

International S&T Affairs Directorate (ISTAD), CSIR

Name of the Division		Name of Head
International S&T Affairs Directorate (ISTAD)		Dr. Rama Swami Bansal, Chief Scientist (Work is divided Country-wise)
Sl.no.	Name of the Scientist	Work assigned
1.	Dr. Rama Swami Bansal, Chief Scientist	<input type="checkbox"/> Overall management and coordination of ISTAD activities <ul style="list-style-type: none"> ○ Divisional action plan and its implementation including Budgeting ○ Policy decisions with respect to international partnership, Deputation guidelines ○ Developing strategic alliances with global peers including planning visit of DG, CSIR and CSIR Delegations abroad ○ Enhancing visibility of CSIR Globally ○ Coordinating approvals for foreign deputation of all scientists of CSIR HQs (including DG) and of Scientists G and above of CSIR institutes ○ Coordinating ISTAD activities related inputs for Annual Reports, Parliament questions, to VP, CSIR and other Ministries and departments of GOI ○ Participation in bilateral/international meetings ○ Holding meetings with Embassy officials and foreign experts <input type="checkbox"/> All Bilateral and Multilateral S&T Networking for STI cooperation <input type="checkbox"/> Overlooking activities under Multilateral S&T cooperation framework: EU, ASEAN, BRICS <input type="checkbox"/> Engaging with global Indian S&T Diaspora <input type="checkbox"/> Extending technical support including other tasks assigned by DG, CSIR including serving as a member of varied purpose committees
2.	Dr Anuradha Madhukar, Sr. Principal Scientist	<input type="checkbox"/> Bilateral S&T networking with <ul style="list-style-type: none"> ○ <u>North America</u>: USA, Canada ○ <u>Europe</u>: UK, Ireland, Italy ○ <u>Asia</u>: China, Japan, Thailand, Malaysia, Vietnam ○ <u>Africa</u>: All African countries ○ <u>Middle East</u>: Kuwait, Iran Bilateral networking includes <ul style="list-style-type: none"> ▪ Security sensitivity clearances of projects ▪ Visits for CSIR scientists under bilateral programmes ▪ MoUs / Agreements ▪ Visits of foreigners to CSIR ▪ Coordination with CSIR Institutes, Ministries, Embassies, foreign institutions for obtaining necessary approvals ▪ Participation in bilateral/international meetings ▪ Organising and attending meetings with embassy officials and foreign experts

		<input type="checkbox"/> Multilateral S&T cooperation: SCO, G20, OPCW <input type="checkbox"/> Coordinating HR building programme: CSIR-TWAS <input type="checkbox"/> Foreign visit of DG and DG led scientific delegations in countries listed under item 2. <input type="checkbox"/> Member in various committees <u>Additional Charge – Head Knowledge Resource Centre (KRC)</u>
3.	Dr. Anand Mohit, Pr. Scientist	<input type="checkbox"/> Bilateral S&T Networking with <ul style="list-style-type: none"> ○ <u>Central and South America</u>: All countries (including Mexico, Peru) ○ <u>Europe</u>: Germany, France, Finland, Denmark, Spain, Turkey, Belgium, Bulgaria, Sweden ○ <u>Middle East</u>: Saudi Arabia, UAE, Israel, Oman ○ <u>Asia</u>: South Korea, Taiwan ○ <u>CIS</u>: Russia and other CIS countries Bilateral networking includes <ul style="list-style-type: none"> ▪ Security sensitivity clearances of projects ▪ MoUs / Agreements, NDA, CA, Letter of Intent etc ▪ Visits of foreigners to CSIR Hqrs and CSIR Labs ▪ Participation in bilateral/international meetings ▪ Organising and attending meetings with embassy officials and foreign experts <input type="checkbox"/> Coordinating activities under Multilateral S&T cooperation EU, APCTT, ASEAN, BRICS <input type="checkbox"/> Coordinating Global Indian S&T Diaspora Initiative together with Dr Mamta <input type="checkbox"/> Managing ISTAD related information on the CSIR Portal as Website Nodal Officer of ISTAD <input type="checkbox"/> Nodal Officer for ERP <input type="checkbox"/> Member in various committees at HQ level <input type="checkbox"/> Additional Charge – Chairman, Cafeteria Management Committee
4.	Dr Mamta Sharma, Principal Scientist	<input type="checkbox"/> Bilateral S&T Networking with <ul style="list-style-type: none"> ○ <u>Asia</u>: Nepal, Sri Lanka, Bangladesh, Bhutan, Singapore ○ <u>Europe</u>: Slovenia, Netherlands, Austria, Slovak Bilateral networking includes <ul style="list-style-type: none"> ▪ Security sensitivity clearances of projects ▪ MoUs / Agreements, NDA, CA, Letter of Intent etc ▪ Visits of foreigners to CSIR and CSIR Labs ▪ Coordination with CSIR Institutes, MEA, DPIIT etc for obtaining necessary approvals ▪ Participation in bilateral/international meetings ▪ Organising and attending meetings with foreign experts <input type="checkbox"/> Multilateral S&T cooperation framework: <ul style="list-style-type: none"> ○ BIMSTEC, SAARC, IORA <input type="checkbox"/> Deputation Guidelines <input type="checkbox"/> Coordinating Global Indian S&T Diaspora Initiative together with Dr Mohit

5.	Dr. Yatendra Kumar Satija	<input type="checkbox"/> Bilateral S&T Networking with <ul style="list-style-type: none"> ○ Latin America (including Argentina, Brazil), Australia <p>Bilateral networking includes</p> <ul style="list-style-type: none"> ▪ Security sensitivity clearances of projects ▪ MoUs / Agreements, NDA, CA, Letter of Intent etc ▪ Visits of foreigners to CSIR ▪ Coordination with CSIR Institutes, MEA, DPIIT etc for obtaining necessary approvals ▪ Participation in bilateral/international meetings ▪ Organising and attending meetings with foreign experts <input type="checkbox"/> Multilateral S&T cooperation framework: Coordinating activities under WAITRO <input type="checkbox"/> Quarterly and monthly report <input type="checkbox"/> ISTAD ISTAG Connect
6.	Ms. Kamlesh Rani, Principal Technical Officer	<input type="checkbox"/> Bilateral S&T Networking with <ul style="list-style-type: none"> ○ Switzerland, Hungary, Poland, Romania, Portugal, Norway, <input type="checkbox"/> Supporting Head (ISTAD) in Bilateral S&T Networking with <ul style="list-style-type: none"> ○ <u>Europe</u>: Germany, France ○ <u>CIS</u>: Russia and other CIS countries <p>Bilateral networking includes</p> <ul style="list-style-type: none"> ▪ Security sensitivity clearances of projects ▪ MoUs / Agreements, NDA, CA, Letter of Intent etc ▪ Visits of foreigners to CSIR ▪ Coordination with CSIR Institutes, MEA, DPIIT etc for obtaining necessary approvals ▪ Participation in bilateral/international meetings ▪ Organising and attending meetings with foreign experts <input type="checkbox"/> Multilateral S&T cooperation framework: NAM S&T Centre, EMBO <ul style="list-style-type: none"> • Coordinating activities under NAM S&T Centre (including annual subscription funding, exchange visits, dissemination of information to labs) and EMBO (holding of workshop, lecture course, awards grants YIN and GIN etc) <input type="checkbox"/> Coordinating HR Building Programme: Raman Research Fellowships <input type="checkbox"/> Technical support to Head, ISTAD in policy related matters and day-to-day activities
7.	Mr Atul Dhawan, Technical Officer	<input type="checkbox"/> Deputation Abroad of Chief Scientists and Above <input type="checkbox"/> Deputation abroad special cases for age relaxation etc. <input type="checkbox"/> Organization of International Conferences/Seminars etc. by CSIR Labs. <input type="checkbox"/> Recognition of Prestigious Fellowships <input type="checkbox"/> Assimilation / updation of data on the ERP / onecsir portal <input type="checkbox"/> Technical Support to ISTAD officers <input type="checkbox"/> Queries regarding the CSIR Foreign Deputation Guidelines and foreign deputation proposal
8.	Administrative Support (SO/US)	<input type="checkbox"/> Processing of proposals for Foreign Deputation of Directors & Chief Scientists of CSIR Labs/Instts and all Scientist/Technical Officer of

		<p>CSIR Hqrs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Convening meetings of ISTAD related Committees <input type="checkbox"/> Liaising with Directors of CSIR Lab/Instt, MEA officers for MEA clearance and MHA officers for granting prior permission for accepting foreign hospitality under FCRA Act and Vigilance Officers of CSIR Labs/Instt./CSIR Hqrs. for grant of Vigilance Clearance on foreign deputation proposals. <input type="checkbox"/> Keeping track of movement of foreign deputation files to ensure timely approval by the Competent Authority and communicating approvals to the concerned Director of CSIR Lab/Instt. and Chief Scientist of CSIR Lab/Instt. and Scientist/Technical Officers of CSIR Hqrs. <input type="checkbox"/> Conveying all approvals including foreign deputation proposals and relaxation/amendments in Foreign Deputation Guidelines <input type="checkbox"/> Submission of Action Taken Reports on VIP references. <input type="checkbox"/> Replying to queries posted by CSIR Lab/Instt. w.r.t. Foreign Deputation Guidelines. <input type="checkbox"/> Examination of individual cases forwarded by CSIR Labs/Instt. and seeking approval of Competent Authority on individual cases. <input type="checkbox"/> Rendering administrative advice to Head, ISTAD .and timely disposal of work assigned by Head, ISTAD from time to time
9.	Mrs. Vandana Digvijay Singh Under Secretary	<p>Administratively examining and processing the cases of:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Deputation Abroad of Chief Scientists and above <input type="checkbox"/> Deputation abroad special cases for age relaxation etc. <input type="checkbox"/> Organization of International Conferences/Seminars etc. by CSIR Labs. <input type="checkbox"/> Recognition of Prestigious Fellowships <input type="checkbox"/> Assimilation / updation of data on the ERP / Onecsir portal <input type="checkbox"/> Administrative Support to ISTAD officers <input type="checkbox"/> Attending to Queries regarding the CSIR Foreign Deputation Guidelines and foreign deputation proposal
10.	Mr Dinesh Kumar Sethi, Sr. Steno and PS to Head, ISTAD	<ul style="list-style-type: none"> <input type="checkbox"/> Follow up of (Vig./MEA clearances for the foreign visit of Directors from Labs/Chief Scientists/Scientists <input type="checkbox"/> Attending telephone calls and responding to the queries <input type="checkbox"/> Preparing draft reply letters/notings/meeting notice etc. <input type="checkbox"/> Assisting H/ISTAD in the best possible manner <input type="checkbox"/> Forwarding of all OMs and bills through ERP and in hard copy <input type="checkbox"/> Any other work assigned by the Officer from time to time
11.	Mr. R.N. Waghmare Sr. PPS	<ul style="list-style-type: none"> <input type="checkbox"/> Preparing draft reply letters/nothings/meeting notice etc. <input type="checkbox"/> Attending telephone calls and responding to the queries <input type="checkbox"/> Deputation Abroad of Chief Scientists and Above <input type="checkbox"/> Follow up of (Vig./MEA clearances for the foreign visit of Directors from Labs/Chief Scientists/Scientists <input type="checkbox"/> Assisting H/ISTAD in the best possible manner <input type="checkbox"/> Any other work assigned by the Officer from time to time
12.	Ms Suman Arora	<ul style="list-style-type: none"> <input type="checkbox"/> Supporting PRABHASS related activities <input type="checkbox"/> Managing ISTAD related activities on CSIR Website

	Technical Associate (CDC)	<input type="checkbox"/> Preparing periodic reports/inputs from ISTAD <input type="checkbox"/> Preparing proposal for the grant of security/sensitivity clearances <input type="checkbox"/> Any other work assigned by the Officer from time to time
13.	Common to all officers	<input type="checkbox"/> Guidelines, Country Profile <input type="checkbox"/> Policy formulation <input type="checkbox"/> ISTAD Strategy <input type="checkbox"/> E-transformation <input type="checkbox"/> International S&T Policies monitoring and analysis <input type="checkbox"/> ISTAD Website <input type="checkbox"/> Inputs for various purposes <input type="checkbox"/> Preparing Inputs from ISTAD for various purposes (monthly/quarterly/annual reports, parliament questions, SGoS, country specific briefs, Draft Cabinet Notes by the corresponding officers) <input type="checkbox"/> Extending technical support to Head, ISTAD in policy related matters <input type="checkbox"/> Updation/Revision of Foreign Deputation Guidelines. Preparation of documents with changes and modifications highlighted in comparison with 1996 Foreign Deputation Guidelines. After finalising at our end, the same will be sent to all CSIR Labs for getting feedback <input type="checkbox"/> Getting Feedback from all CSIR Labs and further processing for GB approval.