

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली - 110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001



Dated: 13 February 2024

File no 22/(IC Activities)/ISTAD/2023

From: Head ISTAD

To: The Directors/Heads of all CSIR National Labs/Instts /Headquarters/Units

**Subject: Timelines and SoPs for International Cooperation (IC) Activities –reg**

Sir/Madam,

In partial modification of the CSIR circular letter of even number dated 6<sup>th</sup> December 2023 on the subject cited above, the Approval Process (with approx. **revised** timelines) **in respect of International MoUs/Agreements may be read as under:**

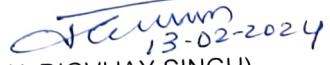
- a) Evaluation of documents received from lab by ISTAD and reverting to lab for further information - 3 days (maximum)
- b) Receipt of additional information/documents, if required from lab - 3 days (approx)
- c) Vetting by Innovation Protection Unit (IPU), CSIR and Legal Advisor (LA), CSIR for clearance and comments/approval - 3 days (approx)
- d) Concurrence from financial angle from the Integrated Finance Division (IFD) after (only if financial transactions are involved) receipt of comments of LA, CSIR and IPU, CSIR - 4 days (approx)
- e) Sharing of the observations of the LA/IPU/IFD CSIR with the Lab and receiving the revised proposal from the Lab after incorporation of comments of IPU/LA/IFD with the concurrence of the Partner for the revised MoU - 7 days (approx)
- f) Seeking clearances of the MEA/DPIIT – 30 days (approx)
- g) Sharing of the observations, if applicable, of the MEA/DPIIT with the Lab and receiving the revised proposal from the Lab with due concurrence of the Partner for the revised MoU - 7 days (approx)
- h) Obtaining administrative approval from the competent authority for the mutually agreed revised MoU (part clearance from MEA from legal angle) - 3 days (maximum)
- i) Seeking political clearance from the MEA (20 days)

**Max. estimated time - 79 days (subject to clearances from GOI authorities)**

The Timelines and SoPs for the other IC Activities being coordinated by ISTAD remain the same and may please be strictly adhered to. Incomplete/delayed proposals which are not received as per the prescribed Timelines will be summarily rejected.

Further, as desired by DG,CSIR, the quantifiable outcomes in respect of each Foreign visit of CSIR S&T personnel may be recorded for analysis purpose. Therefore, it is reiterated that the visit report (including quantifiable outcomes) should reach ISTAD within a month after completion of the visit abroad.

Yours faithfully,

  
13-02-2024  
( VANDANA DIGVIJAY SINGH )  
UNDER SECRETARY ISTAD

1. CSIR Website
2. Office Copy