

## Rules, Regulations, Instructions, Manual and Records for Discharging Functions

List of rules, regulations, instructions manual and records, held by Central Drug Research Institute under its control & used by its employees for discharging functions.

Sr. No.	Title of the document	Type of the document	Brief write up of the document
1.	Memorandum of Association, Rules & Regulations of bye-laws of CSIR.	Resolution of the Society, Rules and Regulations and 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:

<b>A. Recruitment &amp; Assessment Rules : Recruitment &amp; Promotion, including assessment and merit promotion, in respect to all categories of staff of the society shall be regulated in accordance with the detailed schemes formulated by Governing Body, CSIR.</b>			
Sr. No.	Title of the document	Type of the document	Brief write up of the document
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 barred projects.
<b>B. Service Rules : In regard to all matters concerning 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 apply to the extent applicable to the employees of the Society. In addition to that certain rules such as the following formulated specifically for CSIR employees are also followed</b>			
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/Guidelines	Guidelines on foreign deputation of staff
33.	CSIR (Residence Allotment) Rules, 1997	Rules/Guidelines	Rules and instructions on allotment of residence to employees
<b>C. Purchase Procedure Rules</b>			
34.	Purchase Procedures, 2002	Rules	Rules and regulations connected with stores and purchase activity
<b>D. Works &amp; Services Rules</b>			
35.	Works & Services	CPWD&CSIR instructions on the subject	Rules & Regulations connected with Civil, Electrical, Mechanical (construction and maintenance)
<b>E. Guidelines on Technology Transfer</b>			
36.	Guidelines for Technology Transfer and utilization of knowledge base (effective from 1..6. 2005 )	Rules/ guidelines	Guidelines/Rules on technology transfer, contract R & D, consultancy licensing of intellectual property