No. 22/ISTAD/Misc/2021

Dated: November 24, 2021

OFFICE MEMORANDUM

Sub: The constitution of a Task Force / Standing Committee for the Development of ISTAD Database Portal regarding

DG, CSIR has approved the Task Force/Standing Committee for the development of web-based application for ISTAD Database and activities as proposed in the **Annexure '1'**.

The members of the Committee are as below:

1. Dr. V. K. Agrawal, Head, IT Division (Chairman)
2. Dr. Rama Swami Bansal, Head, ISTAD (Co-Chairman)
3. Financial Adviser or his/her representative, CSIR-HQ
4. Dr. Anuradha Madhukar, Senior Principal Scientist (Member, ISTAD)
5. Dr. A. Saurikhia, Sr. Pr. Scientist, (Member, IT Division)
6. Dr. Anand Mohit, Principal Scientist (Member, ISTAD)
7. Ms. Kamlesh Rani, Sr. Tech. Officer, (Member, ISTAD)
8. Sh. Nitin Gupta, Sr. Tech. Officer (Member, IT Division)
9. Sh. Atul Dhawan, Technical Assistant (Member, ISTAD)
10. NIC coordinator for CSIR (NIC Team)
11. Ms. Rashmi Rathore, Under Secretary, ISTAD (Convener)

Terms of Reference: The suggestive Terms of References of Task Force/ Standing Committee are enclosed as **Annexure '2'** for kind reference.

(Rashmi Rathore)
Under Secretary

Copy to:-
1. All members of the Working Group
2. DS o/o DG, CSIR
3. Office of JS (Admn)
4. PA to FA, CSIR
5. Head IT Division: - with request to upload this OM on CSIR Website
6. Office copy

Proposal (A) : The activities of ISTAD generate voluminous data and at present this data is being hosted in the form of offline database at ISTAD. It is an MS Access based database. The database is to be managed and converted into a user friendly more accessible up-to-date online version, which could be accessed by ISTAD team for various purposes.

Proposal (B): Presently CSIR-ISTAD receives requests from its laboratories/units on its activities through the emails. For tracking the requests by the user as well as for timely processing of the requests with complete information, user friendly online forms/Webpages for receiving the requests / necessary documents is needed. The web based application forms for these activities could be available based on login (which may be the existing CSIR email id/password) of the user to CSIR-ISTAD webpage. These pages need to be interactive for two ways receiving/sharing of information regarding the different activities of ISTAD.

24/11/21

Draft Terms of Reference
of
Task Force/Standing Committee

1. Study the present set of activities, processes and set of tools being used by ISTAD.
2. Define the scope of the proposed portal.
3. Define the mode of development of the proposed portal, including hosting/deployment, AMC, if any.
4. Estimate the cost of development including manpower requirement, and the time duration.
5. Other aspects as per Software Development Life Cycle such as Change Management / Business Continuity Plans etc.
6. Identify possible linkages to integrate the portal with the proposed End-to-end Digitalization process.
7. Any other, as per the requirement of development of ISTAD portal.

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