



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
HUMAN RESOURCE DEVELOPMENT GROUP  
CSIR COMPLEX, LIBRARY AVENUE, PUSA,  
NEW DELHI-110012

No. 10(4)/7CPC/2018-Pool

Dated: 22.11.2019

**OFFICE MEMORANDUM**

**Subject: Processing of claim towards arrears of Dearness Allowance (DA) and revised salary/ arrears of salary in respect of CSIR- Senior Research Associates (CSIR-SRAs)-reg.**

Ref.:- 1. CSIR OM No. 10(4)/Miscellaneous/2019-Pool Dt.07/06/2019 reg. revision of DA effective from 01.01.2017.

2. CSIR OM No. 10(4)/7CPC/2018-Pool Dt.05/11/2019 reg. revision of pay of SRAs in line with 7<sup>th</sup> CPC w.e.f 01.09.2018.

In continuation to this Office Memorandums under reference, the following directives are hereby issued for processing arrears of Dearness Allowance (DA) and revised salary/ arrears of salary in respect of CSIR- Senior Research Associates (CSIR-SRAs) :-


**I. Arrears of Dearness Allowance as per 6<sup>th</sup> CPC:** In pursuance of CSIR OM No. 10(4)/Miscellaneous/2019-Pool Dt.07/06/2019 the claim of revised DA as per 6<sup>th</sup> CPC will be admitted for the period from 01.01.2017 to 31.08.2018 only as the pay & allowances of CSIR SRAs has already been revised in line with 7<sup>th</sup> CPC vide reference no. 2 above. Hence, arrears bill towards revised DA be claimed, accordingly, if not submitted earlier.

**II. Arrears of Pay and Allowances in line with 7<sup>th</sup> CPC:** Arrears of Pay and Allowances(i.e. Dearness Allowance & House Rent Allowance) for the period from 01/09/2018 to 30/09/2019 in respect of CSIR-SRAs (one arrears bill for one SRA) be claimed in accordance with CSIR OM No.10(4)/7CPC/2018-Pool Dt.05/11/2019 in the enclosed Proforma only.

From 01/10/2019 onwards monthly pay will be released at revised rates in line with 7<sup>th</sup> CPC in accordance with aforementioned OM. Thus, all institutes are requested to kindly forward pay bills accordingly in the existing Proforma i.e. PART-B: Individual Release of Grants.

**III. Revised Contingency grant claim:** Consolidated contingency bill in respect of all SRAs of the institute for the Financial Year 2019-2020 may be submitted in accordance with CSIR OM No.10(4)/7CPC/2018-Pool Dt.05/11/2019 in the existing PART-A: Institutional Release of Grants duly supported with necessary Statement of Accounts and Utilization Certificates for the grant released previous Financial Year 2018-2019. Contingency bills be admitted only after:-

- i) adjusting unspent grant of previous financial year and
- ii) deducting previous contingency grant released in current financial year at old rates.

  
(Anita Singh)  
Under Secretary, EMR  
CSIR-HRDG

**Encls:** Proforma for claiming Arrears of Pay and allowances w.e.f. 01/09/2018.

To

Registrars/Directors of all Grantee Universities/Instt.s/CSIR Labs.

Copy to:-

1. PA to Head, HRDG
2. Scientist-in-charge, Pool
3. Under Secretary, Pool
4. F.A.O. (EMR)
5. Head, IT Division, CSIR Complex--- with request to upload this O.M. on CSIR-HRDG website under title:- "Guidelines for claiming Revised Pay Bills and Arrears of Pay etc. Bills in respect of CSIR- Senior Research Associates (CSIR-SRAs)"
6. Office Copy

**Council of Scientific & Industrial Research  
Human Resource Development Group (HRDG)**

**PART-B: INDIVIDUAL RELEASE OF GRANTS (ARREAR CLAIM OF PAY AND ALLOWANCES OF SRAs ONLY) [(Please refer to CSIR O.M. No.10(4)/7CPC /2018-Pool Dt.05/11/2019)]**

Name of host Institute: \_\_\_\_\_

Name of Senior Research Associate & File No.	D.O.J. & Present Sanctioned Tenure upto	Bank Account Details of SRA viz. Bank A/c No., IFSC Code & Name of Bank	Aadhaar Number of SRA	Period of Arrears Claim		Grant Already Drawn			Total Drawn Amount	Grant Due after Revision of Pay w.e.f. 01-09-2018			Total Due Amount after Revision of Pay w.e.f. 01-09-2018	Arrear Amount (Rs.)
				From	To	Pay	DA	HRA		Pay	DA	HRA		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10) (7+8+9)	(11)	(12)	(13)	(14) (11+12+13)	(15) (14-10)

Certified that the Research Fellow has regularly attended the office to pursue his/her research work and availed \_\_\_\_\_ days of leave (without pay) during the aforesaid period for which Arrear Claim has been forwarded to CSIR.

Name and Signature of Registrar/Principal/Administrative Officer/Finance & Accounts Officer with Official Seal/Stamp and Date

**Note:- This Proforma is meant only for Arrear Claim of Pay, DA and HRA in respect of CSIR-SRAs only and it should be sent to Section Officer, Pool Section, CSIR Complex, Library Avenue, Pusa, New Delhi-110012.**