

No.2(1)/98-P&V  
Government of India  
Ministry of Information Technology  
**National Informatics Centre**

September 28 , 2001

**CIRCULAR**

**Subject: Flexible Complementing Scheme for Scientists in various scientific departments - recommendations of the Fifth Central Pay Commission for modification of the Scheme - regarding.**

A copy of the Office Memorandum No.1(1)/2000-Pers.III dated August 6, 2001 of Ministry of Information Technology on the above subject alongwith copies of 3 Office Memorandum of Department of Electronics referred to therein is circulated for guidance and information of all concerned.

S. Gopalakrishnan  
( S. Gopalakrishnan )  
Joint Director 28/9/2001

To :

1. All Heads of Divisions at NIC Hqrs., New Delhi .... With the request to kindly bring the above circular to the notice of all concerned.
2. All SIOs/Officers Incharge, NITPUs.... With the request to kindly bring the above circular to the notice of all concerned in the State Unit and District Centres and NITPUs.
3. Notice Board/Guard File

S. Gopalakrishnan  
( S. Gopalakrishnan )  
Joint Director 28/9/2001

**No. 1(1)/2000-Pers.III**  
**Ministry of Information Technology**  
**Electronics Niketan**  
**6,C.G.O. Complex**  
**Lodi Road**  
**(Pers.III Section)**

**New Delhi – 110 003**

**Dated : 6.8.2001**

**OFFICE MEMORANDUM**

**Sub :** Applicability of Flexible Complementing Scheme (FCS) in Ministry of Information Technology in respect of Group 'A' S&T officers – guidelines issued by DOPT vide O.M. dated 9.11.98 and 15.11.2000.

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President made rules regulating the in-situ promotion of Scientific and Technical Group 'A' posts in the Scientific Ministries / Departments including Department of Electronics (Now Ministry of Information Technology).

**1. Short Title and commencement :**

These rules may be called the Scientific and Technical Group 'A' (Gazetted) posts in the Ministry of Information Technology (In-situ Promotion under Flexible Complementing Scheme) Rules, 1998.

2. They shall come into force from 09.11.1998 i.e. the date of publication of notification in the Official Gazette by Department of Personnel and Training (DOPT).

3. As per guidelines issued by DOPT, the Flexible Complementing Scheme (FCS) should, as per its original objective, be made applicable only to scientists and technologists holding scientific posts in scientific and technological departments and who are engaged in scientific activities and services. The assessment norms for promotions under the Flexible Complementing Scheme should be rigorous with due emphasis on evaluation of scientific and technical knowledge so that only the scientists who have to their credit demonstrable achievements or higher level of technical merit are recommended for promotion under the Flexible Complementing Scheme. For achieving these objectives, the following decisions have been taken :

(a) The criteria for identifying institutions / organizations as scientific and technological institutions as well as for defining scientific activities and services, scientists and engineers and the scientific posts shall be as prescribed in Annexure I to this Office Memorandum. The FCS shall not be applicable where the criteria specified vide this Office Memorandum are not fully met.

b) The scale of pay to which the Flexible Complementing Scheme shall apply, the minimum residency period linked to performance for in-situ promotion to the next higher grade and the uniform designations of the scientific and technical posts covered under the Flexible Complementing Scheme shall be as given in the Table below :

**TABLE**

<b>Designation</b>	<b>Scale of Pay</b>	<b>Minimum Residency period linked to performance</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
Scientist B	Rs. 3000-275-13,500	3 years
Scientist C	Rs. 10,000-325-15,200	4 years
Scientist D	Rs. 12,000-375-16,500	4 years
Scientist E	Rs. 14,300-400-18,300	5 years
Scientist F	Rs. 16,400-450-20,000	5 years
Scientist G	Rs. 18.400-500-22,400	-

© No person other than a person possessing the essential educational qualification of atleast Master's Degree in Science/ Maths/ Computers/ Electronics or Bachelor's Degree in Engineering or equivalent or Technology shall be eligible for in-situ promotion under the Flexible Complementing Scheme.

4. The revised assessment procedure prescribed by DOPT shall be as follows :

(a) All the officers will be first screened on the basis of gradings in the Annual Confidential Reports (ACRs) for consideration for promotion; the ACRs shall be assessed on a 10 point scale giving 10 marks for "outstanding", 8 marks for "very good", 6 marks for "good", 4 marks for "average" and 0 for "poor" and only those officers who

satisfy the minimum residency period linked to their performance as indicated in the table below be screened in.

**Number of years in the grade**

	3	4	5	6	7	8
<b>* Maximum Percentage For eligibility</b>						
Scientist B to C	85%	80%	70%	65%	60%	...
Scientist C to D	....	85%	80%	75%	70%	60%
Scientist D to E	....	85%	80%	75%	70%	60%
Scientist E to F	....	....	85%	80%	75%	70%
Scientist F to G	....	....	85%	80%	75%	70%

\* Based on the clarification received from DOPT, the criteria of marks for the first opportunity for promotion of S&T officers in all Group 'A' posts on the basis of assessment of ACRs and interview have been reduced from 90% to 85%. The minimum standard of 60% or 70% cannot be further relaxed even if a scientist has put in more than 7/8 years of residency period.

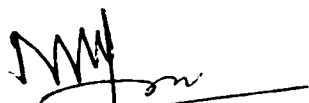
Exceptionally meritorious candidates with all outstanding gradings may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

- (b) All the officers who are screened-in will be called for an interview. The performance in the interview will also be graded similarly on a 10 point scale and the eligibility for promotion will be based on the same norms as in the above Table.

(c) The period spent on deputation / foreign service to another scientific post, which helps a Scientist to acquire scientific experience in a diverse set up and the necessary field experience now made mandatory for promotion to Sr. Scientific posts (Scientist 'F' and Scientist 'G') as well as the period of study leave / any other leave taken for improving the academic accomplishments, shall count towards the minimum residency period necessarily required to be put in the lower grade for promotion to the next higher grade. However, the period spent on deputation / foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL etc. availed on personal grounds shall not count towards the minimum residency period. This is subject to further clarification being sought from Department of Science & Technology (the nodal Department for applicability of FCS in various Scientific Ministries / Departments).

This will supersede the existing Personnel Policy issued vide O.M. No. A-12018/1/81-PP, dated 11.08.1981 and other O.Ms issued in this regard from time to time except the following :

1. O.M. No.2(1)/99-P.III dated 28.6.1999 – regarding grant of 05 years added service under Rule 30 of the CCS (Pension) Rules, 1972 in the S&T Personnel Policy for Group 'A' officers in Department of Electronics (now MIT).
2. O.M. No.2(1)/91-PP dated 11.12.96 – regarding change over of the Central Government Employees from the Contributory Provident Fund Scheme to the Pension Scheme.
3. O.M. No.2(10)/93-P.III dated 5.5.97 – regarding cooling off period between one spell of deputation and another spell of deputation.

  
(N.K. Kapoor) 6/8/200,  
Deputy Director

Copy to :

1. All Group Coordinators and Heads of Divisions in MIT
2. JS (Pers.) / JS (SHS) / JS & FA
3. All S&T officers in M/o Information Technology.
4. PS to Minister for Information Technology
5. Sr. PPS to Secretary / Officer on special duty
6. Controller of Certifying Authorities, MIT
7. DG (STQC) Electronics Niketan, New Delhi
8. DG (NIC), A Block, CGO Complex, New Delhi
9. JS (JSB)/JD (KBK)/DD (P.III)/DD (P.I)/SO (GC)
10. Notice Board / Master file.

**Criteria for Identifying Institutions/Organisations as Scientific & Technical Institutions and definition of Activities and Services, Scientists & Engineers and Scientific Posts.**

- (i) The institutions referred to as S&T would be characterised by pursuit of excellence;
- (ii) They should be engaged in research, design, development or programme implementation (including review, analysis, promotion and aspects of science policy, etc.) which would cover a broad spectrum of pure and applied research but the essential feature would be innovative character and spirit of enquiry that permeates their overall functioning;
- (iii) The scientific culture is characterised by a few salient aspects, namely the persons involved are highly qualified and skilled technical personnel, involved in creative and innovative activity, they are willing to be judged on the basis of merit and competence rather than on the basis of seniority and a hierarchial structure;
- (iv) The criteria could cover the aims and objectives of the institution/organisation, qualifications of the personnel qualitative requirements for performance of various types of activities, etc.

**Scientific Activities and Services:**

Scientific activities and Services covered for considering the applicability of the Flexible Complementing Scheme are as under:

- (a) Fundamental/basic research: Original investigation to gain new scientific knowledge, not necessarily directed towards any specific practical aim or application.
- (b) Applied Research: Original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective.
- (c) Experimental Development: Use of scientific knowledge directed towards producing new or substantially improved materials, devices, products, processes, systems or services.
- (d) S&T activities which are directly linked to R&D in terms of promoting the scientific activities and services.

**Scientists and Engineers: Persons,**

- (a) who possess academic qualification of atleast Master's degree in Natural/Agricultural Sciences or Bachelor's Degree in Engineering/Technology/Medicine; and
- (b) working in those capacities, use or create scientific knowledge, and engineering and technological principles, i.e. persons with scientific or technological training who are engaged in professional work on S&T activities, high level administrators and personnel who plan, direct or coordinate the execution of S&T activities;

**Scientific Post** is the one, the incumbent of which is a 'Scientist or Engineer' defined above in a scientific institution/organisation declared as 'Scientific Department' as defined and is engaged in the generation, advancement, dissemination, and application of scientific and technical knowledge in the S&T activities.

No. 2(4)/91-PP  
Government of India  
Department of Electronics  
Electronics Niketan  
6, CGO Complex  
New Delhi - 110003

Dated: 11/12/96

OFFICE MEMORANDUM

Subject: Change over of the Central Government Employees from the Contributory Provident Fund Scheme to the Pension Scheme.

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The undersigned is directed to refer to this department's O.M. dated 22.02.93 on the subject mentioned above and to say that the scheme of Pensionary/Terminal benefits for Scientific and Technical personnel working in the Department of Electronics has been further reviewed in the light of the instructions issued by Department of Pension and Pensioner's Welfare, Ministry of Personnel vide O.M. No. 4(1)/87-P&PW (PIC-ii) dated 23.07.96. In the light of this review, the Scientific and Technical personnel in the Department of Electronics who were in service as on 1.8.1992 would be governed in the matter of their pensionary/terminal benefits in the following manner :

In addition to option already exercised to opt for GPF or CPF Scheme the S&T personnel would be allowed one more option to be exercised before they leave the Department by retirement or otherwise to opt for CPF or GPF and Pensionary benefits.

2. In the case of S&T personnel in the Department of Electronics who joined service on or after 1.8.1992 it has been decided that their cases will be regulated in the following manner:

- (i) All S&T personnel joining Department of Electronics will initially be appointed on CPF Scheme.
- (ii) The S&T personnel will have one option to be exercised any time but not later than completion of 20 years qualifying service to switch-over from CPF to pension scheme or to retain the CPF scheme as they may wish.



(iii) Those who do not exercise any option within the specified period will be deemed to have opted for switch over to Pension Scheme.

(iv) The option once exercised will be final. Thus changover from Pension Scheme to CPF Scheme is not permitted.

3. The S&T Personnel of this Department who were in service as on 1.8.1992 and have since retired from service after exercising an option in Terms of Para 2 of the O.M. dated 22.2.1993 may if so desired, exercise a fresh option in accordance with the orders referred to in Para 1 above within a period of 6 months from the date of issue of this O.M. The pensionary/terminal benefits will be recalculated in their case in the light of such fresh option.

4. This supersedes the instruction contained in this Department order no. A-29011/1/81-PP dated 6.2.82 and subsequent O.M. No. 2(4)/91-PP dated 22.2.93 on the above subject.

( P.K. Datta )  
Deputy Director

To

1. All HOGs/HODs
2. All officers/Sections
3. JS (Pers.)/DD(MIS)/SO(PI)/SO(PII)/SO(GC)

No. 2(10)/93-P.III  
Government of India  
Department of Electronics  
Electronics Niketan  
6, CGO Complex, Lodi Road  
New Delhi- 110 003

Date: 05.05.97

OFFICE MEMORANDUM

Sub: Cooling off period between one spell of deputation and another spell of deputation

Reference this departments O.M. of even number dated 94 on the above subject wherein Authority it was decided with the approval of competent authority, to which the condition of prescribed three years cooling off period between one spell of deputation and another.

The above condition has now further been reviewed and it has been decided, with the approval of Competent Authority to keep the minimum cooling off period between two spells of deputation as **two years for Non S&T** and **one year for S&T personnel**.

The above instructions will become effective from the date of issue of this O.M.

( P.K. DATTA )  
DEPUTY DIRECTOR

To:

1. All HoGs/HoWs/HoDs
2. STQC Directorate
3. PPS to Secretary
4. Notice Board
5. Guard File

No. 2(1)/99-P.III  
Government of India  
Department of Electronics  
Electronics Niketan  
6, CGO Complex, Lodi Road  
New Delhi- 110 003

Dated: 28-06.1999

OFFICE MEMORANDUM

Sub: Grant of 05 years added service under Rule 30 of the CCS (Pension) Rules, 1972 in the S&T Personnel Policy for Group 'A' officers in Department of Electronics

The Undersigned is directed to state that with the approval of the Competent Authority, it has been decided to incorporate in the revised policy for Group 'A' S&T officers, the following provision of benefit of added years of service as laid down in Rule 30 of CCS (Pension) Rules, 1972:

A Government Servant who retires from a service or post after the 31st March, 1960 shall be eligible to add to his service qualifying for superannuation pension (but not for any other class of pension) the actual period not exceeding one fourth of the length of his service or the actual period by which his age at the time of recruitment exceeded twenty-five years or a period of five years, whichever is less, if the service or post to which the Government servant is appointed is one -

- (a) for which post-graduate research, or specialist qualification or experience in scientific, technological or professional fields is essential; and
- (b) to which candidates of more than twenty-five years of age are normally recruited:

Provided that this concession shall not be admissible to a Government servant unless his actual qualifying service at the time he quits Government service is not less than ten years:

Provided further that this concession shall be admissible only if the recruitment rules in respect of the said service or post contain a specific provision that the service or post is one which carries the benefit of this rule.

Provided also that this concession shall not be admissible to those who are eligible for counting their past service for

superannuation pension unless they opt before the date of their retirement, which option once exercised shall be final, for the weightage of service under this sub-rule forgoing the counting of the past service.

(2) A Government servant who is recruited at the age of thirty-five years or more, may, within a period of three months from the date of his appointment, elect to forgo his right to pension whereupon he shall be eligible to subscribe to a Contributory Provident Fund.

(3) The option referred to in sub-rule(2) once exercised shall be final.

2. The provision of benefit of added years of service as per Rule 30 of CCS (Pension) Rules, 1972 shall be extended to the following Group 'A' S&T posts of this department:

- a. Scientist 'C' in the scale of pay of Rs. 10000-15200/-
- b. Scientist 'D' in the scale of pay of Rs. 12000-16500/-
- c. Scientist 'E' in the scale of pay of Rs. 14300-18300/-
- d. Scientist 'F' in the scale of pay of Rs. 16400-20000/-
- e. Scientist 'G' in the scale of pay of Rs. 18400-22400/-

3. It is further clarified that an officer opting for benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 will not be eligible for counting of past service rendered prior to joining above posts.

( N.K. Kapoor )  
DEPUTY DIRECTOR

To,

1. All Group 'A' S&T officers in DoE
2. JS(Pers.)/JS&FA, DoE
3. DG, STQC Directorate for subordinate officers under the Directorate
4. Sr. PPS to Secretary/Staff Officer to Secretary, DoE
5. Notice Board
6. Guard File