

RIGHT TO INFORMATION ACT, 2005

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INTRODUCTION

1.1. BACKGROUND OF THIS HANDBOOK (RIGHT TO INFORMATION ACT, 2005)

The Act

- 🕒 This Act is called the Right to Information Act, 2005.
- 🕒 It extends to the whole of India except the State of Jammu and Kashmir.
- 🕒 The provisions of this Act have come into force on the one hundred and twentieth day of its enactment, i.e., 12 October 2005 (Section 1)

(For complete details on the Right to Information Act, please visit www.persmin.nic.in)

1.2. OBJECTIVE / PURPOSE OF THIS HANDBOOK

The objective and the purpose of this Handbook is to provide information as required under the Right to Information Act, 2005, concerning the National Chemical Laboratory (NCL); which is one of the 38 Labs./Instts. under the **CSIR**. *

* The **CSIR** (Council of Scientific and Industrial Research) is a society registered under the Societies Registration Act, 21 of 1860. It is an autonomous body fully financed by the Government of India. The Prime Minister of India is the President of CSIR and the Minister In-charge of Science and Technology is the Vice-President of CSIR. The Director – General who is the Secretary of Department of Scientific and Industrial Research, Government of India is the Principal Executive Officer of the Society. The affairs of the society shall be administered, directed and controlled, subject to the rules, regulations, by-laws and orders of the society as approved by the governing body.

CSIR has 38 National Laboratories / Institutes / Centers. National Chemical Laboratory (NCL), Pune is one amongst such laboratories dedicated to Research and Development in the area of Chemical Sciences.

1.3. USERS OF THIS HANDBOOK

The Handbook in its comprehensible form is open to public so as to facilitate any person to exercise his / her right as specified under this Act for seeking information.

1.4. CONTENTS OF THE INFORMATION AVAILABLE IN THE HANDBOOK

In this Handbook the information has been organized as per the requirement of the Act. Chapter 2 and onwards provides information relating to the particulars of the organization, its functions and duties as also the particulars of Public Information Officer (PIO), details of Scientists, Technical & Administrative Staff and the monthly remuneration received by

them as compensation etc. The Laboratory being dedicated to R&D in the area of Chemical Sciences, the details of certain information as required under the Act, such as execution of Subsidy Programmes, particulars of Concessions, Permits and authorizations (in the Electronic format) are not made applicable to NCL.

1.5. CONTACT PERSON

The Public Information Officer (PIO) will provide information on all topics covered in this Handbook as well as other information, if sought.

1.6. PROCEDURE & FEE STRUCTURE FOR GETTING INFORMATION

A person who desires to obtain any information under this Act shall make a request in writing or through Electronic means in English, Hindi or Marathi accompanying such fee as indicated below:

A request for obtaining information may be made in the prescribed format enclosing therewith an application fee of Rs. 10/- either in the form of cash payable at the Cash Counter of NCL or by means of a cheque drawn in favour of the Director, National Chemical Laboratory. If photocopies of certain documents are requested, the same would be provided at a cost of Rs. 2/- per page.

The Public Request Format is available at link *requestformat*.

2. PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

2.1 Aims / Objectives of the National Chemical Laboratory.

The goals set by this laboratory is to advance knowledge and to apply chemical sciences for the good of the people.

2.2 Vision Statement of the National Chemical Laboratory.

Please see for the Vision & Mission Statement at link *Vision, Mission and Guiding Principles & Values*.

2.3 Brief history of the National Chemical Laboratory in context to its formation:-

The National Chemical Laboratory (NCL), Pune was established in 1950 as a constituent laboratory of Council of Scientific and Industrial Research (CSIR). NCL is a science and knowledge based research, development and consulting organization. It is internationally known for its excellence in scientific research in Chemical Sciences, Life Sciences and Engineering. NCL has an outstanding track record of industrial research involving

partnership with industry from concept to commercialization.

The history of National Chemical Laboratory dates back to 6th April 1947. On this day, the foundation stone for NCL was laid. On 3rd January 1950, this laboratory was declared open by the then first Prime Minister of India, Pandit Jawaharlal Nehru.

The first 10 years upto 1960 were the formative years for the laboratory wherein the emphasis was on creation of discipline oriented research divisions.

During the years 1960 to 1980, this laboratory established its credentials as a world class research laboratory in the area of organic chemistry and chemistry of natural products. Further, NCL forays into the area of applied industrial chemistry and the processes for fine chemicals and agrochemicals developed for Indian industry.

During the decade of 1980 to 1990, NCL has established advanced facilities for research in catalysis and polymer science and processes based on heterogeneous catalysts transferred to Indian industry.

Subsequent to 1990 NCL's products, processes and intellectual property found global markets and established global research partnership.

Thus, NCL has a rich tradition and history of excellence in both basic and applied research. At the dawn of a new century, NCL looks to the future with renewed optimism. Our vision is to ensure the supremacy of the laboratory in emerging areas of chemical and related sciences and to perform research, which is intellectually challenging and globally competitive. Our mission is to use chemical and related sciences to produce useful materials and substances efficiently, thereby creating value to our customers in particular and society in general. To fulfill this mission, we believe that our research must be related to the real world and go beyond mere intellectual stimulation.

2.4 NCL's Mission:-

Please see link *Vision, Mission and Guiding Principles & Values* for NCL's Mission.

2.5 Main activities / functions of the National Chemical Laboratory

- NCL's R&D functions span diverse areas of scientific and industrial research covering Organic Chemistry, Polymer Science and Engineering, Organic Chemical Technology (Pharmaceuticals, Drug intermediates and Natural products chemistry), Catalysis, Physical and Materials Chemistry, Biochemical Sciences, Plant Tissue Culture, Chemical Engineering and Process Development. The laboratory interacts with its external clients through Business Development Division which takes care of business development, marketing, technology management, public relations and intellectual property management. Information Division organizes the vital management information system (MIS) and networking of information and communication across NCL and also acts as major digital information resource centre. NCL has well equipped laboratories with state-of-the-art facilities for synthesis, analysis, computation and scale-up.
- Apart from well-equipped research laboratories that cater to the disciplines of

interest, NCL has several special R&D support facilities. These include Catalyst Pilot Plant, Center for Material Characterization, Central NMR facility, Combi Chem Bio Resource Center, Digital Information Resources center, Multipurpose Pilot Plants, National Collection of Industrial Microorganisms, Tissue Culture Pilot Plant, etc.

- The present position of the laboratory is that it has a total staff strength of NCL in position is about 890 out of which 265 are scientific staff with Ph.D.s with post doctoral and industrial R&D experience. In addition, the manpower of NCL is supplemented by 425 research students and 300 project assistants (with post-graduate degrees) working on contract R&D projects. NCL publishes the second largest number of research papers in chemical sciences (~430) and produces the largest number of Ph.D.s (~50 every year) in chemical sciences in India.

2.6 List of services being provided by the National Chemical Laboratory with a brief write-up on them.

- **Contract R&D** comprising of (a) Sponsored R&D projects wholly funded by the client having specified R&D objectives and well defined expected project output/results, generally culminating in generation of intellectual property/knowledgebase. (b) Collaborative /Cooperative R&D projects partially funded by the client, and/or supplemented by provision of inputs such as expert manpower, engineering, production/fabrication of product in bulk for testing/trials, creation of infrastructural facilities or other inputs etc. (c) Grant-in-aid R&D projects involving a grant by way of financial inputs, either in full or in part, assistance in kind e.g. equipment, training etc. to supplement laboratory efforts in ongoing or new R&D projects or for creating new capabilities/facilities.

- **Consultancy** projects comprising of scientific, technical, engineering or other professional advice / assistance based on the available knowledgebase / expertise of the laboratory.

- **Technical Services** meant to render to the clients / customers, assistance based on available knowledge, expertise, skills, infrastructure and facilities of the laboratory.

2.7 Organizational Structure Diagram at various levels namely, State, Directorate, region, district, block etc. (whichever is applicable).

Please see link at *structurediagram*

2.8 Expectation of the National Chemical Laboratory from the public for enhancing its effectiveness and efficiency.

Please see 2.1-Aims / Objectives and 2.2 - NCL's Vision Statement given above.

2.9 Arrangements and methods made for seeking public participation/ contribution :
Please see 2.1- Aims / Objectives and 2.2 & 2.4 – NCL's Mission given above.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Please see 2.1- Aims / Objectives and 2.2 & 2.4 – NCL's Mission given above.

2.11 Address: : NATIONAL CHEMICAL LABORATORY
DR. HOMI BHABHA ROAD
PASHAN, PUNE 411 008
MAHARASHTRA, INDIA

2.12 Working Days : Monday through Friday
Working hours : 9.00 AM to 5.30 PM

3. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Functions, powers and responsibilities of the Director, National Chemical Laboratory.

The Director, as Head of the Laboratory shall be responsible for: -

- i) Realizing the mission of the National Laboratory;
- ii) Creating an environment in the National Laboratory conducive to nurturing of innovation and high class R&D and the other S&T activities of the laboratory;
- iii) Managing the affairs of the National Laboratory as per the decisions of the Management Council

Director shall in all matters, i.e. administrative, financial and disciplinary, have powers delegated to him by the Governing Body.

[Ref : Rule 53 A of CSIR Rules & Regulations and Bye-laws].

- iv) Bye-laws further provide for delegation of powers to other officers / functionaries subordinate to Director. The details of powers of DG,CSIR; RC; MC; Director and the powers delegated to other functionaries may please be referred to at link *delegation*.

4. RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

4.1 List of rules, regulations, instructions manual and records, held by National Chemical Laboratory under its control or used by its employees for discharging functions is provided at link: *documentsreferral*:

- 4.2 (a) From where one can get a copy of Rules, regulations, instructions, Manual and records : The Public Information Officer
National Chemical Laboratory
Dr. Homi Bhabha Road, Pashan,
Pune – 411 008 (Maharashtra)
- Tel No. : 020-25902667
Fax No.: 020-25902660
e-mail: ao@ncl.res.in
- (b) Fee charged by the department for a copy of rules, regulations, : A request for obtaining information may be made in the prescribed

instructions, manual and records
(if any)

format enclosing therewith an
application fee of Rs. 10/- either in
the form of cash payable in the Cash
Counter of NCL / Cheque. If
photocopies of certain documents are
requested, it would be provided at a

cost of Rs. 2/- per page.

5. THE FORMULATION / IMPLEMENTATION OF POLICIES OF NATIONAL CHEMICAL LABORATORY (COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)

The Governing Body of Council of Scientific & Industrial Research, keeping in view Five Year Plans, National priorities and opportunity area, formulates the policies. The procedure for such formulation / implementation of policies are provided in the Rules & Regulation and bye-laws of Council of Scientific & Industrial Research. NCL is guided in all its activities by the controlling authority i.e. Council of Scientific & Industrial Research, and based on the directives the internal policies & road maps are drawn at the lab level by the Head of the Laboratory i.e. Director. The Head of the Laboratory is assisted by a Research Council comprising of external experts in the area of the Research & Development of the Laboratory to advice in the formulation of R & D Programmes and future directions of the activities to be pursued by the Laboratory.

The Director, NCL is also assisted by the Management Council of the Laboratory for managing the affairs of the Laboratory within the framework of rules & regulations, the directions and guidelines which are issued by the Society, Governing Body, and Director General.

The formulation of policies are done at the Governmental level and the laboratory implements its decision. The National priorities are drawn by the Council of Scientific & Industrial Research for implementation / execution by the respective labs. In order to achieve the goals, the Research Council advises on the formulation of the strategic plans of the laboratory and Management Council assists in the management of the affairs of the laboratory in implementation goals set by the laboratory. The interest of the public at large is duly considered by the experts nominated from industry and academics on the Research Council. In view of the strategic plans to be drawn in achieving the goals, the public participation in the meetings for such councils is limited to the extent of the members nominated on such councils.

The details of the Research and Management Council are furnished in Chapter 7 of this Hand Book.

6. DOCUMENTS HELD UNDER THE CONTROL OF NATIONAL CHEMICAL LABORATORY (CSIR)

The official documents are available under the control of the respective Heads, such

as Controller of Administration for administrative documents, Finance & Accounts Officer for documents relating to payments and Purchase documents with the Controller of Stores & Purchase etc. The information about the official documents and the place where the documents are available can be seen at link *documentcontrol*

7. INFORMATION RELATED TO THE COUNCILS OF NATIONAL CHEMICAL LABORATORY :

(a) Research Council (R.C.)

For each National Laboratory, there shall be a Research Council comprising:-

- i) Five external experts, one of whom shall be designated as Chairman
- ii) Representative of concerned Scientific Departments / Agencies of Government of India
- iii) Director of the Laboratory
- iv) Director/Sr. Scientist from a sister laboratory.

Director General or his representative shall be permanent invitee.

Members at (I), (ii) and (iv) including the Chairman shall be nominated by Director General. The Secretary of the Research Council shall be nominated by the Director. The Secretariat for Research Council shall be provided by the National Laboratory.

The Chairman of RC shall preside the meeting. In the absence of the Chairman, members present shall elect a member to preside the meeting.

The term of nominated members of Research Council shall be for a period of three years. The Research Council shall meet not less than two times a year.

Functions of Research Council

The Research Council shall :-

- i) Advise on the formulation of R&D programmes and future directions of activities of the laboratory keeping in view the Five Year Plans, national priorities and opportunity areas.
- ii) Suggest networking with other CSIR National Laboratories on programmes of mutual interest. iii) Review R&D activities and research programmes and advise on future directions. iv) Advise on fostering linkages between the Laboratory, industry and potential clients. v) Any other function as may be assigned by Director General / Governing Body.

The Proceedings of the Research Council shall be approved by its Chairman. In the

absence of Chairman of RC, one of its members who presides the meeting as Chairman shall approve the Proceedings of the said meeting. The Director-General may amend any of the decisions of the Research Council which shall be binding.

Composition of Research Council :

Prof. D. Balasubramanian
Director of Research
LV Prasad Eye Institute
LV Prasad Marg, Banjara Hills,
Hyderabad 500034. Chairman

Prof. Dipankar Chatterjee,
Professor Molecular Biophysics
Unit, Indian Institute of Science,
Bangalore 560012. Member

Dr. Amit Biswas
Senior Vice President (R&T)
Reliance Industries Ltd.
Swastik Mill Compound,
V.N. Purav Marg, Chembur,
Mumbai 400 070. Member

Prof. S. Chandrasekaran
Department of Organic Chemistry,
Indian Institute of Science,
Bangalore : 560 012. Member

Prof. S.K. Sopory
Group Leader,
Plant Molecular
Biology, International Centre for
Genetic Engineering and Biotechnology,
Aruna Asaf Ali Marg,
New Delhi 110 067. Member

Dr. Pradip K. Bhatnagar
Senior Vice President
New Drug Discovery Research
Ranbaxy Laboratories Limited,
Plot No. 20, Sector-18,
Udyog Vihar Industrial Area,
Gurgaon 122015. Member

Shri R. Saha
Adviser & Head,
Science & Society Division
Department of Science &
Technology, Technology Bhavan,
New Mehrauli Road,
New Delhi 110 016. Member

Dr. S.K. Brahamchari Director, Institute of Genomics and Integrative Biology, University Campus, Mall Road, Delhi-7.	DG's nominee
Prof. A.K. Shukla Director, Central Electrochemical Research Institute, Karaikudi 630006	Member (Sister Lab)
Dr. S. Sivaram Director, NCL, Pune 411008.	Member
Head or his representative R&D Planning Division CSIR, Rafi Marg, New Delhi 110 001.	Permanent invitee

(b) Management Council (MC)

There shall be a Management Council for each National Laboratory for management of affairs of the Laboratory within the framework of Rules and Regulations, directions and guidelines issued by Society, Governing Body, Director General and the Director. The Management Council shall comprise:-

- i) Director of the National Laboratory – Chairman ii) Four scientists of the Laboratory representing the staff of various age groups. iii) One representative of the technical personnel. iv) One Director level scientist from the same Laboratory or sister laboratory. v) Head, Research Planning Business Development/Planning, Monitoring and Evaluation of the National Laboratory. vi) Controller of Finance & Accounts/F&AO of the Lab. vii) Controller of Administration/Administrative Officer of the Laboratory as Member Secretary

Members at (ii) to (vi) to be nominated by Director-General, CSIR. The term of the nominated members shall be for a period of two years.

All matters at the Management Council meeting shall be decided by the majority view.

Each member including the Chairman shall have one vote.

The Chairman of Management Council shall preside the meeting and in the event of temporary vacancy in the office of the Director or absence of Director on account of illness, leave, deputation abroad, etc., the Acting Director of the Laboratory shall be the Chairman of

the Management Council. The Chairman of the Management Council. The Chairman of MC shall preside the meeting of the MC and also approve the Proceedings.

The Management Council shall meet as and when required for effective management of the Lab./Instt. But not less than thrice in a financial year.

Functions of Management Council

- i) To administer and manage the affairs and environs of the laboratory. ii) To write off irrecoverable monetary losses and Stores within the limits prescribed by CSIR. iii) To recommend the resource allocation for R&D activities / facilities of Lab./Instt. iv) To monitor the progress of R&D and other activities of the Lab./Instt. v) To recommend devolution of powers to the Project Leaders for the proper implementation of the projects / activities. vi) To approve contract R&D, consultancy projects and licensing of IPR beyond the powers of Director. vii) To consider the annual report of the National Laboratory. viii) To constitute selection committees and assessment committees for all Technical and support staff.
- ix) Any other matter, as may be referred by the Director-General.

The proceedings of the Management Council shall be approved by its Chairman. The Governing Body or Director-General as its Principal Executive Officer may review / amend any of the decisions of the Management Council, and pass such orders as considered necessary, which shall be binding on the Management Council.

Composition of Management Council

Dr. S. Sivaram Director, NCL, Pune 411008.	Chairman
Dr. B.D. Kulkarni Deputy Director NCL, Pune 411 008	Member
Dr. Ganesh Pandey Scientist, NCL, Pune 411 008	Member
Dr.(Mrs) Veda Ramaswamy Scientist NCL, Pune 411 008	Member
Dr. Rajiv Kumar Scientist NCL, Pune 411 008	Member
Mr. P. Venugopal	Member

Scientist
NCL, Pune 411 008

Dr. Ashish K. Lele
Scientist
NCL, Pune 411 008

Member

Mr. D.B. Pradhan
Technical Officer
NCL, Pune 411 008

Member

Mr. S. Chandrahas
Finance & Accounts Officer
NCL, Pune 411 008

Member

Mr. M.S. Vidyathan
Controller of Administration
NCL, Pune 411 008

Member -Secretary

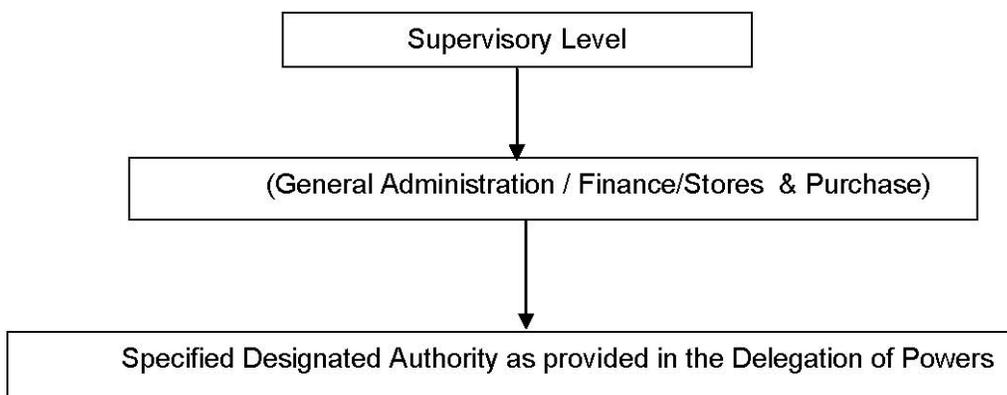
8. INFORMATION ABOUT THE PUBLIC INFORMATION OFFICERS, ASSISTANT PUBLIC INFORMATION OFFICERS AND DEPARTMENTAL APPELLATE AUTHORITY OF THE NATIONAL CHEMICAL LABORATORY, DR. HOMI BHABHA ROAD, PASHAN, PUNE 411 008.

2. 9. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

A. Public Information Officer :				
Sr. No	Name & Designation	STD Code	Tel. No./ Fax No.	Email
1	Mr. B.B. Kasture Administrative Officer	020	25902667 25902660 (Fax)	ao@ncl.res.in
B. Assistant Public Information Officer				
Sr. No	Name & Designation	STD Code	Tel. No./ Fax No.	Email
1	Mr. F.G. Lourenco	020	25902100 25902660 (Fax)	fg.lourenco@ncl.res.in
C. Departmental Appellate Authority				

Sr. No	Name & Designation	STD Code	Tel. No./ Fax No.	Email
1	Dr. B.D. Kulkarni Dy. Director & Head, Chemical Engineering & Process Development Division	020	25902610 25902612 (Fax)	bd.kulkarni@ncl.res.in

9.1 The procedure followed to take a decision on various matters is in accordance with the rules and regulations governing the subject matter under consideration. In order to arrive at a particular decision for important matters, the Research Council of NCL gives direction of the R&D activities to be conducted by the Laboratory. Such R&D activities of the laboratory are managed by the Director with the advice and a Management Council constituted for managing the affairs of the laboratory. Notwithstanding the fact that the Director has the authority to exercise all financial and disciplinary and other powers, he has delegated certain administrative and financial powers to subordinate functionaries. The delegation of powers at different levels from which the decision is arrived at, is available as a link in the Chapter entitled Powers and Duties of Officers and Employees. The levels through which a decision process moves is as under:-



- The final authority in the decision making process rests with the Director and in certain specified matters, the final authority rests with DGSIR, New Delhi. However, certain powers have been delegated to lower functionaries by the Director.
- We are guided in our activities by our Controlling Authority, i.e. CSIR. Based on its directives, the decisions are taken at Laboratory level by the Head of the Laboratory, i.e. Director.
- Any decision concerning the public is communicated by the Head of

the Laboratory / designated authority to the public.

10. DIRECTORY OF OFFICERS AND EMPLOYEES

. • NCL has 887 regular staff comprising of Scientific, Support Technical and Administrative Staff as on 01.04.2006. In addition to this, we have around 425 Research Fellows who have been awarded the fellowship which has a tenure of 5 years. The Research Fellows are expected to complete their doctoral degree within this period. Further we have around 300 Project Assistants engaged for time bound sponsored projects and the tenure of such Project Assistants are co-terminus with duration of the projects. .

. • The name, designation and other relevant information of regular staff have been provided at a link *stafflist*. The information in the staff list is as on 1.4.2006, which will be updated once in 3 months.

. • The information of Research Fellows & Project Assistants being tenure in nature, is available with office for any requirements.

11. MONTHLY REMUNERATION OF STAFF OF NCL

The monthly remuneration received by regular staff of the laboratory arranged in the order of ID nos. is available at link *staffsalary*..

12. BUDGET ALLOCATIONS

Please see link *budgetncl* for details.

13. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

N I L

14. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT

N I L

15. NORMS SET BY NCL FOR THE DISCHARGE OF ITS FUNCTIONS

. • Director of each laboratory shall be assisted by Administrative functionaries (Controller of Administration, Controller of Finance * Accounts, Controller of Stores & Purchase) to advise him in respect of all administrative and financial matters.

. • In regard to the matters concerning the service conditions of the employees of

the Council, all the Rules & Regulations framed by the Govt. of India are made applicable by the Council in accordance with CSIR Byelaws.

• The laboratories operate under the overall control of CSIR. The Labs will manage the routine administrative & financial matters. However, CSIR will be the nodal authority in matters such as Receipt & Disbursement of

funds from the Government, Research Fellowship and Training, Budget & Finance, policies of recruitment and promotion, legal matters etc.

16. NORMS SET BY NCL FOR THE DISCHARGE OF ITS FUNCTIONS

• Director of each laboratory shall be assisted by Administrative functionaries (Controller of Administration, Controller of Finance * Accounts, Controller of Stores & Purchase) to advise him in respect of all administrative and financial matters.

• In regard to the matters concerning the service conditions of the employees of the Council, all the Rules & Regulations framed by the Govt. of India are made applicable by the Council in accordance with CSIR Bye-laws.

• The laboratories operate under the overall control of CSIR. The Labs will manage the routine administrative & financial matters. However, CSIR will be the nodal authority in matters such as Receipt & Disbursement of funds from the Government, Research Fellowship and Training, Budget & Finance, policies of recruitment and promotion, legal matters etc.

17. PARTICULARS OF THE FACILITIES AVAILABLE TO PUBLIC FOR OBTAINING INFORMATION

NATIONAL CHEMICAL LABORATORY – WEBSITE:

URL www.ncl-india.org (English version) www.ncl-india.org/hindi (Hindi version) NCL's website provides the following:

1. NCL's Profile.
2. R&D activities
3. Career Growth at NCL
4. Business related activities
5. Education and Training

Apart from the above, NCL website also provides information concerning –

- i) Advertisement about jobs at NCL @ “job_vacancy” as and when advertisements are released.
- ii) Information of Tenders / Tender forms @ “tender” link.

Exhibition -

NCL organizes Exhibitions displaying specially made posters illustrating NCL's R&D activities on important events especially on CSIR Foundation Day, NCL Foundation Day and Children Program for Youth Leadership in Science.

Further, NCL also participates in the Science Expo Exhibitions organized by Nehru Science

Centre, Mumbai. The specially made posters are displayed at this Exhibition and also our Scientists interact with the public and deliver lectures to the public present at the Expo.

18. OTHER USEFUL INFORMATION

Celebration of CSIR Foundation Day:

On 26th September of each year, CSIR celebrates its Foundation Day. Normally it is declared as Open Day. On this day, NCL arranges for holding exhibitions, invites students to visit the laboratory and interact with the Scientists.

Dissemination of information by Scientists:

Our Scientists regularly visit the Educational Institutes in and around Pune on invitation and address the students about NCL and its activities. The lectures are basically invited to make the children inquisitive and develop an aptitude for preparing for their career in a research laboratory.

PART – I

POWERS OF DIRECTOR, RESEARCH COUNCIL(RC), MANAGEMENT COUNCIL (MC), DG CSIR , CSIR HQS.

Recruitment/Appointments :

Sr. No.	Nature of power	Extent of Power	Authority
1.	Creation of Post	Full	DG, CSIR
2.	Appointment upto the level of Sc.F [Gr.IV(5)] in S&T cadre and all posts in Admin. Cadre except Common Cadre posts upto the sanctioned strength fixed by CSIR	Full	Director/ RC

3.

Ad-hoc appointments in

Full

Director

Administration

Disciplinary / Vigilance cases, Permissions under CCS (Conduct) Rules, 1964 :

1.	Disciplinary cases in respect of staff wherein Director is the appointing authority	Full	Director
2.	Disciplinary cases in respect of common cadre staff wherein the appointing authority is CSIR	Full	CSIR
3.	Approval for acquisition/ disposal of movable/ immovable property	Upto the level of Sci. F in S&T cadre & upto the level of AO for Admin. Cadre	Director [Beyond this CSIR approval is necessary]
4.	Decision on vigilance matters	Full	Director/ CVO, CSIR
5.	Decision on grievance of staff	Full	Director

Deputations (abroad) :

1.	Deputation of Scientists abroad for business development	Full	Director
2.	Deputations of scientists (abroad) other than (1) above ; Study leave (abroad)/Sabbatical leave (abroad)	Full	Director
3.	Grant of study leave/ sabbatical leave within India	Full	Director
4.	Foreign Service to other organizations on lien terms as a special case	Full	DG,CSIR

Technology Transfer & Utilisation:

Sr. No.	Item	Extent of Power Delegated	Authority
1.	Approval for sponsored and collaborative projects / Grant-in-aid Projects	Upto Rs.20 lakhs; For grant-in-aid projects upto Rs.50 lakhs Beyond the powers of Director	Director MC [The delegation is subject to the condition that the

			Competent Authority would be DG, CSIR for: (a) Involving foreign clients & multi-laboratory inputs; b) Taken up / coordinated by CSIR HQs]
2.	Approval for consultancy (project)	Upto Rs.5 lakhs and not involving Director/ Director level scientist as a consultant Beyond powers of Director and those requiring approval of CSIR	Director [The delegation is subject to the condition that the competent authority would be DG,CSIR for projects (a) involving Director or Director level scientist as sole consultant; (b) for foreign clients; (c) taken up or coordinated with CSIR HQ staff] MC
3.	Technical services	Full	Director
4.	Sharing of monies realized from sponsored projects / S&T services	Full	MC
5.	Distribution of honorarium for consultancy services	Full	Director

Works & Services :

Sr. No.	Nature of Power	Extent of Power	Authority
1.	Sanction of Civil work	i) Up to Rs. 10 lakhs	Director
		ii) Above Rs. 10 lakhs up to 25 lakhs	MC

		iii) Above Rs. 25 lakhs	CSIR
--	--	-------------------------	------

Purchase :

Sr. No.	Name of Power	Extent of Power	Authority
1.	For regularly and repeatedly required items (SPC-I). Purchase approval and sanctions.	Full.	Director Cases upto Rs. 5 lakhs per sanction to be approved by the concerned subordinate officers as per the delegation (PP-2002).
2.	For purchases for items which are falling under SPC-II : Purchase approval and sanctions	Full	Director Cases upto Rs. 25 lakhs per sanction to be approved by the concerned subordinate officers as per the delegation (PP-2002).

Writing off losses of stores : Personal Matter / Claim :

Sr. No.	Nature of power	Extent of power	Authority
1.A)	Writing off irrecoverable losses of stores or of public money not due to theft or negligence	Upto Rs.20,000/-	Director

Sr. No.	Nature of power	Extent of power	Authority
1.	Sanction of Medical reimbursement in relaxation of normal rules such as medical treatment in emergencies, time barred claims etc.	Full	Director

2	Sanction of tours and advances/ refund of cancellation charges in case cancellation of tour is in public interest (expenditure to be borne by NCL/CSIR)	All staff working in the Scientific Divisions including HODs & Heads of Admin., Stores & Purchase, Finance & Accts.	Director
3	Air Travel to non-entitled staff	Full	Director
4.	Sanction of conveyance advance & HBA	Full	Director
5.	To sanction leave due and admissible to members of staff who desire to go abroad on private visits other than for studies/ training or deputation	Full	Director
6.	Inter Divisional / Sectional transfer of scientific, technical and Administrative staff	Full	Director

Transport :

(A) Replacement & Condemnation of Vehicles :

Sr. No.	Nature of power	Extent of power	Authority
1.	Replacement of duly condemned motor Vehicles	Full	Director
2.	Writing off a condemned motor vehicle satisfying the life requirement in terms of distance run and length of use	Full	Director

(B) Hiring of Vehicles [Out Station] :

1.	Hiring taxi for official visits in public Interest and the expenditure to be borne	Full	Director
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	out of Lab. Funds.		
2.	Hiring taxi for official Visitors to NCL	Full	Director

Official guests visiting NCL :

1.

Mementos to Dignitaries

Full

Director

Miscellaneous :

1	Any matter not specifically delegated to Any other functionary	Full	Director
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PART – II POWERS OF DIRECTOR WHICH CAN BE DELEGATED TO ANY SUBORDINATE GAZETTED OFFICER(S) Recruitment/Appointments :

Sr. No.	Nature of power	Extent of power	Authority
1.	Approval for appointment of Project Assistant/extension under sponsored Project	Full	Deputy Director
2.	Acceptance of medical Certificate on first Appointment	Full	Administrative Officer

Disciplinary / Vigilance matters / Permissions etc. :

1.	To permit undertakings of non-CSIR work For which honorarium/fee Royalty is Offered including delivering lectures, writing books and manuals	Full	Deputy Director
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Works & Services

Sr. No.	Nature of Power	Extent of Power	Authority
1 a)	Sanction of emergent expenditure under the following budget sub-heads subject to budget provision. P-6 Lab. Building maintenance/ Q-VII staff quarters maintenance.	Full	Head, Engg. Services
b)	Sanction of expenditure under P-6 & QVII for purchase of materials for petty works provided budget provision exists.	Full	Head, Engg. Services
2.	Sanction expenditure on purchase of small implements, soil, sand bricks, pesticides for use in the Garden Section under P-6.	Full	COA
3.	Sanction expdr. on maintenance on lift, A/cs. exhaust fans and other installations under P-6 and Q-VII.	Full	Head, Engg. Services

Purchase :

Sr. No.	Nature of Power	Extent of Power	Authority
1.	For regularly and repeatedly required items (SPC-I). Purchase approval and sanctions	i) Upto Rs. 50,000/- per sanction ii) Beyond (i) & upto Rs. 1.50 lakhs/sanction iii) Beyond Rs. 1.50 lakhs and	Dy. SPO SPO COSP

		upto Rs. 5 lakhs per sanction	
2.	For purchases for items which are falling under SPC-II : Purchase approval and sanctions	i) Rs. 3.00 lakhs per sanction ii) Rs. 7.00 lakhs per sanction	Project Leader of the status of Sc.C. [Group IV(2)] Project Leader of the status of Sc. E.I [Group IV(3)]

iii) Rs. 10 lakhs

Project Leader of per sanction the status of Sc.E.II [Group IV(4)]

iv) Rs. 25

Project Leader of lakhs per the status of Sc. F sanction [Group IV(5)] & above

3.

Local purchase in rare cases when there

Rs.10,000/-

real emergency.

Project Leader is

without calling for quotations subject to a limit of 10% of the budget allocation of the project for procurement or Rs.1,00,000/- for the whole project whichever is less.

4.

Sanction expenditure under P-7 for the

Rs. 10,000/-

- Divisional advance HODs
5. Sanction expenditure under P-7 & P-5(2) Full HODs
- to respective divisions other than the sponsored collaborative/ grant-in-aid consultancy projects.
6. Engagement of transporter, crane Full COSP/SPO
- facilities and shifting of equipments
7. Calling of Service Engineers of equipment Full HOD/Project
- For repairs, maintenance Leader

8.	Servicing of equipment	i) All Scientific equipment and expenditure debited to projects. ii] Under institutional Heads of Accounts for Equipments / machines, Generators/Air conditioners etc. iii] Office equipment such as Typewriter, Computer etc.	Project Leader Deputy Director COSP/SPO
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9.	Payment of testing charges to outside organizations.	Full i. For institutional Heads of Accounts ii. For projects	HOD Project Leader
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PERSONAL MATTER / CLAIM

Sr. No.	Nature of Power	Extent of Power	Authority
1.	Proposals related to the pay fixation of all the categories of staff which are as per rules and vetted by Finance Accounts	Full	AO
2.	Tuition Fee and Children Educational Allowance (CEA)	Full	AO
3.	Sanction of CPF/GPF advance	All non-gazetted and gazetted staff.	AO
4.	Sanction of CPF/GPF withdrawal & conversion of refundable to nonrefundable	(1) Sci. EII [Group IV(4)] & above and Heads of Admin. F&A & Stores & Purchase (2) All Gazetted staff, Sci. C [Group IV(2)] and up to the level Sc.E.I/ equivalent [Group IV(3)]	Dy. Director COA

		(3) All non-gazetted staff & gazetted staff up to the level of Sc.B [Group IV(2)]	AO
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5.	Overtime Allowances	(1) For staff for which expr. is met from project funds. (2) For staff for which expr. is met from Lab. Funds.	HOD COA
6.	Controlling Officer for medical reimbursement claim	(1)Sci. E.II [Group IV(4)] & above and Heads of Admin., Accounts, Stores & Purchase (2) All Gazetted staff from the level of Sci. C [Group IV(2)] & up to the level of Sci. E.I [Group IV(3)] or equivalent (3) All non-gazetted and gazetted staff up to the level of Sci. B [Group IV(2)] or equivalent including Fellows (CSIR JRF/SRF) and Research Associates	Dy. Director COA AO
8.	Sanction of tours and advances/ refund of cancellation charges in case cancellation of tour is in public interest (expenditure to be borne by NCL/CSIR)	All Admin. staff working in Gen. Admin/ Finance & Accts./ Stores	COA

		& Purchase Section (excluding COF/FAO/ COSP)	
9.	Sanction of tours and advances/ refund of cancellation charges in case cancellation of tour is in public interest (expenditure to be debited to the projects).	1) Full in respect of the staff working in the project 2) In respect of the Project Leader	Project Leader HOD
10.	Sanction of tour in r/o all project staff working in project including Project Associates (expenditure to be met out from sponsored projects)	Full	Project Leader
11.	Sanction of tour in r/o all research fellows (JRFs/SRFs/ RAs) (expenditure to be met out from contg. grant)	Full	Research Guide
12.	Controlling Officer for TA	(1) Sci. EII [Group IV(4)] & above and Heads of Admin., Stores & Purchase (2) All Gazetted staff from the level of Sci. C [Group IV(2)] up to the level of Sci. EI [Group IV(3)] (3) All non-gazetted and gazetted staff up to the level of Sci. B [Group IV(2)] or equivalent including Fellows/ Project Assistants etc.	Dy. Director COA AO

13.	Sanctioning authority for LTC	Full	AO
14.	Controlling Officer for LTC	(1)Sci. EII [Group IV(4)] & above and Heads of Admin., Stores & Purchase (2) All Gazetted staff from the level of Sci. C [Group IV(2)] and up to the level of Sci. EI [Group IV(3)] or equivalent (3) All non-gazetted and gazetted staff up to the level of Sci. B [Group IV(2)] or equivalent.	Dy. Director COA AO
15.	Sanction of festival advances (interest bearing and non-interest bearing)	Full	AO
16.	Compensatory off to staff	Full	HOD/Sectional Head
17.	Sanction of casual leave to the regular staff in the Division and maintain proper account of it	Full	HOD/Sectional Head
18.	Sanction of regular leave	Full	HOD & S.O.(Estt.)
19.	Sanction of special casual leave	Full	COA
20.	Sanction of leave to all project staff (appointed for projects) and to maintain proper leave account of it.	Full	Project Leader

21.	Sanction of leave to fellows (CSIR JRF/SRF/RA) and to maintain proper leave account of it	Full	Research Guide
22.	Acceptance of bonds, surety bonds for deputation, training interest bearing advances	Full	COA / AO
23.	Approve tender advertisement for works and services, advertisement for regular appointment in newspapers etc.	Full	COA / AO

TRANSPORT

.(A) Hiring of Vehicles [Local]

.(B) Hiring of Vehicles [Out Station] :

1.	Hiring taxi (Local) for Official visits in Public Interest and the hiring is connected to project work funded by outside funding agency regarding expenditure sanction.	Full	Project Leader
2.	Hiring taxi for official visits in public Interest and the expenditure from Lab Funds	Full	Concerned HOD / Administrative Head
3.	Hiring taxi for official visitors to NCL whose Visit is duly approved by Director, NCL.	Full	HOD/COA

1.	Hiring taxi for official visits in public Interest and the hiring is connected to Project work funded by outside Funding agency	Full	Project Leader
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Official Guests Visiting NCL :

Sr. No.	Nature of power	Extent of power	Authority

1.	Approval for free boarding/lodging for Official guests	Full	Deputy Director
2.	Approval for official Entertainment / lunch / Dinner / refreshments	i) Expenditure under sponsored projects	Project Leader

		ii) Expenditure under institutional heads of A/Cs.	Dy. Director
3.	Treating official visitors as guests (free boarding, lodging, Travel to & fro) either in the guest house or Hotel	Full	Project Leader
4.	Allotment of Guest House	Full	COA [In consultation with Director Wherever necessary]

GENERAL

Sr. No.	Nature of power	Extent of power	Authority
1.	Sanction expenditure upto Budget Provision under P-4 contingencies. For Water, Electricity, telephones (recurring), advertisement, postage, petrol and oil, Municipal Taxes, news papers and periodicals, washing and laundry charges etc.	Full	AO
2.	Sanction expenditure under P-4 Contingencies other than (1) above	Full	COA

Custody of Documents:

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Administrative	(a) Documents relating to service matters (b) All documents relating to General Administration,	By requisition	Controller of Administration (COA)/ Administrative Officer (AO)
2	Vigilance/ Disciplinary & Legal Matters & Confidential Reports	All documents relating to Vigilance / Disciplinary / legal case	Privileged documents	COA / AO

3	Recruitment and promotions	All documents related to recruitment; Assessment and promotions of staff	By requisition *	COA / AO
4	Purchase & Stores	Documents relating to all purchases, stores and issue	By requisition *	Controller of Stores & Purchase (COSP)/ Stores Purchase Officer (SPO)
5	Finance & Accounts	Documents relating to payments	By requisition *	Controller of Finance (COF)/ Finance & Accounts Officer (FAO)
6	Works & Services	Documents relating to construction & maintenance works (Civil, Electrical, Mechanical)	By requisition *	Head, Engg. Services Unit
7	Business Development Activity	Documents relating to Sponsored projects, Industrial Projects, patents, public information relating to the Lab	By requisition *	Head, BDD
8	Projects (Grant-in-aid, consultancy)	All documents relating to Grant-in-aid projects, consultancy and CSIR networked projects	By requisition *	Head, PME Unit
9	Publication and Science Communication	All documents relating to publication and science communication including Annual Reports	By requisition *	PSC Unit

* to the extent admissible

Referral Documents/Manuals , Rule Books etc..			
Sr. No.	Title of the document	Type of the document	Brief write up of the document
1)	Memorandum of Association, Rules & Regulations and byelaws of CSIR.	Resolution of the Society, Rules and Regulations & Bye-Laws of CSIR	Memorandum of Association dealing with the objects of CSIR; Rules and Regulations of CSIR; Bye-Laws of CSIR as framed by Governing Body which inter-alia provides for formulation of Schemes for Recruitment & Promotion of Staff (Ref. Bye-Law 11); conditions of service of Officers and staff of the Society (Ref. Bye-Law 12-16).

In accordance with Bye-Law 11 to 16, Rules, instructions, manual and records used for discharging day-to-day functions are as under:

Sr. No.	Title of the document	Type of the document	Brief write up of the document
A. Recruitment & Assessment Rules			
1.	CSIR Scientists Recruitment & Assessment Promotion Rules, 2001	Rules	Effective from 1.1.2001 for assessment promotions and from 1.4.2002 for recruitment of Scientists (Gr.IV)
2.	Revised MANAS (Merit & Normal Assessment Scheme) for Scientific, Technical and Support Staff	Rules	Assessment of Technical Staff in Group III and support Staff in Groups II & I (Assessment of Scientists discontinued from 31.12.2000 in view of CSRAP Rules 2001 w.e.f. 1.1.2001 (as at Sr. No. 1, above)
3.	CSIR Administrative Services (Recruitment & Promotion Rules, 1982)	Rules	Recruitment and Promotion of Administrative Staff in CSIR and its Labs./Instts.

4.	CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support staff	Rules	Recruitment of Scientific, Technical and Support staff. Recruitment of Scientists is effected under CSRAP Rules, 2001 w.e.f 1.4.2002 (as at Sr.No.1 above)
5.	CSIR Research Grants – Research Fellowships & Associateships – Terms and Conditions	Rules	Terms and conditions of appointment for RAs and Research Fellows (effective from 1.7.01)
6.	Senior Research Associateship (Scientists’ Pool Scheme)	Rules	Terms and conditions of appointment for Senior Research Associates (Scientists’ Pool)

7.	CSIR Research Grants (Emeritus Scientist Scheme)	Rules	General Information Forms, terms and conditions for appointment of Emeritus Scientist (effective from 1.1.2000)
8.	Guidelines of the Lab for engagement of Project Assistants	Guidelines/ Rules	Engagement of Project Assistants for time bound projects.
9.	Apprenticeship Act,1961	Rules	Recruitment of Apprentices

B. Service Rules

10.	Manual on Establishment and Administration	Rules	Establishment and Administrative Matters
11.	Fundamental Rules and Supplementary Rules	Rules	General Rules, TA Rules, Central Civil Services (leave) Rules, Dearness Allowance Dearness Relief and Ex-gratia to CPF Beneficiaries, HRA and CCA etc.
12.	CCS (Pension) Rules, 1972	Rules	Related to Pension
13.	Revised Group Insurance Scheme	Rules	Group Insurance for the Employees of CSIR
14.	Staff Car Rules	Rules	Rules for use, maintenance of staff cars
15.	Medical Attendance Rules and CGHS Rules	Rules	Rules for medical Attendance, treatment of employees
16.	CCS (CCA) Rules	Rules	Classification Control and Appeal Rules for employees

17.	CCS (conduct) Rules	Rules	Conduct Rules for employees
18.	GPF and CPF Rules	Rules	Provident Fund Rules
19.	LTC Rules	Rules	Leave Travel Concession rules
20.	CEA Rules	Rules	Children's Education Assistance Rules
21.	GFR	Rules	General Financial Rules
22.	Delegation of Financial Powers Rules	Rules	Rules on delegation of financial powers
23.	House Building Advance Rules	Rules	Rules on advances for House building

24.	Overtime Allowance Rules	Rules	Rules on payment of OTA to Employees
25.	Central Govt. Dept. Canteens Rules	Rules	Rules on running of Departmental Canteens in Central Govt. Offices
26.	Compilation on reservations and Concessions for SCs/STs/OBCs etc.,	Rules	Reservation and Concessions to various categories
27.	Compilation on Confidential Reports	Rules	Instructions on Confidential Reports
28.	Compilation on uniforms for Group C & D employees	Rules	Instructions on uniforms for employees
29.	Compilation on New Pension Scheme	Rules	Guidelines on new pension Scheme
30.	Manual on Office Procedure	Rules	Office Procedure
31.	Medical facilities to CSIR Pensioners	Rules	Rules for medical facilities to CSIR Pensioners
32.	CSIR Foreign Deputation Guidelines, 1996 (revised in August, 2005)	Rules/Guide-lines	Guidelines on foreign deputation of staff
33.	CSIR (Residence Allotment) Rules, 1997	Rules/Guide-lines	Rules and instructions on allotment of residence to employees

C. Purchase Procedure Rules			
34.	Purchase Procedures, 2002	Rules	Rules and regulations connected with stores and purchase activity
D. Works & Services Rules			
35.	Works & Services	CPWD&CSIR instructions on the subject	Rules & Regulations connected with Civil, Electrical, Mechanical (construction and maintenance)

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