

Council of Scientific & Industrial Research
वैज्ञानिक और औद्योगिक अनुसंधान परिषद
International S&T Affairs Directorate
अंतरराष्ट्रीय विज्ञान और प्रौद्योगिकी निदेशालय

No.22/IA/Peer Rev Cmt/2019

Dated: 4th November, 2019

OFFICE MEMORANDUM

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

The DG, CSIR has approved to constitute the following two separate Peer Review Committee(s) to consider the cases of foreign deputation of the officers/Scientists and Director(s) of the CSIR labs and CSIR Hqrs.

Peer Review Committee (PRC) at CSIR Lab

The following Peer Review Committee of the lab will consider the cases of foreign deputation of Officers/Scientists of the CSIR labs.

PRC for Officers/Scientists upto the rank of Sr. Principal Scientist/ Scientist F.

S.No.	Officers/ Scientists	Designation	Remarks
1.	Chief Scientist of the Lab	Chairman	
2.	Head, ISTAG	Member	
3.	Head of the concerned Division	Member	
4.	COF&A/F&AO	Member	
5.	One Area Expert from the sister CSIR lab	Member	

Director of the lab will be the approving authority of above deputation proposal(s) as notified vide CSIR circular letter No. 22-1(1)/2005-ISTAD dated 3rd February 2005.

Peer Review Committee (PRC) at CSIR HQs.

(i) Peer Review Committee No. 1

(For cases of foreign visits of Officers/ Scientists upto the rank of Sr. Principal Scientist/Scientist F of CSIR Hqrs.)

S.No.	Officers/ Scientists	Designation	Remarks
1.	Head, ISTAD	Chairman	
2.	Head / Associate Head of the concerned Division not below the rank of Scientist F	Member	
3.	Country Coordinator of ISTAD	Member	In case Head, ISTAD is the country coordinator, the following scientists will be the co-member: Dr. R P Singh/Dr. Venkatsubramanian
4.	Dy FA / F&AO, IFD	Member	
5.	One expert from other Ministry / Department (Member from ICMR/ DST/ DBT)	Member	Any Scientist in the international cooperation related expertise not below the rank of Scientist F

(ii) Peer Review Committee No. 2

(Cases of foreign deputation of Officers/ Scientists of the rank of Joint Secretary/ Chief Scientist and above of CSIR Hqrs. and CSIR Labs and Directors of the CSIR Laboratories)

S.No.	Officers/ Scientists	Designation	Remarks
1.	DG, CSIR	Chairman	
2.	Head, ISTAD	Member	
3.	Head of the concerned Division of CSIR HQs / Lab Coordinator. In case of proposal of Chief Scientists and above of CSIR Labs, Director of the concerned CSIR Lab	Member	
4.	FA, CSIR/nominee	Member	
5.	One expert from other Ministry / Department (Member from ICMR/ DST/ DBT)	Member	Any Scientist in the international cooperation related expertise not below the rank of Scientist F

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1. In case the deputed Officer/Scientist is also member of the PRC, other member may be co-opted by Director/DG, CSIR, as the case may be.
2. The Quorum of the PRC shall be three members.

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.

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

- (i) 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.
- (ii) 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.
- (iii) 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 I of the format enclosed herewith.
- (iv) 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.
- (v) The Committee will adopt similar procedure for the foreign visits of the officer(s)/scientist(s) who have to be deputed for Stand-Alone conferences/meetings.
- (vi) 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.
- (vii) 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.

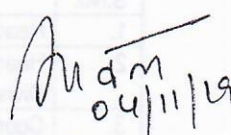
The Committee shall also ensure that the information given in both Parts is brief, conclusive (not open ended) and to the point.

Further, the 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.

Hindi version will follow.

Encl. as above


(BHAWNA GUGLANI)
Under Secretary

Copy to:

1. The Directors of all National Laboratories /Institutes of CSIR
2. PS to Hon'ble Minister of S&T & ES and the VP, CSIR
3. US o/o DG, CSIR
4. Office of JS (Admin)
5. PA to FA, CSIR
6. PA to CVO, CSIR
7. PA to LA, CSIR
8. All Divisional /Sectional Heads of CSIR-Hqrs/Complex/ESD/RAB/HRDG/IPMD/HRDC/Science Centre/URDIP
9. Head IT Division :- with request to upload this OM on CSIR website
10. Office Copy.

Format for foreign visits of officers / scientists for attending
conferences / meetings

PART-I

Sr. No.	Question	Reply																					
1	Name of the Conference / Meeting																						
2	Name of the City / Country where the Conference / Meeting is being held																						
3	Date (s) of the Conference / Meeting																						
4	Names and Designation of Officers / Scientists considered by the Peer Committee	<table border="1"> <thead> <tr> <th>Sr. No</th><th>Name</th><th>Designation</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Sr. No	Name	Designation																		
Sr. No	Name	Designation																					
5	Names and Designation of Officers / Scientists recommended by the Peer Committee, for being deputed abroad, for attending the Conference / Meeting	<table border="1"> <thead> <tr> <th>Sr. No</th><th>Name</th><th>Designation</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Sr. No	Name	Designation																		
Sr. No	Name	Designation																					
6	Reasons for recommending the names of the officers / Scientists mentioned in Sr. No. 5 above.																						
7	Agenda Items (in brief) of the Conference / Meeting																						
8	Has the stand of the Government of India on each of the Agenda Item been finalised with the approval of the competent authority																						
9	Has the written brief on each of the Agenda Item been made available handed over to the Member(s) of the Indian																						

	delegation													
10	Has the proposal been concurred by the Integrated Finance Division													
11	When and where was the last meeting on the issue(s) held?													
12	Names and designations of the Officers who attended the last meeting	<table border="1"> <tr> <th>Sr. No</th> <th>Name</th> <th>Designation</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Sr. No	Name	Designation									
Sr. No	Name	Designation												
13	Was the Tour report submitted by the Officers / scientists who were deputed for attending the last meeting on the issues?													
14	What were the actionable points in the Tour Report which was last submitted?													
15	Has the Action Taken Report (ATR) on the Tour Report mentioned above, been submitted to the competent authority and if so the details thereof may be provided.													
16	What are the expected outcomes of the proposed visit?													
17	What are the intended deliverables of the proposed visit?													

Signature of the Chairman of the Peer Committee	
Name and Designation of the Chairman of the Peer Committee	
Date	

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Part – II

Sr. No.	Question	Reply												
18	Name of the Conference / Meeting													
19	Name of the City / Country where the Conference / Meeting was held													
20	Date (s) of the Conference / Meeting													
21	Names and Designations of Officers / Scientists deputed abroad, for attending the Conference / Meeting	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sr. No</th> <th style="width: 35%;">Name</th> <th style="width: 50%;">Designation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Sr. No	Name	Designation									
Sr. No	Name	Designation												
22	Agenda Items (in brief) of the Conference / Meeting													
23	Has the Tour report been submitted by the Indian Delegation, and if so attach a copy thereof													
24	Did the Members of Indian Delegation make a Presentation before the Peer Committee before or after submitting the Tour Report?													
25	Was the visit successful in achieving the expected outcomes mentioned in Sr. No. 17 of Part – I?													
26	Was the visit successful in achieving the intended deliverables mentioned in Sr. No. 18 of Part – I?													
27	What the actionable points are as culled out of the Tour Report of the Indian Delegation?													

28	Road Map for taking action on the actionable points mentioned in the Tour Report / Minutes of the Conference / Meeting	
29	<p>How the outcome of the visit will be beneficial for the common masses. Have the following been submitted?</p> <ul style="list-style-type: none"> - Draft Press Release for PIB with special reference to Income Generation/Job Creation/Ease of Living? - Draft text and photographs for uploading on social media handles of Ministry. 	

Signature of the Chairman of the Peer Committee	
Name and Designation of the Chairman of the Peer Committee	
Date	