAO	Member	

One representative each of 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 admn. 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	
v	Group D (Non-tech.)/Group I	Member	
vi.	Personnel Officer/Officer nominated for the purpose	Member	To be nominated

Note – Apart from the exiting 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.

C. Central Grievance Committee

i	Retired Director/Senior Director or Equivalent	Chairman	To be nominated by the DG, CSIR
ii	Two Directors/Scientists 'H'/Chief Scientists of National Labs/Institutes	Member	
Iii	Joint Secretary (Admn.)	Ex Officio Member	
iv	Financial Adviser, 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 the DG, CSIR
vi	Liaison Officer, SC/ST/OBC	Member	To be nominated by the DG, CSIR
Vii	Deputy Secretary/Sr. DS (dealing with CGC matters)	Member Secretary (Ex Officio)	

Procedure For Redressal of Grievance

Stage – 1 Consultative Mechanism

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

- a. Head of Administration in Lab/Institute and US/DS/Sr. DS (CO) at CSIR HQS
- b. A Senior Scientist who is not the Chairman/Member of the LGC.

This Committee will set apart fixed time every week for any aggrieved employee to be present his grievance verbally in person. This Committee will determine and get grievances 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 extendible 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 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 facts by the aggrieved employee. However, where an employee wants to be heard in person by the CGC, he may give reasons therefore. In the event CGC considers that the circumstances of the case necessitate the personal presentation of the facts by an individual, he may be called to do so. In that event, the CGC may also invite the concerned Labs' representative for any clarification etc. if necessary.

The decision 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 DG, CSIR, the decision of the Central Grievance Committee shall be binding and communicated by the Secretary to the Laboratory/Institute/CSIR HQs 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 decision 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/Institute 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 HQs to liaise with National Labs/Institutes 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.

GRIEVANCE FORM-1

PART I

APPLICATION FOR GRIEVANCE REDRESSAL-TO PERSONNEL OFFICER/OFFICES

NOMINATED FOR THE PURPOSE

(To-be filled in by the aggrieved employee concerned)

NOTE:-

1. This Form is to be filled in by the concerned aggrieved employee in duplicate
2. Only part I of this Form is to be filled in by the concerned aggrieved employee He must put his dated signature on this Form at the end of part 1 as indicated otherwise, the application will not be entertained.
3. The rest of the Parts of this Form are to be filled in by the office of Personnel Officer/Officer nominated for the purpose.
4. This application should be presented by the aggrieved employee to the Personnel Officer/officer nominated for the purpose and his acknowledgment of receipt in Grievance Form-1, Part IV must be obtained immediately.
5. Please strike off the words/portions not applicable.
6. Wherever the space provided in a column is found insufficient. separate sheet may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name _____ Designation _____

Section/Division _____ Grade _____

Grievance in brief :

(a) Full facts :

(b) Redress requested :

Date

Signature of the aggrieved
employee

GRIEVANCE FORM I

PART II

(For office use only)

NOTE:-

1. Part-II of this Form is for action to be taken in the office of Personnel Officer/Officer nominated for the purpose and should be maintained in the office as record.
2. Wherever the space provided in a column is found insufficient. separate sheets may be used. These sheets -must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No. _____ Date of Receipt _____

Forwarded for immediate examination and report to Sectional Head/Group Leader.

Name _____

Designation _____

Section/Division _____

Date forwarded _____

Date

Signature of Personnel Officer/Officer nominated for the, purpose.

.....

Report of Sectional Head/Group Leader:

Date of return to Personnel Officer/Officer nominated for the purpose _____

Date _____ Signature of Sectional Head/Group Leader

Investigation Report of Personnel Officer/Officer nominated for the purpose based on the report of the Sectional Head/Group Leader.

Date _____ Signature of Personnel Officer/Officer nominated for the purpose.

GRIEVANCE FORM-I

PART III

Reply on Grievance

(To be given to aggrieved employee concerned)

NOTE:-

1. Part III of this Form is for action to be taken in the office of Personnel Officer/Officer nominated for the purpose and after completion of investigation should be duly filled in and given to the concerned employee and his acknowledgement of receipt obtained on the duplicate copy of this Part.

2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Name

Designation

Section/Division

Grade

Grievance Serial Number

Date of Receipt

Reply of Personnel Officer/Officer nominated for the purpose after investigation mentioning his decision along with reasons:-

Date

Signature of Personnel Officer/Officer nomination for the purpose.

.....

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No.

Received a copy of reply in Grievance Form 1, Part 1.

Dated

Signature of the aggrieved employee.

Name

GRIEVANCE FORM-1

PART IV

ACKNOWLEDGEMENT

(To be given to aggrieved employee concerned)

NOTE:- Part IV of this Form is to be filled in by the office of Personnel Officer/Officer nominated for the purpose immediately on receipt of application for grievance redressal in Form 1, Part-1 and given to the concerned employee as acknowledgement and his acknowledgement of receipt be obtained on the duplicate copy of this Part.

Received an application for grievance redressal in Grievance Form-I, from:

Name

Designation

Section/Division

Grade

Grievance Serial No.

Date of Receipt

Date

Signature of Personnel Officer/Officer nominated for the purpose.

.....

ACKNOWLEDGEMENT OF THE AGGRIEVED EMPLOYEE

Grievance Serial No.

Received a copy of acknowledgement in Grievance Form-1, Part

Date

Signature of the aggrieved employee.

Name

Appendix -II

Council of Scientific & Industrial Research

Name of the Lab./Instit./Office

GRIEVANCE FORM-II

PART I

Application for Grievance Redressal - To Grievance Committee

(To be filled in by the aggrieved employee concerned)

NOTE:-

1. This Form is to be filled in by the concerned aggrieved employee in duplicate
2. Only 'Part-1 of this Form is to be filled in by concerned aggrieved employee. He must put his dated signature on this Form at the end of Part 1 as indicated otherwise, the application will not be entertained.
3. The rest of the Parts of this Form are to be filled in by the office of Secret Grievance Committee.
4. This application should be presented by the aggrieved employee to the Secretary Grievance Committee and his acknowledgement of receipt in Grievance Form II, Part VI, must be obtained immediately.
5. Please strike off the words/portions not applicable.
6. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and, attached to this Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page every sheet must be duly signed by the concerned person.

Name

Designation

Section/Division

Grade

Whether you had applied earlier in Grievance Form -1 ?

Yes/No.

(1) If the answer to the above is "Yes", please give following details:

Grievance Serial No.

Date of Receipt by

Personnel Officer/Officer nominated for the purpose.

Date of Reply of Personnel officer/Officer nominated for the purpose.

Brief decision communicated in the reply:

Reason for appeal:

Redress Requested:

(2) If the answer to above is "NO", please give following details:

Reason for not applying in Form-I:

Grievance in brief:-

(a) Full facts:-

(b) Redress requested:

Date

Signature of the aggrieved employees

GRIEVANCE FORM-II

PART-II

INVESTIGATION

(For office use only)

NOTE:-

1. Part-II of this Form is for action to be taken in the office of the Secretary, Grievance Committee and should be maintained in the office as record.
2. "Competent Authority" referred to below should normally be that authority who can have the grievance redressed.
3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Grievance Serial No.

Date of Receipt

Name of the aggrieved employee

Forwarded for immediate examination and comment to the Competent Authority.

Name

Designation

Section/Division

Date forwarded

Date

Signature of Secretary, Grievance Committee.

Comments of the "Competent Authority":-

Date of return to Secretary Grievance Committee

Date

Signature of the "Competent Authority"

GRIEVANCE FORM-II

PART III

Proceedings of Grievance Committee

(For Office Use Only)

NOTE:-

1. Part III of this Form is for action to be taken in the office of the Grievance Committee and should be maintained in the office as record.
2. Please strike off the words/portions not applicable.
3. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and to this Form. Reference of the appropriate sheet number should in the relevant column of this Form. Each page of every sheet must be signed by the concerned person.

Grievance Serial No.

Name of the aggrieved employee

Dates on which grievance, put up to Grievance Committee.

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

Date on which decided by Grievance Committee

.....1.....
Decision:- Unanimous/Not Unanimous

.....
Details of decision/views of Grievance Committee along with reasons:

Date	Signature of Secretary	Signature of Chairman
	Grievance Committee	Grievance Committee.

.....
Date forwarded to Director/Chief or Head nominated for the purpose

by DG, CSIR, for decision

Date

Signature of Secretary, Grievance Committee

GRIEVANCE FORM -11

PART IV

Action by Director/Chief/or Head Nominated for the Purpose

(For office use only)

NOTE:

1. Part-IV of this form is for action to be taken in the office of Director, nominated for the purpose by DGSIR and should be maintained in the office as record.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet be duly signed by the concerned person.

Grievance Serial No.

Name of the aggrieved employee

Application only in the case of difference of opinion in Grievance Committee

(Decision not unanimous):

Discussed with Grievance Committee on (date)

Discussed with aggrieved employee on (date)

Applicable in all cases whether Grievance Committee's decision is unanimous or not :-

Date of final decision

Details of final decision along with reasons:

Date of return to Secretary, Grievance Committee.

Date

Signature of Director/Chief or

Head nominated for the purpose by DGSIR.

GRIEVANCE FORM-11

PART-V

REPLY OF GRIEVANCE

(To be given to employee concerned)

NOTE:-

1. Part-V of this Form is for action to be taken in the office of the Secretary Grievance Committee and should be duly filled in after the final decision of Director/Chief or Head nominated for the purpose by DGSIR is received in Part IV of this Form and should be given to the concerned employee and his acknowledgement of receipt be obtained on the duplicate copy of this part.
2. Wherever the space provided in a column is found insufficient, separate sheets may be used. These sheets must be serially numbered and attached to this Part of the Form. Reference of the appropriate sheet number should be made in the relevant column of this Form. Each page of every sheet must be duly signed by the concerned person.

Appendix III

Name	Designation
Section/Division	Grade
Grievance Serial No.	Date of Receipt

Final decision with reasons of Director/Chief or Head nominated for the purpose by DGSIR, after the consideration of decision of Grievance Committee:-

.....
.....

Appendix IV

PROCEDURE FOR ELECTION OF EMPLOYEES REPRESENTATIVES ON GRIEVANCE COMMITTEE

1. Electoral Constituencies

The employees in a National Laboratory/Institute or Central Office of CSIR, as the case may be, entitled to vote, shall be divided into the following five electoral constituencies:

- a) Scientific
- (b) Technical
- (c) Auxiliary Technical
- (d) Administrative
- (e) Class IV (Scientific/Technical/Auxiliary Technical/Administrative)

2. Qualification of candidates for Election

An employee of not less than 21 years of age and with a continuous service of not less than six months in CSIR, including its any National Laboratory/Institute/Central Office etc. may, if nominated as provided hereinafter, be a candidate for election as a representative of the employees on the Grievance Committee of the concerned National Laboratory/Institute/Central Office.

Provided that the service qualification shall not apply to the first election National Laboratory/Institute/Central Office etc. which has been in existence for less than six months.

3. Qualification for voters

All employees -who are not less than 21 years of age and who have put in not less than six months' continuous service in the CSIR, including its any National Laboratory/Institute/Central Office etc. shall be entitled to vote for electing representatives of the employees to the Grievance Committee of the concerned National Laboratory /Institute/Central office etc.

Provided that the service qualification shall not apply to the first election in a National Laboratory/Institute etc. which has been in existence for less than six months.

4. Procedure for election

- a. The Director General/Director or Head of the National Laboratory/Institute shall nominate an officer for conducting the elections of employees' representative on the Grievance Committee and for purposes related thereto.
- b. The officer nominated for the purpose shall fix a date as closing date for receiving applications from candidates for election as employees' representatives on the Grievance Committee.
- c. For holding the election, the officer nominated for this purpose shall also fix a date which shall not be earlier than 3 days and later than 15 days after the closing date for receiving nominations.
- d. The date so fixed shall be notified at least 1 days in advance to the employees. Such notice shall be put on the notice board- or given an adequate publicity amongst the employees. The notice shall specify the number of seats to be elected by various categories/classes/constituencies of employees.

5. Nomination of candidates for election

- a. Every nomination shall be made on a nomination paper in Form 'A' prescribed in Annexure-(i) copies of which shall be supplied by the officer nominated for the purpose to the employees requiring them.
- b. Each nomination paper shall be signed by the proposer, by the candidate to whom it relates and also attested by at least two voters. Only a voter belonging to the concerned electoral constituency shall be eligible to be a proposer. Similarly, attestation shall be made only by the voters belonging to the concerned electoral constituency. The same person shall not be eligible to be a proposer- as well as an attester. The completed nomination paper shall be delivered to the officer nominated for the purpose.

6.

- a) Those nomination papers which are not valid, shall be rejected.
- b) A nomination paper shall be held to be not valid if.

- i. the candidate nominated is ineligible for membership under para 2 mentioned hereinbefore,
- ii. the requirements of para 5(2) mentioned hereinbefore have not been complied with.

7. Withdrawal of candidates validly nominated

Any candidate whose nomination for election has been accepted may withdraw his candidature within 48 hours of the scrutiny of nomination papers.

8. Voting in Election

- (a) If the number of candidates who have been validly nominated is equal to the number of seats, the candidates shall be forthwith declared duly elected.
- (b) If in any constituency the number of candidates is more than the number of seats allotted to it, voting shall take place on the day fixed for election.
- (c) The voting shall be by secret ballot.
- (d) The voting shall be conducted by the officer nominated for the purpose.
- (e) Every employee entitled to vote at an electoral constituency shall have only one vote which he shall be entitled to cast only in favour of any one candidate.

9. Arrangements for election

The officer nominated for the purpose by the Director-General/Director or Head of the National Laboratory/Institute as the cases may be, shall be responsible for all arrangements in connection with the election.

(APPENDIX I-IV TO CSIR Letter No. 1/47/81-O&M, DT.25-7-86)

Annexure-III

NOMINATION FORM

Elections for the Managing/Executive Committee of the Residents' Welfare Association.

Block year-----

Contesting for the post of :-----

Name of the candidate: Shri/Smt.Miss.-----

Date of superannuation-----

Official designation/Office Address-----

With telephone No. -----

Residential Address -----

With telephone No. -----

Voter No.(as given in the voters list)-----

<i>Name</i>	<i>Residential</i>	<i>Voter No. Signature</i>
Proposed by		

Seconded by

I accept the proposal for nomination for the above post in the Managing/Executive Committee.

Date-----

Signature of the Candidate

VERIFICATION

The particulars given by Shri/Smt. _____ with reference to date of superannuation and official address are correct.

Signature
Under Secretary(Admn.),
Ministry/
Department of

The above nomination has been examined and found valid/invalid.

Dated----- Signature of Returning Officer-----
Received a Nomination form for the post of ----- in the name of
Shri/Smt.Miss.----- dated

Signature of Returning Officer-----Time-----

RECEIPT

Received a Nomination form for the post of -----in the name
of Shri/Smt./Miss-----

Signature of Returning Officer

Dated-----Time-----