

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES
DR. K.S. KRISHNAN MARG, NEW DELHI-110012
&
14, SATSANG VIHAR MARG, NEW DELHI-110067**

No.8(37)/G/2008/Committees

22.03.2016

OFFICE MEMORANDUM

Consequent upon the expiry of tenure of the existing Training & Nomination Committee on 31.03.2016, Competent Authority, CSIR-NISCAIR has been pleased to re-constitute the following committee:

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| 1. Sh. Sanjay Burde, Sr.Principal Scientist | Chairperson |
| 2. Sh. B.L. Garg, Principal Sci | Member |
| 3. Mrs. Charu Verma, Principal Sci. | Member |
| 4. Dr. N Majumdar, Principal Sci. | Member |
| 5. Mrs. Pramila Majumdar,, Sci. | Convenor |

Terms of Reference of the Committee will be as follows:

1. The committee will ensure that there are no repeat nominations during the financial year, till all other scientists/officers/staff have been included in a given category. The Committee must insist on the HOD,s to send the nominations on the approved forms duly forwarded and recommended with reasons and benefits the visit & training programme is going to provide.
2. The Committee shall apply the principle of non repetition till all the staff in a given area have been given a chance of training. Exception in this regard as far as possible should be minimized. However, for such exceptions the case should be put up before the Director with the reasons and necessity of such exceptions for getting explicit approval.
3. The Committee shall make efforts to develop a policy of arranging training programmes either in-house or through seminars for all the employees. The areas in which training is to be imparted may be decided by the Committee in consultation with HOD's keeping the institutes mandate in view. It may also include general areas like management skills, personality development and communication skills.
4. The committee shall arrange for the skill up-gradation courses in new upcoming areas like IPR, Graphic Arts & Printing, Computer Skills like power point presentation and slides preparation etc. editing, stopping piracy in articles, collection of literature, citation related studies, web page designing and its updation patent examination and search etc.

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5. The Committee shall identify Symposium/Workshops/Seminars/Training Programmes etc in the areas relevant to NISCAIR and publicise such events by displaying the notices etc on notice boards for giving them wide publicity and fair chance to all the employees.
6. The Committee shall continue the practice developed by the earlier committee regarding travel and debar nominated scientists who refuse to attend seminars etc. without sufficient and reasonable grounds, for a period of one financial year.
7. The Committee shall also process the cases of nomination to various committees, meetings, examinations etc. of other institutions. These nominations can be repeated and shall not be counted as part of training/attending seminar etc.
8. The Committee shall maintain proper records, statistics of all the nominations and provide the same to the management as and when required.
9. The tenure of the Committee will be **upto 31.03.2017.**



(Neena Seth)
Section Officer

Copy to:

1. All the members of the above Committee/Outgoing Committee
2. All HODs
3. PA to AO
4. PS to Director
5. Rajbhasha Unit for Hindi Translation
6. Head, IT – for uploading on NISCAIR Website