

## **GUIDELINES TO THE INSTITUTIONS**

### **1. Appointment**

The selection/appointment of Senior Research Associate is made by the CSIR, and their placement normally in institutions of their choice is done with the concurrence of the institutions. This is a purely temporary appointment and Senior Research Associates are not automatically entitled to any regular appointment/absorption. They are also not *entitled to contribute towards GPF/Pension Scheme, or to the drawal of LTC etc.*

### **2. Tenure**

The total tenure of a Senior Research Associate is three years only, subject to conditions stipulated in para-7 of the general terms and conditions of appointment. The tenure is fixed at the time of selection.

### **3. Salary**

The basic pay of the Senior research Associates is fixed at the time of selection. In addition to basic pay, he/she is entitled to allowance admissible to employees of CSIR excluding Transport Allowance from time to time, at the station where he/she is posted.

The salary will be paid to the Senior research Associates only for the period he/she has actually worked but not beyond the last date of tenure.

No annual increments are provided under the Senior research Associateship (Scientists Pool Schemes). The fixation of pay and tenure of a Senior Research Associates are insicated in the appointment letter.

Recoveries on account of Income Tax and CGHS (in Delhi and other places where such scheme is in operation for CSIR employee) may be affected at source by the Institutions/Organizations as in the case of regular employees. **However, recovery of CGHS subcription is to be remitted to CSIR each month for onwards transmission to DGHS.**

Senior Research Associates are not permitted to do any kind of private practice and they are not entitled to any non-practicing allowance in lieu thereof.

The dues for the last month of working may be released to the Senior Research Associate only on receipt of "No dues" Certificate from him/her.

The monthly salary of a Senior Research Associates (SRA) is credited directly into beneficiary's bank account under Direct Benefit Trsfer(DBT) Schemes on receipt of claim in **Form-9(b) Part B:IndividualRelease of Grants from the institute.**

### **4. Contingent Grant (CG)**

The institution utilizing the services of a Senior Research Associate is expected to

provide him/her with the necessary facilities for work. It may, sometimes, happen that a Senior Research Associate engaged in research, require some special chemicals, glassware, etc. which may not be available in the Institution where he/she is working, or he/she is to incur some expenditure on items such as (i) computation charges; (ii) photographic material; (iii) stationery, postage, typing, and reprints/photocopying; (iv) purchase of books relevant to his/her research topic; (v) tours in connection with the research work; (vi) tours in connection with the interviews for jobs during the tenure under Senior Research Associateship (Scientists' Pool scheme). In order to meet such contingencies, CSIR has provided a contingent grant up to a maximum of Rs.20000/- (Rupees Twenty Thousand only) per annum for the use of a Senior Research Associate. Institutions have to claim the Contingent Grants of Senior Research Associates in **Form-9**, and reimburse the same to them.

Senior Research Associates may undertake tours for presenting a paper or chairing a session in any scientific Conference/Seminar/Congress/Workshop in India. Request for sanction of tour must be submitted to the Head of the Department, along with a copy of the invitation letter from the organizing authority, a copy of the abstract of the paper, and receipt for registration/delegation fees, if paid; otherwise relevant documents requiring payment of such fees. (**Tour expenditure will also have to be met out of the contingent grant**). Such tours may be undertaken only after getting prior approval of Head of the department under intimation to CSIR (**Form-7**) and request for the same will be entertained well in advance.

## 5. Leave

### (A) Casual Leave and Restricted Holidays

Casual leave and restricted leave can be granted for Eight days and Two days respectively in a calendar year. Normally, not more than 5 days' casual leave in one spell may be allowed. The Head of the Department/Organization may grant this kind of Leave where the Senior Research Associate is posted, and a record may be maintained.

### (B) Other kinds of leave

Other kinds of leave i.e. Earned leave, Maternity leave (180 days) in case of female Senior Research Associates may be granted by the Head of the Department as per the admissibility of leave. Male SRA with less than two surviving children are eligible for Paternity Leave for 15 days during wife's confinement as per rule. A copy of the sanction order must be sent to CSIR. Only casual leave or earned leave, whichever is due may be granted by Head of the Department for attending interviews for jobs in India. Extraordinary leave, Earn leave etc. shall be granted by CSIR on the recommendations of the Head of the Department concerned (**Form-8**). Leave record must be maintained by

the Head of the Department and consolidated leave account for the year furnished along with the annual progress report of the Senior Research Associate.

#### **6. SRAs working in CSIR Laboratories**

For SRAs placed in CSIR Laboratories/Institutes, the pay & allowances, contingent grant, encashment of earned leave, etc. & their cases will be dealt directly with by the authority of Lab/Inst. Directors of CSIR Laboratories are also empowered to sanction all kinds of leave to SRA as defined in the “**Terms and Conditions of Appointment and Guidelines to the Institutions**” given on our web site [www.csirhrdg.res.in](http://www.csirhrdg.res.in).

#### **7. Progress Report**

Annual report on the performance of Senior Research Associates should be obtained and sent to CSIR for the assessment of their work. A Senior Research Associate has to send annual progress report in **Form-3** duly supported by publications and a detailed work report at least two months before the year-end for grant of continuance of Senior Research Associateship. The Confidential Report in **Form-4** is to be completed by the Head of the Department and countersigned by the Head of the institution and forwarded, along with **Form-3** to CSIR. The results of a Senior Research Associate's may be published in standard refereed journals acknowledging the Senior Research Associateship (Pool scheme) of the Government of India. Non-receipt of complete **Form-3 & Form-4** with the prescribed enclosures in time in CSIR would result in automatic termination of tenure on the date on which the year expires.

#### **8. Grant to the Institutions**

Institution should claim the salary allowances and contingent grant of Senior Research Associates on **Form-9.PART-A: Institutional Release of Grants**.

The monthly salary of a Senior Research Associate(SRA) is credited directly into beneficiary's bank account under Direct Benefit Transfer (DBT) Scheme on receipt of claim in **Form-9(b) Part B:Individual Release of Grants from the institute**

#### **9. Submission of Accounts & Utilization Certificates**

Each institution is to send an audited statement of receipt and payment accounts to CSIR, on quarterly basis in **Form-10**, along with utilization certificate in **Form-11**. The unutilized portion of the grant available with the institution at the close of a quarter may be carried forward to the next quarter (**Form-11**) or may be refunded to CSIR Complex, New Delhi (**Form-12**) as the case may be. The statement of Accounts & Utilization Certificates once submitted by the Institutes/Organization will be treated as final and no further adjustment is possible.

#### **10. Incentive to the Institutions for Handling CSIR Work.**

For maintaining and timely submission of the accounts of CSIR grants, the beneficiary institutions may claim from CSIR the administrative overhead charges @ 15% of actual

expenditure of contingent grant subject to the maximum of Rs.500/- per annum per Senior Research Associate on **Form-13**. This has to be met out of the balance available from the Contingent Grant. Where there is no unspent balance left with the institution, or where it is not possible to pay the same from the Contingent Grant of current year, the institution may claim the amount from CSIR. The amount of overhead expenses shall be disbursed in full to the concerned employees immediately on receipt of authority letter from CSIR and a confirmation to this effect shall have to be given to CSIR, within a month of receipt of such authority letter (**Form-14**). *The admissibility of the overhead charges shall be subject to the timely submission (within three months of the close of the financial year) of the following statement/documents to CSIR.*

- (i) Summary of receipt and payment accounts relating to CSIR grants for the year, along with the statement of accounts (**Form-10**).
- (ii) Consolidated utilization certificate in respect of the financial year in question (**Form-11**)
- (iii) Audited statement by statutory auditors or Govt. auditors, as the case may be.
- (iv) Summary of claim for administrative overhead expenses (**Form-13**).

*CSIR may withhold release of grants to the institution, which has not furnished the above statements/documents within 3 months of the close of financial year. Payment of the administrative overhead charges to the employees maintaining accounts of CSIR shall be admissible only on receipt of the statements/documents mentioned above and on authorization by CSIR.*

## 11. Employment Assistance

Senior Research Associates may be encouraged to apply for regular positions in India suitable to their qualifications and experience. Their names will also be forwarded against specific enquiries from the employing organization from time to time.

## 12. General Guidelines

To facilitate speedy day-to-day working of Senior Research Associate of CSIR, the Heads of the Departments can exercise the following powers in concurrence with the Heads of Institutions.

- (a) Sanctioning of casual leave, restricted holidays, earned leave and maternity leave account, where applicable, of each Senior Research Associate should be made available to CSIR along with the annual progress report. At the time of the Senior Research Associates leaving the scheme, their full leave account, along with all other prescribed documents, should be sent to CSIR.
- (b) Approving tours of Senior Research Associates within India exclusively for:
  - i) Field work connected with research, if any;
  - ii) Computation work;

- iii) Consulting rare reference volumes in the nearest university/research institution library,
  - iv) Presenting scientific papers at conferences, congresses, seminars, and workshops in India. Details of all tours/visits undertaken by Senior Research Associates should be communicated with the annual progress report.
- (c) Recommending tours for purposes other than those mentioned above which require prior approval of CSIR, and forwarding tour programs to CSIR.
- (d) *Senior Research Associates should not be allowed to go abroad for any reason whatsoever without specific permission of CSIR. Presenting Scientific paper in international conferences/seminars held abroad, CSIR permission is required and the period of travel and seminar dates will be treated on duty period leave without any financial liability for CSIR.*
- (e) Forwarding correspondent of Senior Research Associates to CSIR with remarks thereon. Any request, which a Senior Research Associate may like to send to CSIR, has to be sent through the Head of the Department with his remarks thereon.
- (f) Forwarding relieving documents, detailed final work report, and an abstract of work in 500 words, to CSIR for finalizing the case of each Senior Research Associate. After receiving these documents, CSIR will issue relieving orders.

#### **Attachments:**

Form-1(a)	Formal Acceptance
Form-1(b)	Oath of Allegiance & Unemployment Certificate
Form-2	Joining Report
Form-3	Progress Report of Senior Research Associate
Form-4	Confidential Report on the performance of SRA
Form-5	Charge Relinquishing Certificate
Form-6	“No Dues” Certificate
Form-7	Request for sanction of tour by the Head of the Department
Form-8	Request for grant of earned, maternity, extra-ordinary or secondment leave. Application for extraordinary or secondment leave to be sent to CSIR for approval.
Form-9(a)	Part-A: <u>Institutional Release of Grants.</u>
Form-9(b)	Part-B: Individual Release of Grants
Form-10	Receipt & Payment Accounts.
Form-11	Consolidated Utilization Certificate.
Form-12	Statement of Refund of Unspent Balance of CSIR Grant.
Form-13	Abstract of claiming incentive money for office staff.
Form-14	Certificate for the disbursement of incentive money to employees for maintaining accounts.

Form-15	Ledger showing the amount of receipt and expenditure in respect of Senior Associate.
Form No.16:	Final Work Report
Form No.17:	Form for claiming Encashment of Earned Leave

#### CONCLUDING NOTE

- 1. The Forms downloaded from our website ([www.csirhrdg.res.in](http://www.csirhrdg.res.in)) and sent to CSIR should be complete in all respect; no column should be left blank or marked with dashes. To avoid delays, all the relevant information should be duly provided.*
- 2. The information/guidelines/instructions contained in this website supersede all the previous ones. In all matters related to Senior Research Associateship (Scientists' Pool Scheme), decision of CSIR will be final.*