

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

No.1(731)/86-Estt

Dated: 6.3.2020

OFFICE MEMORANDUM

**Sub: Peer Review Committee (PRC) for considering foreign deputation proposals of
CSIR personnel-regd**

Director, NISCAIR has been pleased to constitute the following Peer Review Committee to consider the cases of foreign deputation of officers/scientists upto the rank of Sr. Scientist/Scientist F of this lab:

Sl.No.	Officers/Scientists	Designation	Remarks
1.	Dr. Hasan Javed Khan,	Chief Scientist & Head ISTAG	Chairman
2.	Head of the concerned Division		Member
3.	CoFA/F&AO		Member
4.	One Area Expert from the sister CSIR Lab		Member

Beyond the post of Sr. Principal Scientist/Scientist F, the cases will be considered by Peer Review Committee constituted by CSIR Hqrs.

Director, CSIR-NISCAIR will be the appointing authority of the above deputation proposal(s) as notified vide CSIR circular letter No. 22-1(1)/2005-ISTAG dated 3rd February 2005. Cases of foreign deputation of Officer(s)/ Scientist(s) of the rank of Chief Scientist and Director will be considered by the Peer Review Committee at CSIR Hqrs.

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

The Quorum of the PRC shall be three members.

The PRC shall consider the following points before recommending the foreign deputation proposals of Scientist/Officers of CSIR-NISCAIR:-


- 1) During PRC meeting detailed discussion on the agenda items of the meeting/conference/workshop shall be held with the concerned scientist(s)/ officer(s) and accordingly, decision shall be taken in the PRC meeting w.r.t.various points on which the concerned Scientist(s)/officer(c) will take stand/view point during the meeting/conference/workshop abroad. Such discussions held with such Scientist(s)/Officer(s) and the decision taken in the PRC meeting shall be recorded in the Minutes of the Meeting (MOM) of PRC and also Part-I format applicable for foreign deputation.

The deputed Scientist(s)/Officer(s) should attend the event abroad with clear vision and views as per the discussion held and the decision taken in the PRC meeting.

- 2) Written brief shall be handed over to the Members of the Delegation attending the International event, whenever applicable.
- 3) Proposals for foreign deputation of Scientist(s)/Officer(s) who are related to the subject matter/area of the event shall only be considered by the PRC for attending the Tour/Conference etc. The PRC shall nominate the Scientist(s)/Officer(s) for foreign deputation judiciously and also monitor/implement the outcomes resulting from the visits.
- 4) Tour reports shall be submitted by the concerned scientist(s)/Officer(s) on completion of the visit to the respective PRC with precise information on the outcomes, deliverables or actionable points and the roadmap to implement them to achieve the desired results. The way in which the outcome will be beneficial to CSIR and to the Nation must be mentioned invariably.

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 Lab 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 presentations, the Committee shall deliberate on the issues involved and recommend the name of the most competent/eligible officer/scientist for the deputation in Part I of the format.
- (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 at least 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 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 and will submit duly approved Part-I and Part-II of the format together to the Director for perusal/consideration.
- (viii) The committee shall also ensure that the information given in both Parts is brief, conclusive (not open ended) and to the point.


(Neena Seth)
Section Officer

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1. Person concerned
2. PS to Director
3. PA to CoA
4. Head IT-for posting the OM on NISCAIR website
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