

CSIR-NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY & DEVELOPMENT STUDIES
Dr. K.S. KRISHNAN MARG, PUSA GATE, NEW DELHI – 110 012.

No: 21(8)/19/PRC- E-I

Dated: 11.11.2019

OFFICE MEMORANDUM

Sub: Constitution of Peer Review Committee(s) pertaining to foreign deputation of the officers/ Scientists and Director(s) of CSIR.

In pursuance of CSIR O.M. No. 22/1A/Peer Rev Cmt/2019 dated 04.11.2019, Director, NISTADS has constituted the Peer Review Committee (PRC-1) to consider the cases of foreign deputation of the officers/Scientists of the Institute comprising the following:-

S.No.	Officers/Scientists	Designation	Remarks
1.	Dr. Sujit Bhattacharya, Chief Scientist, CSIR-NISTADS	Chairman	
2.	Dr. Naresh Kumar, Sr. Principal Scientist /Head, ISTAG	Member	
3.	Head of the concerned Division	Member	As per the field of specialization
4.	CoFA /F& AO	Member	
5.	Mrs. Neelu Srivastava, Sr. Principal Scientist, CSIR-NISCAIR, New Delhi	Member	

In case the deputed Officer/Scientists is also member of the PRC, other member may be co-opted by Director. The quorum of the PRC shall be three members.

The terms of reference of the Peer Review Committee(s) will be as follows:

1. The Peer Review Committee will maintain the calendar of meetings for the forthcoming year by end of October/November of the preceding year. Such Calendar may be forwarded by the CSIR Labs to CSIR Hqrs. in advance for information /record.
2. The Committee will solicit the proposals from the willing/concerned scientists/officers, who will then be asked to make presentations before the Peer Committee concerned at least two months prior to the meeting.
3. Based on the presentation(s), the Committee shall deliberate on the issues involved and recommend the name(s) of the most competent /eligible officer/scientist for the deputation in Part 1 of the format enclosed herewith.
4. In case of deputation proposals of Chief Scientist and above of CSIR Labs. The proposal duly recommended by the Director of the Lab in Part I shall be forwarded to DG, CSIR atleast one month in advance of the proposed visit.

5. The Committee will adopt similar procedure for the foreign visits of the officer(s)/scientist(s) who have to be deputed for Stand –Alone conference /meetings.
6. The Committee will vet the tour report and draft Press Release, wherever applicable and also require the officer(s)/Scientist(s) to make Presentation on the expected outcomes/action points of the visit.
7. The Committee will fill up the Part-II of the format enclosed herewith and will submit duly approved Part-I and Part-II of the format together to the DG, CSIR for perusal/ consideration.

The Committee shall also ensure that the information given in both parts is brief, conclusive (not open ended) and to the point.

The Director of the Lab will be the approving authority of above deputation proposals. The cases of foreign deputation of Officers/Scientists of the rank of Joint Secretary/Chief Scientist and above of CSIR labs and Directors of the CSIR Laboratories will be considered by PRC No. 2 at CSIR Hqrs.

Further, after the visit is over, the deputed officer(s)/Scientist(s) will submit their Tour Report to the respective Peer Review Committee Chairman for draft presentation as well as a draft Press Release highlighting the benefits of attending the meeting as well as indicating points where information is to be disseminated to the public and other stake holders and tour report and draft press release wherever applicable, of all deputed officers/ scientists of the CSIR Labs may invariably be forwarded to CSIR without fail.

The above procedure comes into force with immediate effect.

(Surender Kumar)
Controller of Administration

Copy to:-

1. All concerned.
2. PS to Director
3. PS to COA
4. Head, ISTAG
5. Head, PME
6. Head, BDG
7. PS to CoFA
8. SPO
9. SO(E-I)
10. Head, IT – With the request to upload this OM on Institute's website
11. Office copy

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES

DR. K.S. KRISHNAN MARG, NEW DELHI 110012

No. 2-1(3)/MC(38)/COA/2019

November 28, 2019

OFFICE MEMORANDUM

The 38th meeting of the Management Council of CSIR-NISTADS is scheduled to be held on 23.12.2019 at 11.00 in NISTADS Lounge. Agenda items, if any, may kindly be sent to the office of the undersigned duly approved by the Competent Authority latest by 09.12.2019 (soft copy of Agenda Items may be sent to the email address coa@nistads.res.in). In case there is any financial implication, the item may be got concurred from Finance & Accounts Section.


(Surender Kumar)

Controller of Administration

Copy to :-

1. PS to Director
2. Head, PME
3. All HODs (F&AO, SPO, Library, IPBD) BDG
4. S.O. (I)
5. S.O. (II)
6. All notice boards
7. In-charge, IT with the request to please place the present O.M. on NISTADS website
8. Hindi Unit with the request to translate this O.M. into Hindi
9. Office File