

**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
& POLICY RESEARCH
DR. K S KRISHNAN MARG NEW DELHI-110012
14, SATSANG VIHAR MARG NEW DELHI - 110067**

No. 21(8)/19/PRC-Estt.

22
Date: 17.11.2022

OFFICE MEMORANDUM

Sub.: Constitution of Peer Review Committee (s) pertaining to Foreign Deputation of the Officers/Scientists and Director (s) of CSIR-NIScPR.

In pursuance of CSIR OM No. 22/1A/Peer Rev Cmt/2019 dt. 04.11.2019, Director, CSIR-NIScPR has been pleased to constitute Peer Review Committee (PRC-1) to consider the cases of Foreign Deputation of the officers/Scientists of this Institute, comprising the following:-

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| 1. Mrs. Neelu Srivastava, Chief Scientist | - Chairperson |
| 2. Dr. Kasturi Mandal, Principal Scientist & Head, ISTAG | - Member |
| 3. Head of the concerned Division | - Member |
| 4. CoFA/F&AO | - Member |
| 5. Dr. Sumit Mishra, Principal Scientist CSIR-NPL | - Member (Sister Lab) |

In case the deputed Officer/Scientist is also member of the PRC, other member may be co-opted by Director. The quorum of the PRC shall be three members.

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


1. 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.
2. 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.
3. 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 1 of the format enclosed herewith.
4. 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 at least one month in advance of the proposed visit.
5. The Committee will adopt similar procedure for the foreign visits of the officer(s)/scientist(s) who have to be deputed for Stand -Alone conference /meetings.
6. 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.
7. 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.

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

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 and 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.


22/11/22
(Pankaj Goswami)
Administrative Officer

Copy to:

1. All concerned officials
2. PPS to Director, CSIR-NIScPR
3. PS to Controller of Administration, CSIR-NIScPR
4. Head, ISTAG
5. Head, PME
6. PS to Controller of Finance & Accounts, CSIR-NIScPR
7. S.P.O.
8. Head, IT for hoisting on CSIR-NIScPR website
9. Notice Board at both the locations of CSIR-NIScPR
10. office copy