



Academy of Scientific & Innovative Research (AcSIR)

**Coordination Office समन्वय कार्यालय:**

CSIR-Central Road Research Institute, सीएसआईआर-केन्द्रीय सड़कअनुसंधान संस्थान,  
Delhi–Mathura Road, CRRI P.O., दिल्ली-मथुरा रोड, सीआरआरआई डाक घर,  
New Delhi नई दिल्ली–110 025, INDIA भारत

## **HR POLICIES**

### **Joining AcSIR**

Upon joining, every employee is required to submit their joining report to the Coordinator of the Laboratory where he/she is joining which will have to be forwarded to the Associate Director of the Academy for records. They shall be required to produce photocopies of the following data:

1. Date of Birth
2. Proof of Identity
3. 4 passport size photographs
4. Professional qualification Certificates.
5. The original are to be verified by competent authority and photocopies retained.

Any changed status of personal information is to be informed to the Coordinator of the Lab and to the Academy in writing at the earliest at [hr@acsir.res.in](mailto:hr@acsir.res.in).

The **Joining Report** (Annexure I) and the **HR Information Form** (Annexure II) need to be duly filled and a copy to be forwarded to [hr@acsir.res.in](mailto:hr@acsir.res.in) for records.

### **Working Hours**

Monday to Friday 9.00 Hrs. to 17.30 Hrs.

Usually Saturdays and Sundays are holidays, though everybody will have to make themselves available beyond the working hours or, during Saturdays, Sundays or other holidays if and when required. Employees are in general required to maintain the office timings. However, in exigencies, please inform the senior permanent staff of the reason for late incoming/early leaving and enter the out/in time in the remarks column in the attendance sheet.

### **How is attendance recorded?**

An employee will have to sign the attendance register/sheet and enter the time of entry and exit. The attendance sheet has to be countersigned by the coordinator of the CSIR laboratory and the scanned copy of the same should be emailed to AcSIR office positively on the 1st working day of the next month.

### **Identity Card**

The employee will have to send a scanned photograph to [hr@acsir.res.in](mailto:hr@acsir.res.in) for the creation of the identity card with required details. The identity card will be created by the AcSIR Coordination Office and delivered at your official address.



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### **Probation period**

All the Executive Consultants/Assistants will be on a probation period of one year. The appointment may be extended for a further period of two years based on assessment of work at the end of the probation period. On expiry of the extended period of 3 years, based on a further assessment of work done during the entire period of appointment and justification of further need/requirement only, the appointment may be further extended up to a maximum of period of two years so that the entire appointment on contractual basis does not exceed 5 years.

### **Leave entitlements**

The entitlements of different types of leave for the Executive Consultants/ Executive Assistants are:

1. **Annual earned leave entitlement of 24 days** at 2 leave earned for every one month. During the tenure of stay including extensions received, the Earned Leave can be accumulated up to a maximum of 36 days and can be availed during the subsequent years. During the period of Earned Leave, full emolument is payable.
2. **Medical Leave:** Usually the employees will not be eligible for any medical leave. However, depending on the nature of medical condition, Director/Associate Director may approve medical leaves on a case to case basis. All such requests for medical leave must be supported with a proper medical certificate from a registered practitioner. Medical leave with pay up to a maximum of 5 days in a calendar year is permissible. Beyond the permissible limit of paid medical leaves, any additional leave will be treated as leave without pay (LOP).
3. **Maternity leave (in case of female employees only):** up to 90 days. This is in line with the statutory policy. It should be availed at a stretch and must be supported with a proper medical certificate from a registered practitioner for the first two births only. This leave cannot be accumulated. During the period of Maternity Leave, full emoluments is payable.
4. **Paternity leave (in case of male employees only):** up to a maximum of 15 days (including probation period) for the first two births only to take care of the family. During the period of Paternity Leave, full emoluments is payable.
5. **Casual leave:** Apart from the above, 12 days of Casual leave will be admissible in a year. In the normal circumstances, not more than 1 day per month can be availed. At the discretion of the competent authority, 3 days casual leave at a stretch can be availed.

The balance leaves may be encashed at the time of separation from the Academy. The formula used for calculation of En-cashable Leave is:

**Encashable Amount = Monthly Gross (Average of last 10 months pay) \* Encashable Leave**



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### How to apply for leave?

Employees should plan their leave well in advance in most judicious way. It should be done in consultation with immediate seniors so that operations at Headquarters, Coordination Office and the lab levels are not hampered. Leave applications must be submitted to the immediate senior and duly approved by the Coordinator of the Laboratory for the EC/EAs placed at Labs and by Associate Director/Director for the EC/EAs placed at AcSIR Coordination Office/HQs respectively before the leave is availed, in case of planned leave. Emergency leave must be supported by proper documentary evidence.

### Performance Appraisal

All employees shall have an Annual Performance Appraisal Report (APAR) that shall feature all elements of professional output that could be considered while deciding on extension/termination of tenure. The objectives of the annual appraisal is to review an employee's performance against -

- his set goals and targets
- his comprehension of his role in the system and contributions.
- scope of improvements, if any.
- documentation of weakness, if any.

The following Officials to function as Reporting Officer and/or Reviewing Officer for the employees as mentioned against each:

<u>Sl.No.</u>	<u>Designation</u>	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
1	AcSIR's employees in CSIR Labs	Lab. Coordinator	Assoc.Dir.(A&F), AcSIR
2	<u>AcSIR Headquarters</u>		
2.1	Accounts Officer/ Executive Consultant	F&AO	Assoc.Dir.(A&F), AcSIR
2.2	Executive Assistant	AO	F&AO
3	<u>AcSIR Coordination Office</u>		
3.1	Executive Consultant	Associate Director (stationed at Coord.Office)	Director, AcSIR
3.2	Executive Assistant*	Executive Consultant (*for associated Executive Asstt.)	Senior Manager



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The extension/ termination of services of employees will be recommended by the Associate Director (Admin and Finance) to the Director of the Academy for approval, on the basis of the inputs received from the Lab Coordinator/F&AO/Sr. Manager.

A prescribed format for the APAR will be made available by the AcSIR Coordination Office.

### **Responsibility for Losses**

Any loss or shortage of Academy moneys, stores or other property held by, or on behalf of, Academy irrespective of the cause of loss and manner of detection, shall be immediately reported by the employee concerned, in writing, to the next higher authority/official of the Academy.

An employee shall be held personally responsible for any loss sustained or has contributed to the loss through fraud or negligence on his/her part, and recovery will be effected from the erring employee.

### **General discipline**

1. All employees are requested to maintain general discipline in line with the values and protocols of the Academy to maintain a congenial and productive atmosphere.
2. Mark attendance on a regular basis.
3. Disobeying the organization's code of conduct, unaccountable approach to work, creating problems and complications should be avoided.
4. Keep the Academy informed of any changed status of personal information.
5. Use proper channel to raise your concerns and issues at [hr@acsir.res.in](mailto:hr@acsir.res.in)
6. Treat every colleague with a mutual respect.