

**PRIVATE / PROFESSIONAL EXTRA WORK
AS PER THE CSIR CONDITIONS OF SERVICE
PARAGRAPH 22**

Applicant ID	
Employee ID	

Please attach any supporting documentation that is relevant to this application.

Applicant / Employee Details			
Full Names		Identity No	
Division/Cluster/ Portfolio		Passport No	
Department/ Impact Area		Title	

Applicant / Employee Declaration	
I am not performing private / professional extra work	
I am performing/intend to perform private / professional extra work and I request permission to perform such work as detailed below	
Please note that a separate form must be completed for each application	
I declare that I will not spend any time during normal office hours to attend to the private / professional extra work and understand that any contravention hereof may lead to disciplinary action being taken against me. I confirm that I will not use the resources or facilities of the CSIR for conducting any private / professional extra work, and such work does not directly or indirectly, actually or potentially pose a conflict of interest with the CSIR, nor constitute conflict of interest with my position in the CSIR.	
Nature and Details of Private/Professional Extra Work	
Details of private work	
Remuneration details	

Maximum hours per month

Applicant / Employee Declaration			
I hereby confirm that all the information supplied by me above is true and correct.			
Signature		Date	

Recommendation				
Designation	Date	Name	Signature	Recommended / Not recommended
Operations Management / Shared Services and Support Management				
Comments				
Manager: Human Capital				
Comments				

Approval				
Designation	Date	Name	Signature	Approved / Not approved
Executive Manager / Group Manager / Member of Executive Committee				
Comments				