

## **0. GENERAL INSTRUCTIONS**

- 0.1 The Revised MANAS will come into operation with effect from 1.4.1992, i.e. for the assessment year 1992-93 and onwards.
- 0.2 The employees governed by erstwhile Bye-Law 71 (b) were given an option to switch over to MANAS w.e.f. 1.4.1988. The option was to be exercised by 12.1.1991. Those who were eligible to opt for MANAS but did not exercise the option, be given a fresh opportunity to exercise the option by 31.10.1994 to move to MANAS, from the date of revised MANAS becomes effective i.e. from 1.4.1992. Placement of such persons in Group II/III/IV will be allowed only if they had acquired respective entry level qualifications for the Group up to 31.12.1981. However, condition of 1<sup>st</sup> class will not be insisted upon in these case.
- 0.3 Assessments will be regulated as follows:

|                    |                                    |
|--------------------|------------------------------------|
| Prior to 1.4.1988: | As per the provisions of NR&AS     |
| Between 1.4.1988   |                                    |
| And 31.3.1992:     | As per provisions of MANAS         |
| w.e.f. 1.4.1992    | As per provisions of Revised MANAS |
- 0.4 Assessment to a higher grade does not necessarily imply higher perks, such as Office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.
- 0.5 Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.
- 0.6 Service rendered in the following situations, if any, will be computed for determining the eligibility for Normal Assessment:-
  - 0.6.1 Service rendered in a Sponsored Project/Scheme.
  - 0.6.2 Periods of leave including Extraordinary Leave (EOL) to the extent it counts for earning increments; and the period spent on deputation/foreign service.

- 0.6.3 EOL granted for a full-time assignment within or outside the country.
- 0.6.4 Service rendered in the Work-charged establishment followed by regular employment and allowed to be counted for pensionary benefits.
- 0.6.5 Ad-hoc/Supernumerary service provided under rules followed by regular appointment without break.
- 0.6.6 Service rendered as a Fellow/Pool Officer under Quick Hire Scheme or Scientists' Pool Scheme will count for assessments after the individual is appointed as a Scientist against an advertised post and joins the Laboratory/Institute without break, only under the conditions stated below:
- a) If a person is appointed in higher grade, then Scientists' Pool/Quick Hire System service shall not be counted.
  - b) In case of appointment in the same/lower grade, service rendered under Scientists' Pool/Quick Hire System shall be counted for assessments subject to a maximum of one year.

This benefit will be available for prospective assessments.

- 0.6.7 For foreign assignment/deputation, study leave, EOL which has not resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview and Peer Review combined for Gr.IV and interview (including Trade Test) for others group will be counted for Normal Assessment only. If the ACRs/APARs for the said period are available, then the rating given by the outside organization will be converted into 7-Point Scale. For this purpose, at least three ACRs/APARs written in CSIR Labs./HQs. are required.
- 0.6.8 Period spent on prestigious Fellowships such as (a) Raman Research; (b) DAAD; (c) Overseas Associateship of DBT; (d) Boyscast; (e) CEC Post-doctoral; (f) Indo-US; (g) Fulbright; and (h) Humboldt, will be considered for Merit Assessment provided ACRs/APARs for at least two years written in the Lab./Instt./CSIR HQs. are available.

The period spent on official deputation for which full salary has been paid and treated as duty will also be considered for Merit Assessment.

**The Merit Assessment has been kept in abeyance w.e.f. 1.4.92 under revised MANAS.**

- 0.6.9 Period spent on Sabbatical Leave will count for Normal Assessment only.
- 0.7 Employees who take voluntary retirement or superannuate or die in service will be considered for assessment from due dates of their eligibility if it falls on an earlier date. For deceased employees, there will be no component of interview, and marks will be awarded *pro-rata* on the basis of the marks awarded for ACRs/APARs plus Peer Review, as the case may be.
- 0.8 It shall primarily be the responsibility of the Controller of Administration/Administrative Officer in the Lab./Instt. and the concerned Under Secretary/Deputy Secretary at CSIR Headquarters to ensure that the guidelines of the scheme are correctly followed.
- 0.9 No advance increments will be admissible either on normal or merit assessment. Pay will be fixed as per normal rules. The provision of "Split Option" under FR 22 (1) (a) (i) is applicable to S&T and Support Staff.

## **1.0 GROUPS WITH QUALIFICATIONS FOR ASSESSMENT**

1.1 **Groups:** The entire Scientific and Technical staff (including Engineering and Architectural staff) are divided in five Groups, namely. Groups I & II (Support Staff), Group III (Technical), Group IV (R&D-Scientific) and Group V (Engineering/Architectural). Each Group has a number of grades. The Groups are described in Roman numerals and the Grades within the Groups are described in Arabic numerals. For example, I (2) refers to the second grade in Group I and IV(5) refers to fifth grade in Group-IV. The assessments under MANAS are based on the Grade held in a particular Group and do not depend on seniority and designation.

### **1.2 Induction**

1.2.1 A Non-Technical departmental staff member acquiring skill and found fit, through a suitable trade test for entry into Group I may be considered for induction provided vacancy exists at the lowest grade. The Trade Test be conducted by a Committee comprising of the following:

- a) A Member from outside the CSIR system;
- b) A Member from a sister Lab. covering relevant area;
- c) A Member from within the Laboratory

This emphasizes the need for imparting in-house training to staff members. If found fit, they shall be placed in that particular grade in Group I which is closest to their present salary grades. Such induction should be justified and approved by the Management Council (MC) of the Laboratory. In such cases the entire service rendered by the staff members in the Non-Technical category will be taken into consideration for computing the period of service towards eligibility for assessment to the next higher grade. However, the effective date of assessment of such staff will be from the date of induction or the date of completion of minimum length of service required for eligibility for assessment on or after 1.2.1981, whichever is later.

1.2.2 A Non-Technical departmental employee can be considered for induction in Gr. II subject to the following conditions:

- a) Induction may be done before the employee attains the age of 50 years;
- b) Induction should be made against an available vacancy in Gr.II by an appropriate Committee comprising three experts-one each from outside CSIR system, a sister laboratory and from within the laboratory;
- c) Induction in all the grades in Gr.II should be need-based. And in the area in which the vacancy is required to be filled. Employees with technical qualifications which were laid down for direct recruitment in Gr.II be given preference. Those who are not possessing technical qualifications have to be scrutinized thoroughly by the Committee;
- d) The employee should have undergone atleast six months structured in-house training or training imparted by outside professional agencies and should qualify a Trade Test conducted by a duly constituted Committee as mentioned at (b) above;
- e) The period of service for assessment to a higher grade will count from the date of induction but an employee will get the benefit of computing two years or the actual number of years of service rendered in the grade immediately before induction, whichever is less, towards the residency period only for the first chance of assessment in Gr.II;
- f) Inductees will be placed in the equivalent/segmented grade; If grade does not exist, then in the nearest higher grade;

The induction of non-technical employees in Group-II could be considered with the approval of MC.

**Explanation:** If a Non-Technical employee in the grade of Rs.1200-2040 is inducted in the Technical cadre, then his pay will be fixed in the grade of Rs.1350-2200, there being no equivalent grade in Gr.II. Likewise, if a Non-Technical employee in the grade of Rs.1400-2600 is inducted into technical cadre, then his pay will be fixed in the grade of Rs.1640-2900, there being no equivalent grade in Gr.II.

- g) The pay will be fixed as per rules, i.e. at the same stage and if there is no such stage then at the next higher stage without giving the benefit of fixation under FR 22 (1) (a) (i)
- h) In the case of Drivers the residency period for their assessment will count from the date of their induction in technical stream. Guidelines for induction of the drivers are given at Annexure-V

**Induction has been kept in abeyance vide CSIR letter No.17/66/25/94-PPS dated 19.9.2001**

## **1.2 QUALIFICATIONS PRESCRIBED FOR DIRECT RECRUITMENT –**

.....NOT PRINTED

- 1.2.1 Cases of employees relating to period before MANAS came into operation (i.e. prior to 1.4.1988), will continue to be regulated as per earlier schemes and circulars issued thereon as already mentioned in para 0.3.
- 1.2.2 For assessment promotion within the same group, the restriction of minimum qualifications and experience will not apply for the existing employees.

The employees in Group-III & V(A) who did not possess qualification of the lowest grade of these groups as on 1.2.81 will be eligible for consideration for assessment upto Grade III(2) and V(A) (2) (Rs.1640-2900) only. However if condition of qualification has been relaxed as an exceptional case by the DG, CSIR by virtue of acquiring experience, specialized skill etc. assessment of these persons can be considered upto Grade III(4) in the scale of Rs.2200-4000 as clarified vide CSIR letter No.17(66)/94-PPS dated 19.6.95.

## **1.4 Equivalence of Qualifications**

- 1.4.1 New cases of equivalent of qualifications, if required, will be decided on the recommendations of a Group set up by the DG, CSIR.

- 1.4.2 While deciding the equivalence of qualifications, it is to be ensured that only those degrees/diplomas/certificates which are relevant to the areas of work to be performed and are recognized by appropriate government agencies or have been obtained from Govt. recognized educational Institutes are taken into consideration. The qualifications which have been recognized at the national level by the competent relevant bodies of the Govt. of India, i.e. UGC and AICTE and are relevant to S&T activities being carried out by the CSIR Labs./Instts. only should be recognized for recruitment and assessment purposes in CSIR. The equivalence of qualification available/decided from time to time will be up-dated periodically.
- 1.4.3 A list of qualifications treated equivalent to those required for induction/fresh recruitment in various Groups is annexed as Annexure I to this Scheme.
- 1.5 Pending cases of equivalence of qualifications:** There may be pending cases of those who were in CSIR service as on 31.12.1981 for equivalence of qualifications with those prescribed in the New Recruitment & Assessment Scheme (NR&AS). The Labs./Instts. should refer such cases to CSIR HQs. for decision.

## **2.0 MERIT AND NORMAL ASSESSMENT**

2.1 The Assessment Scheme envisages Normal and/or Merit promotion on the basis of prescribed thresholds. Merit Assessment shall be restricted to really outstanding Scientists without dilution of quality; and the criterion of "Research & Development" work will be the guiding factor. Eligibility criteria should ensure that only the very meritorious Scientists qualify for Merit promotion.

2.1.1 The Revised Scheme (MANAS) supersedes the existing centrally operated "Merit Promotion/Advance Increments Scheme" which will be applicable to optees of Bye-Law 71 (b) only.

2.1.2 The Merit assessment Scheme is applicable to Group IV (1) to Group IV (4). This scheme also applies to Group-III(3) upto III(6), provided the incumbents possess entry level qualifications of Group IV and are engaged in R&D activities. However, the condition of 1st Class will not apply in Group III.

2.1.3 Only those Scientists in the aforementioned Groups who in their ACRs/APARs secure at least 225 marks in three years and 300 marks in four years, as the case may be, will be eligible for consideration under the scheme. For assessment under the aforementioned merit scheme, thresholds will be as prescribed in paras 2.2.3 and 2.2.4.

2.1.4 The revised provisions of Merit assessment will be applicable w.e.f. 1.4.1992, i.e. for Assessment Year 1992-93 and onwards.

The Merit Assessment Scheme has been kept in abeyance vide CSIR letter No.17/66/94-PPS dated 29.9.94 from 1.4.1992 onwards.

**2.2 Eligibility and Thresholds:** The eligibility and thresholds for Normal Assessment shall be as follows:



### 2.2.1 Group-I

| Group & Grades | Scale of pay | Eligibility for assessment (yrs.)<br>(No. of years required to be completed in the existing Grade) | Threshold i.e. Minimum Marks |                  |
|----------------|--------------|--|------------------------------|------------------|
|                |              |  | Normal assessment            | Merit assessment |
| I(1)           | Rs.2550-3200 | 7, 8, 9, 11 and after remaining for one year at the maximum of the grade                           | 60                           | NA               |
| I(2)           | Rs.2650-4000 | -do-   | 60                           | NA               |
| I(3)           | Rs.3050-4590 | -do-   | 70                           | NA               |
| I(4)           | Rs.4500-7000 |  |                              | NA               |

### 2.2.2 Group-II

|       |               |  |    |    |
|-------|---------------|--|----|----|
| II(1) | Rs.3050-4590  | 7, 8, 9, 11 and after remaining for one year at the maximum of the grade | 60 | NA |
| II(2) | Rs.4500-7000  | -do-   | 70 | NA |
| II(3) | Rs.5500-9000  | -do-   | 75 | NA |
| II(4) | Rs.6500-10500 |  |    | NA |

\*The pre-revised scales of Gr.II(2) (Rs.1350-2200)/II(3) (Rs.1400-2300) have been merged to the revised scale of Rs.4500-7000 w.e.f. 1.1.96 and such cases are to be regulated as per CSIR letter No.17/66/94-PPS dated 2.8.2000.

### 2.2.3 Group-III

| Group & Grades | Scale of pay   | Eligibility for Assessment (yrs.)<br>(No. of years required to be completed in the existing Grade) | Threshold i.e. Minimum Marks |                  |        |
|----------------|----------------|--|------------------------------|------------------|--------|
|                |                |  | Normal Assessment            | Merit Assessment |        |
|                |                |  | 5 yrs.                       | 4 yrs.           | 3 yrs. |
| III(1)         | Rs.4500-7000   | 5,6,7,9 and after remaining for one year at the maximum of the grade                               | 60                           | NA               | NA     |
| III(2)         | Rs.5500-9000   | -do-   | 60                           | NA               | NA     |
| III(3)         | Rs.6500-10500  | -do-   | 70                           | 80               | 90     |
| III(4)         | Rs.8000-13500  | -do-   | 75                           | 85               | 90     |
| III(5)         | Rs.10000-15200 | -do-   | 75                           | 85               | 90     |
| III(6)         | Rs.12000-16500 | 5,6,8 and at the maximum of the grade  | 75                           | 85               | 90     |
| III(7)         | Rs.14300-18300 |  |                              |                  |        |

2.2.3.1 Staff in Grade III(6), who possess the entry level qualification of Group IV, will only be eligible for assessment to Grade III(7). The condition of first class will, however, not be insisted upon in these cases.

**2.2.4 Group-IV – Not printed.**

2.2.4.1 As provisions for normal assessments from Grade IV(5) to IV(6) and from Grade IV(6) to IV(7) were introduced w.e.f. 1.4.1990, the assesses in Grade IV(5) and IV(6) respectively, who complete 5 years or more as on 31.3.90 shall be eligible for assessment w.e.f. 1.4.90. Their due dates of assessment for the second chance as per table given at para 2.2.4 would be 1.4.91 and so on for subsequent chances. For the assesseees who complete 5 years after 31<sup>st</sup> March, 1990 (i.e. on or after 1<sup>st</sup> April, 1990) the due dates of their assessment for the first chance would be on completion of 5 years period in the respective grades.

**2.2.5 Group-V(A)**

| Group & Grades | Scale of pay   | Eligibility for assessment (yrs.)<br>(No. of years required to be completed in the existing Grade) | Threshold i.e. Minimum Marks |
|----------------|----------------|--|------------------------------|
|                |                |  | Normal Assessment            |
|                |                |  | 5 yrs.                       |
| V(A)(1)        | Rs.4500-7000   | 5,6,7,9 and after remaining for one year at the maximum of the grade                               | 60                           |
| V(A)(2)        | Rs.5500-9000   | -do-   | 60                           |
| V(A)(3)        | Rs.6500-10500  | -do-   | 70                           |
| V(A)(4)        | Rs.8000-13500  | -do-   | 75                           |
| V(A)(5)        | Rs.10000-15200 |  |                              |

\*Consequent upon implementation of the recommendations of Fifth Central Pay Commission (V CPC), the concept of “after remaining for one year at the maximum of the grade” in the pre-revised scale shall be determined and admissible only to those employees who have availed all the other chances of assessment admissible under the revised MANAS before 1.1.96 except the last chance on reaching the maximum of the grade, which

becomes due after 1.1.1996. In all other cases eligibility for last chance will be determined with reference to revised pay scales only.

- 2.2.5.1 Staff in Grade V(A) (5) possessing qualifications of B.E./B.E. (Arch.) or equivalent will be eligible for consideration for assessment promotion to the revised grade of Rs.12000-16500 on remaining for one year at the maximum of the grade V(A) (5) as a one time event. Such positions on vacation, will revert to the lowest grade in Group V(A)

### **2.2.6 Group V(B)**

A non-functional selection grade in the revised scale of Rs.14300-18300 will be applicable for giving encouragement to the specially meritorious persons in the scale of Rs.12000-16500 provided they have spent at least one year at the maximum of the scale of Rs.12000-16500. When promoted, they shall carry the post with them. The post will revert to the grade of Rs.12000-16500 on vacation.

### **2.3 Special Provisions:-**

- 2.3.1 Not printed in original document itself.
- 2.3.2 For second and subsequent chances of Normal assessment, up to 5 (five) marks will be awarded for each year of experience in the interview marks, to reach the minimum prescribed threshold, provided the APAR for that year is 'Satisfactory'. Marks will be given on this account only for a maximum period of 3 (three) years.
- 2.3.3 No Bonus marks as envisaged in para 6.2.2 of the old MANAS will be awarded.
- 2.3.4 Those employees who were in position as on 31.12.1981 (cut off date removed vide letter No.17/66/94-PPS dated 24.5.1996), and have acquired entry level qualifications of the next Group may be assessed to the next higher Grade in the same Group, two years earlier than the normal prescribed period of assessment, provided they attain the prescribed threshold. If an

assessee is not recommended for promotion during first time, this will be treated as the first chance due on completion of five years and he/she will get his/her chance(s) as in subsequent year as per table for group III. The condition of 1<sup>st</sup> class M.Sc./B.E. as laid down for Gr. IV will not apply in such assessments. The above decision came into force with effect from 25.9.1990. However, scientific and technical employees due for assessments on earlier dates will be allowed notional benefit from the date of assessment with actual monetary benefit w.e.f. 25.9.1990. This benefit will be allowed only under Normal Assessment and not under merit assessment.

Such benefit is admissible only to those employees who acquire entry level qualification of next higher Group by undergoing the full process of acquiring the relevant higher qualification after joining CSIR service, i.e. taking admission in the course of study after joining with due permission of the competent authority.

In terms of CSIR letter No.17/66/94-PPS dated 28.1.97 this chance is admissible once in the same group and will not be adjusted against the chances available for normal assessment under revised MANAS. This modification came into force for assessments falling due in the assessment years 1996-97 onwards.

- 2.3.5 Employees who were in position on 1.2.1981 and acquired after 31.12.81 the entry level qualifications of the next higher Group to the one in which they were placed could be considered alongwith others who apply in response to advertised posts. Such employees, if found fit for selection, will be permitted to carry their posts to the higher Group, if so required over and above the number of outside candidates selected against the posts advertised. Wherever post are not advertised in a particular year or, if advertised, do not cover the specialization of particular Scientists/Technologists of the above category, special interviews may be arranged for them as a one-time measure. Their selection will be on acquiring a comparable level expected in open recruitment to such positions.

- 2.4 Relaxation in thresholds for SC/ST category:** Relaxation of 10% (10 marks for assessment falling due in assessment year 1996-97 onwards) marks in prescribed thresholds will apply only for Normal Assessments, e.g. if the threshold is 70 marks for Normal Assessment, for SC/ST, it will be 60 marks. This provision was not applicable for assessment falling due from 8.5.1998 to 2.10.2000.
- 2.4.1 Wherever relaxation is provided it will be ensured that the cumulative effect of this relaxation will not have the effect of bringing the threshold below the "Satisfactory" level as described in the 7-point scale in para 5.2.3.
- 2.5 Re-Classification of Posts:** The re-classification of posts, on the recommendations of the respective Research Councils of the Labs./Instts. will require prior approval of the DG, CSIR.
- 2.6 Time Schedule for Assessment:** The assessment period will be the financial year and assessments will be done once in a year. Only eligible employees up to 31st March of the year will be considered for assessment. As far as possible assessments should be completed by 30th September of the year.

### **3.0 PANELS OF EXPERTS**

#### **3.1 Panels of Experts**

3.1.1 The Management Council and/or Research Council will lay down and decide the areas for preparing Panels of Experts for constitution of Assessments Committees as under:-

- a) M.C.- Group I & II, III(1),III(2) and V(A) (1) & V(A)(2)
- b) R.C.- Group III(3) to III(6) and V(A)(3) and V (A)(4)

3.1.2 Area-wise Panels of Experts will be prepared separately for each Group with the approval of the MC/RC in the case of Labs./Instts. and DG, CSIR in the case of CSIR HQs. For this purpose suggestions will be obtained from the S&T staff working in the area and Members of the MC/RC. The Panels should be sufficiently large and will comprise both internal (CSIR) and external experts including scientists and technologist abroad (who may be called upon to act as experts for peer review)

3.1.3 An Expert should have at least 7 years of supervisory/leadership experience.

3.1.4 The Panels of Experts will be valid for a period of three years after which they will be reconstituted. Additional names can be added to the Panels with the approval of the MC/RC/DG, CSIR during this period.

3.1.5 Up-to-date copies of the Panels of Experts will be available to the S&T staff; copies of the same will also be kept in the Library.

3.2 Selection of Experts for Peer Review -- Not printed

3.2.1

to Not printed.

3.2.4

#### 4.0 CONSTITUTION OF ASSESSMENT COMMITTEES

- 4.1 The Assessment Committees will be constituted areawise from the approved Panels of Experts.
- 4.2 The separate areawise Assessment Committees will be constituted by the MC in the case of Labs./Instts. and JS (A) in the case of CSIR HQs., as the case may be, in respect of Gr. I, II, III(1), III(2), V(A) (1) and V(A) (2) as under:-

|                |  |                          |
|----------------|--|--------------------------|
| Chairman       | Nominated from a sister CSIR Lab./Instt.   | Common to all Committees |
| Member * (one) | Director/JS(A) or his nominee  |                          |
| Member (one)   | Expert from related area from a sister CSIR Lab.                                 |                          |
| Members (two)  | Two Supervisory level experts, one of whom will be from outside the CSIR system. |                          |

Quorum: Chairman/Alternate Chairman, Director/JS (Admin) or his Nominee and at least one Expert in the areawise Committee

- 4.3 In respect of Gr. III(3), III(4), III(5) & III(6), V(A) (3), V(A) (4), V(A) (5) and V(A) (6), the separate area-wise Assessment Committee will be constituted by MC in the case of Labs/Instts. and DG, CSIR in the case of CSIR HQs as under:

|                 |  |                           |
|-----------------|--|---------------------------|
| Chairman *      | Chairman or Specialist Members of RC **                      | Common to all Committees. |
| Member * (one)  | Director/DG, CSIR or his nominee                             |                           |
| Member (one)    | Expert from related area of a sister CSIR Lab./Instt.        |                           |
| Members (three) | Three Experts of whom at least two from outside CSIR system. |                           |

Quorum: Chairman/Alternate Chairman, Director/DG, CSIR or his Nominee, and at least one Expert in the areawise Committee

\* Common to all Committees

\*\* Not applicable to CSIR HQs.

- 4.4 Not printed here
- 4.5 Not printed here
- 4.6 Not printed here
- 4.6.1 Not printed here
- 4.6.2 Not printed here
- 4.7 Merged with 4.3
- 4.8 Alternate names for Chairmen and expert members may normally be specified while constituting the Assessment Committees. If due to some unavoidable reasons the Chairman is not able to attend, alternate Chairman will be the Chairman.
- 4.9 The Assessment Committees which are considering the assesses of reserved categories shall invariably include an expert of SC/ST category. If such an expert is not available in the approved areawise Panel of Experts, an outside member of SC/ST category shall be associated as a full-fledged member over and above the normal constitution of the Assessment Committee.
- 4.10 All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done.
- 4.11 As far as possible, the Assessment Committee should be constituted with experts other than experts for peer review.



## **5.0 SELF-ASSESSMENT AND PERFORMANCE APPRAISAL REPORT, WORK REPORT AND PEER EVALUATION REPORT**

5.1 The 'Work Report' (WR). "Self-Assessment Report" (SAR). "Annual Performance Appraisal Report (APAR)" and Peer Evaluation Report (PER) wherever occurring in the scheme, will be defined as under:-

5.1.1 Work Report (WR): Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment. This will be applicable only for groups III & V(A)

5.1.2 Self-Assessment Report (SAR): An assessee's statement of work done during a year as contained in Part-I of APAR.

5.1.3 Annual Performance Appraisal Report (APAR): Report of Appraisal of annual performance.

5.1.4 Peer Evaluation/Review Report (PEER): Not printed.

5.2 Annual Performance Appraisal Report (APAR) is applicable to employees of all Groups; proformae of which are annexed as Annexure-IV.

5.2.1 APAR proforma comprises two parts:

Part-I: Self-assessment report by the assessee and its appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will not be confidential and will carry 75% weightage and will be communicated to the employee.

Part-II: Assessment/Appraisal of behavioural aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

5.2.2 The total APAR marks in a year will be 100.

5.2.3 APAR marks will be awarded according to rating of the assessee on a seven-point scale, as under:-

|              |           |
|--------------|-----------|
| Outstanding  | 100 marks |
| Excellent    | 90 marks  |
| Very Good    | 75 marks  |
| Good         | 60 marks  |
| Satisfactory | 50 marks  |
| Fair         | 35 marks  |
| Poor         | 20 marks  |

5.2.4 Each Laboratory will notify the Reporting and Reviewing Officers. The Reporting Officers shall normally be at least one rank higher than that of the assessee. The Reviewing Officers should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

5.2.5 New Proformae for APAR will come into force w.e.f. 1.4.1994.

5.2.6 For all assessments falling due on or after 1.4.88, the available CR gradings will be converted into 7-point scale in MANAS as per CSIR circular No. 17(65)p-42/90-PPS (Pt.II) dated 21.12.1990.

## **6.0 PROCEDURE FOR ASSESSMENT**

6.1 For assessments, marks will be apportioned as follows in respect of Group I, II, III & V(A):

- i) APAR 50% marks (weightage)
- ii) Interview (Performance 50% -do-  
including Trade Test in  
Gr.I, II, III & V

The component of Peer Review for Gr.III(3) to III(6) has been removed for Group-III vide CSIR letter No.17/66/94-PPS dated 24.5.1996.

6.2 Lists of those being considered for Merit and Normal Assessment have to be prepared and placed before the Assessment Committee in an alphabetical order.

6.2.1 The self-assessment reports and work reports of the assessee without the remarks of the Reporting/Reviewing Officer(s) will also be placed before the Committee. Non-submission of work report by the assessee will be treated as willful disinterest and the assessee will be considered as having forfeited that chance of assessment and no experience marks as per para 6.6. below will be admissible in subsequent chance. (CSIR letter No.17/66/9/96-PPS dated 21.4.97)

6.3 Marks will be awarded by the Committee for each assessee after the interview. The APARs will then be seen and their marks added by the Assessment Committee

6.4 Not printed here.

6.5 Not printed here

6.6 The marks for experience wherever applicable, will be added thereafter.

6.7 The Assessment Committee will prepare separate lists (proceedings) for Merit and Normal Assessment promotion in alphabetical order.

6.8 Lists (proceedings) as above will be placed before the competent authority for approval. The competent authority will also be

informed about the assesses whose results are yet to be finalized for whatever reason.

- 6.9 The assesseees, whether promoted or not, should be informed of the result of the assessment.
- 6.10 The Governing Body, at its meeting held on 18.2.98 approved the revised procedure in replacement of the existing procedure for assessment of scientific and technical staff who are under suspension/against whom disciplinary proceedings are pending which was circulated vide CSIR letter No.17/66/94-PPS dated 8.5.98. The revised procedure is as under:-
1. Assessment of Scientific and Technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively, i.e. from the date when he had become due for assessment on completion of the prescribed residency period.
  2. If on the date of meeting of the Assessment Committee, an employee is: (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extant thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part

of it, it shall record reasons for doing so after affording opportunity to the employee concerned by issuing a notice to show-cause there-against.

3. In case the disciplinary proceedings result in imposition of penalty of "censure" or "recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders" to the Council the case would be placed before the same Assessment Committee(s) for the relevant year(s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary benefit shall accrue to him only from the date following the date of imposition of any of these penalties.
4. The same procedure as in para 3 above shall be followed in the case of penalty of "reduction to a lower stage in the time scale of pay" as specified in Rules 11 (iii) (a) of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the Officer after expiry of the penalty.
5. In case the penalty of "withholding of promotion" is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date. The monetary benefit will accrue only w.e.f. the date following the date of issue of such orders i.e., the orders for imposing penalty, if the employee is recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.

6. In the event of penalty of "withholding increments of pay", is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case the employee was recommended for promotion by the earlier Committee, the Committee after considering the penalty and the charges against the employee will give its recommendation whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee then his case for the next chance will be processed as per provisions of the assessment scheme(s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and thereupon give its recommendation. In case the employee is recommended for promotion he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.
7. In the event of imposition of penalty of "reduction to a lower time-scale of pay/grade/post or service" the sealed cover will not be opened and the employee will be assessed only from the date following the date of expiry of the penalty.
8. However, in case disciplinary proceedings/court case result in imposition of the major penalties of "compulsory retirement/removal/dismissal" under Rule 11 of CCS (CCA) Rules, 1965, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.

The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as under Erstwhile Bye-Law 71 (b), and will come into force w.e.f. 8.5.1998.

9. Since no procedure/provision had been made in cases on whom major penalty of reduction to lower stage in the time scale of pay imposed as specified under item (V) of Rule 11 of CCS(CCA) Rules, the matter was placed before the GB and the GB at its

meeting held on 2.6.2000 approved the following provision effective from the same date from which the revised procedure was made effective, i.e. 8.5.98, for the purpose, which was circulated vide CSIR letter No. 17/66/94-PPS dated 2.8.2000.

“In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in Rules 11(v) of CCS(CCA) Rules, the sealed cover will not be opened and the employees will be assessed only from the date following the date of expiry of penalty.”

**6.11 Methodology for clearing backlog:** Normally an employee should be assessed for only one chance in a year. In case, it is necessary to hold assessments for more than one chance in a year due to backlog or otherwise, it would be necessary to:

- a) have separate Assessment Committees for each of the years;
- b) not printed;
- c) get separate Work Reports;
- d) do separate assessments for each year in a separate sitting; proceedings of each Assessment Committee meeting be drawn separately for each year.

## **7.0 FASTER TRACK PROMOTION**

- 7.1 An employee, on promotion under this scheme, shall move from one Grade to another within the same Group. Movement from one Group to another on assessment is not permissible except under faster track assessment in the following cases.
- a) The staff in position as on 1.2.81 who had acquired the qualifications prescribed for entry level for the next higher Group of grades upto 31.12.81;
  - b) The staff appointed to various scientific/technical posts possessing entry level qualifications prescribed for the next higher Group of grades upto 31.12.81; and
  - c) The staff who had been selected by the Selection Committee upto 31.12.81 but could not join their posts by the above stipulated date for want of completion of essential formalities of verification of character and antecedents and medical examination by the competent medical authority and possessing entry level qualification prescribed for the next higher Group of grades at the time of their appointment.

(Procedure for Faster Track Promotion is given at Annexure-VI)



**Annexure-I**

**LIST OF RECOGNISED EQUIVALENT QUALIFICATIONS**

| <b>Sl.No</b> | <b>Qualifications</b>   | <b>Equivalent to</b>   |
|--------------|---|--|
| 1.           | MVS Course from BITS, Pilani<br>- De-recognised w.e.f. 14-12-2001 vide CSIR Lr.No.17/66/EQV/94 dated 14.12.2001   | M.Sc. degree   |
| 2.           | Diploma in Process Instrumentation from the Institute of Paper Technology, University of Roorkee (After B.Sc. degree)   | M.Sc. degree   |
| 3.           | Ph.D. degree obtained after B.Sc. or M.Sc.  | Ph.D. degree   |
| 4.           | Diploma in Photography awarded by the Indian Air Force<br>- De-recognised w.e.f. 14-12-2001   | 3-Years Diploma in Photography<br>Entry level qualification for Gr.III |
| 5.           | M.A. or Ph.D. in technical translation (other than Indian Language) provided these qualifications have been obtained after B.Sc. in any branch of science and the person concerned is engaged in scientific or technical translation from English into any other foreign language or from any other foreign language into English.<br>- De-recognised w.e.f. 14-12-2001 | Entry level qualification for Gr.IV                                    |
| 6.           | M.Sc. awarded on the basis of dissertation  | M.Sc. degree in 1st Class being entry level qualification for Gr. IV   |
| 7.           | B.V.Sc  | M.Sc. degree   |
| 8.           | Two years Diploma in Draftsmanship in respect of those Sr.Draftsman (Selection Grade) who were in position as on 1-2-1981<br>- De-recognised w.e.f. 14-12-2001  | Entry level qualification for Gr. III                                  |
| 9.           | National Trade Certificate/Diploma after one and half years academic study followed by six months in-plant training in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981<br>- De-recognised w.e.f. 14-12-2001  | Entry level qualification for Gr. III                                  |

|     |  |   |
|-----|--|---|
| 10. | Associateship Diploma of the Institution of Chemists (India) obtained by examination<br>- De-recognised w.e.f. 14-12-2001  | M.Sc. degree  |
| 11. | Associate Membership Examination of the Indian Institute of Chemical Engineers   | Degree in Chemical Engg.  |
| 12. | M.Com.   | M.Sc. for recruitment to Gr.III in P.M.E. Cell  |
| 13. | PG Degree in Statistics/ Mathematics/ Computer Sciences  | M.Sc. for recruitment to Gr. III in respective areas  |
| 14. | PG Degree in Economics/Geography   | M.Sc. for recruitment to Gr.III depending upon the relevance of the area of work decided by RC of the Lab./Instt. |
| 15. | Two years Certificate course in Sr. Surveyor's Examination awarded by the West Bengal-Survey Institute prior to 1987-88<br>- De-recognised w.e.f. 14-12-2001               | Three Years Diploma in the technical subject prescribed as the entry level qualification for Gr.III               |
| 16. | Certificate in General Nursing & Midwifery of 3-1/2 years duration awarded by the Rajasthan Nursing Council<br>- De-recognised w.e.f. 14-12-2001                           | -do-  |
| 17. | Two years course of Diploma in Business Management with one year course of Master of Management Science<br>- De-recognized w.e.f. 14-12-2001                               | M.Sc.   |
| 18. | Master's degree in Library & Information Science has been treated as equivalent to entry level qualification of Group-IV vide CSIR letter No.17/66/94-PPS dated 21.1.2004. |   |

**LIST OF RECOGNIZED QUALIFICATIONS AND EFFECTIVE DATES COMMUNICATED AFTER NOTIFICATION OF REVISED MANAS**

|     |   |   |
|-----|---|---|
| 1.  | Two year Diploma in Engg. awarded by Ad hoc Boards of Technical Education prior to 1959<br>- w.e.f. 14-6-1995<br>- <b><u>De-recognised</u></b> w.e.f. 14-12-2001                        | 3-Year Diploma in Engg./Tech<br>Entry level<br>qualification for Gr.III |
| 2.  | Post-Graduate Diploma in Pulp & Paper from Indian Institute of Paper Technology, Saharanpur - w.e.f. 14-6-1995  | M.Sc.   |
| 3.  | 5-Year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the Examination in the prescribed subjects (w.e.f. 24-7-1996)<br>- <b><u>De-recognised</u></b> w.e.f. 14-12-2001 | B.Arch. degree  |
| 4.  | M.Sc. degree in Life Sciences of 3-year duration obtained after B.Sc. from BITS, Pilani<br>- w.e.f. 14-10-1999<br>- <b><u>De-recognised</u></b> w.e.f. 14-12-2001                       | M.Sc.   |
| 5.  | Master degree in Mathematics M.A. (Math.) obtained after B.Sc. - w.e.f. 8-10-1999   | M.Sc.   |
| 6.  | B.Sc. degree in Engg. Technology obtained after 3-year Diploma in Civil Engg. from BITS, Pilani - 14-10-1999  | B.Tech./B.E.  |
| 7.  | Pass in Section "A" & "B" Examination of Institution of Engineers (I), Kolkata  | B.Tech./B.E.  |
| 8.  | Associate Membership Examination of Indian Institute of Metals, Calcutta obtained after B.Sc.<br>- w.e.f.14-10-1999   | B.E.  |
| 9.  | Associate Membership Examination of Indian Institute of Ceramics, Kolkata obtained after Diploma in Ceramics Engg. of 3-year duration<br>- w.e.f. 25-10-1999                            | B.Tech./B.E.  |
| 10. | 1st Class 3-Year Diploma Licentiate Examination in Printing & Graphic Arts obtained from State Council of Engg. &   | 3-Year Diploma in Engg./Tech.<br>(Entry level)                          |

|     |  |  |
|-----|--|--|
|     | Technical Education<br>- w.e.f. 25-10-1999   | qualification for Gr.III)  |
| 11. | MBA degree obtained from IGNOU after<br>B.Sc. with not less than 65% marks w.e.f.<br>31.8.01 | M.Sc. for Recruitment<br>and Assessment for<br>Business Development<br>and/or Resource<br>Planning Monitoring<br>and Evaluation<br>Divisions |
| 12. | MS Degree from Anna University/IIT w.e.f.<br>31.8.2001                                       | M. Tech.   |

- NB: 1. These qualifications could be considered equivalent if the same have been obtained with the Division/percentage of marks as prescribed in the CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Supporting Staff.
2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas/disciplines relevant to the mandate of the Lab./Instt./CSIR HQs.

#### **Annexure-II**

#### **PROFORMA FOR PEER EVALUATION/REVIEW REPORT...**

..... Not Printed

#### **Annexure-III**

#### **MODAL LETTER FOR OBTAINING PEER REVIEW/ EVALUATION REPORT**

.....Not Printed

#### **Annexure-IV for Group-I**

#### **ANNUAL PERFORMANCE APPRAISAL REPORT**

.....Not Printed

### **APAR PROFORME FOR GROUPS-II, III, IV\* AND V (A)**

The existing proformae will continue till such time as revised proformae for these groups are prepared and notified.

However, the existing Note 1 in the proformae which relates to communication of grading to the employee, may be replaced with the following:-

“Critical appraisal of the Reviewing Officer/Normalization Committee and grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. Representation of the employee will be considered by the competent authority and the employee will be informed of the final decision. No further representation shall lie against the final decision of the competent authority. If necessary the employee may seek an interview with the competent authority.”

\*The Group-IV Scientists are governed by a different set of rules entitled “CSIR Scientists Recruitment & Assessment Promotion Rules, 2001” and APAR proforma is not applicable to them. The APAR proforma has been replaced by ARP.

## Annexure-V

### **GUIDELINES FOR INDUCTION OF DRIVERS INTO TECHNICAL STREAM**

The post of Driver belongs to Administrative (Non-Technical) Cadre. As such the recruitment for the post of Driver should be made in the non-technical cadre only. However, they could be inducted into the technical cadre provided they have received demonstrable maintenance training on the engines and have acquired technical skill and experience in repair and maintenance of vehicles and are willing to work on the maintenance side when they do not have driving duty.

Those, who have not so far acquired such training/skill may be given the required practical training for a period of not less than three months in any CSIR Laboratory/Institute where such facilities exist.

After satisfactory training and on their being found fit for induction on the basis of a suitable trade test, by an appropriate Committee (comprising three experts – one each from outside the CSIR system, sister CSIR Laboratory and from within the Laboratory), they may be inducted into technical cadre. The drivers thus inducted into technical cadre will **become entitled to the benefit of:**

- (i) retirement at the age of 60 years and;
- (ii) assessment scheme applicable to Group-II S&T employees of CSIR.

The period of service for their assessment to the next higher grade will count from the date of their induction into technical stream.

On vacation of the post by the individual concerned due to resignation retirement, death etc. the vacancy will occur and be filled up in the non-technical cadre only.

## Annexure-VI

### PROCEDURE FOR FASTER TRACK PROMOTION

1. There may be staff members in Group-I possessing qualifications prescribed for entry level to the next higher group of grades. Such persons shall be assessed for consideration for promotion to the next higher grade in the same group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of the next group of grades, they shall be deemed to have crossed over to the next higher Group of grades. If their pay, on such promotion, is less than the entry level pay of the next higher group of grades, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of the next higher Group of grades or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to crossover to the next higher Group of grades if their pay reaches the entry level pay of the next higher Group. Upto 100% of the eligible persons may be promoted each time.
  - 1.1. For example, if there are persons occupying positions in Group-I(2), i.e. in the scale of Rs.210-290 (pre-revised) or close to it with qualification of Matriculation/SSLC plus 2 years experience or ITI certificate which are entry level qualifications for Group-II, such persons may be assessed and if found fit be placed in Grade-I(3), i.e. Rs.225-308 (pre-revised). When they spend 7 years in the grade of Rs.225-308 (pre-revised) or reach the basic pay of Rs.260/- whichever is earlier, they may be assessed and if found fit be brought on to Grade-I(4) i.e. Rs.260-350 (pre-revised), thus bringing them to the entry level grade of Group-II.

2. The staff members in Group-II who have qualifications prescribed for entry level to the next higher Group-III shall be assessed for consideration for promotion to the next higher grade in the same Group of grades. If they, do not get promoted the first time, they will be eligible for assessment next year. In all, they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the pay of the entry level grade of Group-III (1), they shall be deemed to have crossed over to this Group of grades. If their pay on such promotion is less than the pay of the entry level grade of Group-III(1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Group-III or the minimum stipulated period in newly promoted grade of assessment to next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group, whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to the next higher Group of grades i.e. Group-III, if their pay reaches the entry level pay for this Group. Upto 100% of the eligible persons may be promoted each time.
  - 2.1 For example, if there are persons occupying positions in the grade of Rs.260-350 (pre-revised) or close to it with qualifications of a Bachelor's Degree in Science or Library Science etc. or a Diploma in Engg. of 3 years duration, which are entry level qualifications for Group-III grades, such persons may be assessed; and if found fit, may be placed in the grade of Rs.330-560 (pre-revised). When they spend 7 years in the grade of Rs.330-560 (pre-revised) or reach the basic pay of Rs.380/- whichever is earlier, they may be assessed and if found fit be brought on to the grade of Rs.380-640 (pre-revised) and when they reach the basic pay of Rs.425/- in the grade of Rs.380-640 or have spent 7 years in the grade, whichever earlier, they may be assessed and if found fit be placed in the grade of Rs.425-700 (pre-revised) thus bringing them to Group-III, grade-1 i.e. Grade-III(1).
3. The staff members in Group-III of grades who have qualifications prescribed for entry level to the next higher



Group-IV grades shall be assessed for consideration for promotion to the next higher grade in the same Group of grades i.e. Group-III. If they do not get promoted the first time they will be eligible for assessment next year. In all, they shall be given three assessment chances, if on such internal assessment promotion, their pay when fixed is equal to or higher than they entry level pay of Group-IV(1), they shall be deemed to have crossed over to this Group. If their pay on such promotion is less than the entry level pay of Group-IV(1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Group-IV(1) or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and permitted to crossover to Group-IV(1), if their pay reaches the entry level pay of Group-IV(1).

4. The assessment committee for assessment under the faster track scheme may be constituted in accordance with the provision of chapter – 4 of the revised MANAS. However, a member of RC should invariably be the Chairman of the assessment Committee
5. The Assessment Committee shall assess the merit of the employee on the basis of his qualifications, achievements, record of work, ACRs for the period. If, however, an employee reaches the maximum of the next higher grade during the same period for which he has already been assessed and promoted, then his ACRs for that period will not be taken into consideration again. In such cases, the Committee may judge the overall suitability of the assessee to hold the next higher grade on the basis of record and quality of his work and performance during interview.
6. The threshold as prescribed in the MANAS/Revised MANAS will not apply in these cases.

**Annexure-VII****OPERATIVE SCALES (OLD AND REVISED)**

| <b>OLD SCALES</b>                   | <b>REVISED SCALES</b>   |
|-------------------------------------|-------------------------|
| Rs.750-12-870-14-940*               | Rs.2550-55-2660-60-3200 |
| Rs.800-15-1010-20-1150*             | Rs.2650-65-3300-70-4000 |
| Rs.950-20-1150-EB-25-1400           | Rs.3050-70-4590         |
| Rs.1200-30-1560-EB-40-2040          | Rs.4000-100-6000        |
| Rs.1350-30-1440-40-1800-EB-50-2200  | Rs.4500-125-7000        |
| Rs.1400-40-1800-EB-50-2300          |                         |
| Rs.1640-60-2600-EB-75-2900          | Rs.5500-175-9000        |
| Rs.2000-60-2300-EB-75-3200-100-3500 | Rs.6500-200-10,500      |
| Rs.2200-75-2800-EB-100-4000         | Rs.8000-275-13,500      |
| Rs.3000-100-3500-125-4500           | Rs.10,000-325-15,200    |
| Rs.3700-125-4700-150-5000           | Rs.12,000-375-16,500    |
| Rs.4500-150-5700                    | Rs.14,300-400-18,300    |
| Rs.5100-150-5700-200-6300           | Rs.16,400-450-20,000    |
| Rs.5900-200-6700                    | Rs.18,400-500-22,400    |
| Rs.5900-200-7300                    |                         |

\*EB is not applicable w.e.f. 1.1.1993

