



No. CSB/RTI/PMCE/A-03/2018-19 /202 .

Date: 13/03/2019

**CIRCULAR**

Sub: Management of Research Project Information/ details on transfer/ VRS/  
superannuation/ resignation-reg.

It is observed by the undersigned that some of the scientists are not submitting the full details of the research projects carried out by them in the event of getting transfer, VRS, superannuation and resignation from the Board's Service leading to loss of project information and data. Many a times, Divisional/ Sectional heads/ Unit In- charges show ignorance to the management of research project information in the said eventualities on various pretexts. It causes immense difficulty to other investigators who took over the task of carryout the left over works of the project, reporting and preparation of concluding reports, etc. This has been viewed seriously.

2. In this regard, all the scientists of the institute and nested units on transfer, VRS, superannuation and resignation from the Board's Service are hereby advised to hand over the complete details (both in soft and hard copy) of the projects/programs/activities/progress, etc including the raw and refined data generated under the research project dealt by them to the next person assigned to the project and Divisional/ Sectional heads & PMCE under intimation to the undersigned for smooth functioning.

3. Henceforth, Divisional/ Sectional Heads & In-charges of RSRs shall be held responsible for any departure from the said guideline. They are advised to issue NO OBJECTION CERTIFICATE for relieving the scientists/ officials from their division/ section/ units only after obtaining complete details of the related project dealt by the scientist / officials to be relieved.

4. Divisional/ Sectional Heads & In-charges of RSRs/RECs dealing with the project information / data so received shall ensure to give due credit in the form of authorship in publications emerge out of the works conducted by the scientists transferred, took VRS, superannuated or resigned from the Board's Service to the extent of the works conducted by them in order to avoid any kind of plagiarism and uphold high moral research ethics.

5. This is for strict compliance.

  
DIRECTOR

To:

1. All the Sectional Heads of CSRTI, Mysore
2. Scientist-D, RSRs, Ananthapur/Chamarajanagar / Kodathi/ Salem/ Mulugu
3. Scientist-D, P4 BSF Hassan/SSBS Coonoor
4. In-charge REC Parbhani/Baramati/ Amaravati/ Hoshangabad/ Aurangabad /  
REC-SU Maddur/REC-SU Osmanabad, REC-SU Burhanpur
5. Member Secretary, Central Silk Board, Madiwala, Bangalore

By post  
on 13/3