

Council of Scientific and Industrial Research  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
International S&T Affairs Directorate  
अंतर्राष्ट्रीय विज्ञान एवं प्रौद्योगिकी कार्य निदेशालय (इस्टैड)

OFFICE MEMORANDUM

No. 22/IA/PeerRevComt/2019

Dated: 11<sup>th</sup> Dec. 2019

Sub:- Constitution of Peer Review Committee-reg.

In continuation to CSIR OM of even no. dt. 04/11/2019 on the aforesaid subject, I am directed to inform/clarify the following points:-

1. As per OM of even no. dated 04<sup>th</sup> Nov., 2019, constitution of the Peer Review Committee (PRC) alongwith its terms of reference has been notified. The introduction of PRC is an additional procedure wherein the Deputation Proposal(s) would be first considered by the respective PRC(s). The rest procedure will remain the same as per CSIR Foreign Deputation Guidelines, 1996. The approving authority for the deputation proposals will also remain the same as under:-

For Officers/Scientists upto the rank of Senior Principal Scientist/Scientist F

Director – in case of CSIR Labs

DG, CSIR- in case of CSIR Hqrs.

For Chief Scientist/Scientist G&H of CSIR Labs & CSIR Hqrs.

DG, CSIR

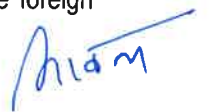
For Directors of the CSIR Labs & DG, CSIR

VP, CSIR

2. There is only one Peer Review Committee (PRC) at CSIR Lab level which will consider the foreign deputation proposal(s) of Scientist(s)/Officer(s) upto the rank of Senior Principal Scientist/Scientist F. The Part-I format should be signed by the Chairman, PRC of the concerned CSIR Lab for foreign deputation proposal(s) of Scientist(s)/Officer(s) upto the rank of Senior Principal Scientist/Scientist F. The approving authority for cases upto Senior Principal Scientist/Scientist F is the Director of the concerned CSIR lab/Instt. as per powers delegated vide CSIR circular letter no. 22-1(1)/2005-ISTAD dated 03/02/2005.

Further, the foreign deputation proposal(s) of Chief Scientist(s)/Director of the CSIR Lab complete in all respects should be sent to CSIR Hqrs and shall be accompanied by the foreign deputation proforma duly filled-in as prescribed under CSIR Foreign Deputation Guidelines, 1996 alongwith all relevant documents.

The checklist containing list of documents required to be forwarded to CSIR Hqrs. alongwith the foreign deputation proposals is enclosed herewith.



3. In case of foreign deputation proposals of Chief Scientist, the inputs in Part-I format may be provided by the concerned Director of the CSIR Labs/Institute for further consideration by PRC-2 of CSIR Hqrs.
4. In case of foreign deputation proposals of Director of CSIR Lab, the inputs in Part-I format may be provided by the concerned Director him/herself for further consideration by the PRC-2 of CSIR Hqrs.
5. In case of foreign deputation proposal of Chief Scientist of CSIR Labs/Institute, the Director shall recommend the proposal to CSIR Hqrs. only after considering presentation of the concerned Chief Scientist.
6. All foreign deputation proposals forwarded to CSIR Hqrs. should be sent atleast one month in advance for timely approval by the concerned approving authority viz., DG, CSIR / VP, CSIR as the case may be.
7. Cases which are not forwarded to CSIR Hqrs. in time i.e., at least one month in advance, shall not be considered. Only such cases where the concerned Scientist/Officer is nominated as member/leader of a delegation or for participation in seminars/ workshops/ conference/ symposia which is in the interest of CSIR shall only be entertained.

This is for your kind information & further compliance.

Encl. as above

  
 (BHAWNA GUGLANI)  
 Under Secretary

Copy to:-

1. The Directors of all National Laboratories/Institutes of CSIR
2. US o/o DG, CSIR
3. Office of JS (Admin)
4. PA to FA, CSIR
5. PA to CVO, CSIR
6. PA to LA, CSIR
7. All Divisional /Sectional Heads of CSIR-Hqrs./Complex/ESD/RAB/HRDG/IPMD/HRDC/Science Centre/URDIP
8. Head IT Division :- with request to upload this OM on CSIR Website
9. Office Copy.

### Checklist of Documents for Processing of Deputation Proposals

1. Filled in proforma (complete in all respects) applicable for the visit under Foreign Deputation Guidelines,1996.
2. Invitation with dates.
3. Quantifiable benefits to CSIR by the visit.
4. Brochure of the conference/workshop if applicable.
5. Funding details.
6. If funds are provided by other Institution: Institute consent letter.
7. If funds taken from project: Project name, project sanction documents, expenditure statement of project (signed by FAO)
8. Mandatory information of funding of last two year visits on 5 October 2015 letter format.
9. Vigilance clearance proforma as prescribed specified format by CVO, CSIR.
10. Details of last three years visit.
11. Last deputation report.
12. Brief CV.
13. Day to day detailed programme (for Director).
14. Pay level, official email id and mobile no (for Director).
15. Detailed itinerary.
16. Approval of EL on visit (if applicable).
17. FCRA application
18. FCRA Clearance received from MHA(if availing foreign hospitality)
19. Annual Property Return with precise information as required under relevant column(s).
20. Annual Property Return of officiating Director (in case of Director visit).
21. PRC Part 1 Format

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