



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Human Resource Development Group, CSIR Complex, Library Avenue , Pusa , New Delhi-110012
EXTRAMURAL RESEARCH DIVISION – II

No. Misc./2021/EMR-II

06th
Dated: 04th August, 2021

CIRCULAR

Subject:- Strict adherence to CSIR guidelines for appointment of project staff and utilization of grants reg.

In the recent past, certain discrepancies have been observed in the appointment of project staff in CSIR sponsored research schemes by the Universities / Institutes. Some of the cases of deviation (s) are listed below:-

- (a). External member who is subject expert is not included/nominated in the selection committee .
(b). Member from a different department of University/Institute is nominated as external member.
(c). In house subject expert of the University / Institute is included in the selection committee but external member from outside the University/Institute is not included in the selection committee.
- Advertisement is not widely published by the University / Institute in its website .
- Essential qualification, upper age limit, age relaxation for entitled category with exact stipend for JRF/SRF/RA is not properly mentioned in the advertisement.

The above discrepancies have lead to creation of audit paras in the recent audit by the CAG team. Further, such appointments are invalid since these are not in conformity with CSIR guidelines.

In view of the above, all the Directors / Registrars / Deans of the Universities / Institutes are requested to note the following for information and compliance:

- CSIR Guidelines regarding selection of JRF / SRF / RA with respect to publication of advertisement, constitution of selection committee, upper age limit, age relaxation for entitled category, essential qualification , appointment letter, joining letter etc. may be scrupulously followed by the University / Institution.
- The P I's to submit the Performa invoice within three months from the date of receipt of equipment grant.
- The Utilization certificate, Consolidated statement of accounts & claim bill may be submitted by the PI at the end of each Financial Year. Subsequent grants would be released only on receipt of the above documents.

The guidelines regarding CSIR research schemes can be accessed at <https://csirhrdg.res.in/Home/Index/1/Default/2011/62> and for emeritus scientist at <https://csirhrdg.res.in/Home/Index/1/Default/2010/61> for information and strict compliance.

Bhawna Gulani
06/08/2021
(Bhawna Gulani)

Under Secretary (EMR-II)

Copy to :-

- The Directors/ Registrars/Deans of the Universities/Institutes of CSIR Sponsored Research Schemes/Emeritus Scientist Schemes.
- PS to Head, CSIR HRDG
- Scientist-in-charge, EMR-II
- Sr. DS (EMR)
- Sr. Dy. FA (EMR)
- Sr. Dy. FA ,CSIR Complex
- Head ,IT, HRDG for display on CSIR-HRDG website and for e.mail to all host Institutes
- Office Copy.