



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
(विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार)



सीएसआईआर-भारतीय विषविज्ञान अनुसंधान संस्थान
CSIR-INDIAN INSTITUTE OF TOXICOLOGY RESEARCH
MINISTRY OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA)

संख्या:आईआईटीआर/समिति/2024
No. : IITR/Committee/2024

दिनांक: 18-09-2024
DATED:18-09-2024

कार्यालय ज्ञापन/Office Memorandum

इस कार्यालय के समसंख्यक कार्यालय ज्ञापन दिनांक 21-08-2024 (प्रति संलग्न) के अनुक्रम में निदेशक, सीएसआईआर-आईआईटीआर ने, आरपीबीडी की फ़ाइल में प्राप्त अनुमोदन के आधार पर स्टैंडिंग डिस्पोजल कमेटी के संयोजक श्री रिजवान खान, अनुभाग अधिकारी (भंडार एवं क्रय) के स्थान पर श्री कुसहर प्रसाद, अनुभाग अधिकारी (भंडार एवं क्रय) को नामित करने का अनुमोदन प्रदान किया है। अन्य सभी शर्तें यथावत रहेंगी। In continuation of this office's OM of even dated 21-08-2024 (copy enclosed), The Director, CSIR-IITR, based on the approval received in the RPBD file, has given the approval to nominate Shri Kusehar Prasad, Section Officer (Stores & Purchase) in place of Shri Rijwan Khan, Section Officer (Stores & Purchase) as Convenor of Standing Disposal Committee. All other remaining conditions will be same.

(गंगा प्रसाद)/ (Ganga Prasad)
अनुभाग अधिकारी (साओ)/Section Officer (Gen)

प्रतिलिपि:-

1. सभी को इंटरनेट के द्वारा सूचनार्थ/All are informed through Intranet.
2. प्रमुख आरपीबीडी/Head, RPBD
3. निदेशक के प्रधान निजी सचिव/ Principal Private Secretary to Director



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संख्या:आईआईटीआर/समिति/2024
No. :IITR/Committee/2024

दिनांक: 21-08-2024
DATED:21-08-2024

कार्यालय ज्ञापन/Office Memorandum

निदेशक, सीएसआईआर-आईआईटीआर ने (आरपीबीडी की e-ऑफिस फ़ाइल कम्प्युटर संख्या 130547 में प्राप्त अनुमोदन के आधार पर) संस्थान की निम्न स्थायी समितियों का गठन किया है जो आपको सूचनार्थ संलग्न है।
The Director, CSIR-IITR has constituted the following Standing Committees of the Institute (on the basis of the approval contained in the RPBD e-Office File Computer No. 130547), which are enclosed for your kind information.


21/8/24

(एल.एन.पाण्डेय)/(L N Pandey)
अनुभाग अधिकारी (साओ)/Section Officer (Gen)

प्रतिलिपि:-

1. सभी को इंट्रानेट के द्वारा सूचनार्थ/All are informed through Intranet.
2. प्रमुख आरपीबीडी/Head, RPBD
3. निदेशक के प्रधान निजी सचिव/ Principal Private Secretary to Director



Committees to be Notified

S. No.	Committee	Member	Role
1.	Scientific Ethics Committee	Dr N Manickam Dr. Nidhi Gupta Shri Krishna Raj –AO (II) Dr. Satyanarayan Mrs. Deepshi Chaurasia Ms. Asmita Garg (Student representative) Mr. Rahul Verma (Student representative) Dr R Parthasarathi (Ethics Officer) Dr Neeraj Satija (Alternate Ethics Officer)	Chairman Member Member Member Member Member Member Member Secretary Co-Member Secretary

**** Required constitution is as below:**

Every CSIR lab as well as the HQ should have a **Standing Publications, Ethics and Scientific Vigilance Committee (SEC)** look into the best lab practices and publications to be observed by the scientific community. The committee would be chaired by a Chief Scientist (or one at a higher level) and comprise scientific and technical, administrative, and research fellows/students as members (with gender representation), with the Ethics Officer as the Member Secretary. The Committee in each lab would be constituted by its Director, while for the Hqs, it would be constituted by the DG. The Terms of Reference (TOR) of the committee would be as follows:

The Terms of Reference (ToR) of the above Committee will be:

- ✓ Shall make mandatory implementation of communication numbers at the time of publications
- ✓ Shall check similarity index and plagiarism of all publications
- ✓ Ensure that scientific audit of each publication is done
- ✓ Advice and guide the researchers on all matters pertaining to good conduct in scientific practices and research ethics
- ✓ Work on any other matter assigned by the Competent Authority.

S. No.	Committee	Member	Role
2.	Foreign Deputation Committee (ISTAG)	Dr. K.C. Khulbe Dr. Ravi Ram Kristipati Dr. S. Bandyopadhyay Dr. Prabhanshu Tripathi Shri Krishna Raj Singh, AO Shri Surya Kant Singh, FAO Dr. Ankkur Goel	Chairman Member Member Member Member Member Convener

Required constitution is as below:

- 16.2.1.1 An International Science & Technology Affairs Group (ISTAG) be established in each laboratory, either as an independent Group, or as an arm of the office of the Director, or of a Technical Secretariat, or such other Division of the laboratory most suited to fit into the expanded role of efficiently managing the S&T affairs of the laboratory.
- 16.2.1.2 ISTAG will comprise a core of at least two full time scientists (to be designated as core strength), and the Group could be strengthened from time to time as per the felt needs of the laboratory.
- 16.2.1.3 ISTAG will be Chaired either by the Director himself, or by a senior scientist of the level of Scientist 'F' and above, to be nominated to deputise for the Director.
- 16.2.1.4 Every laboratory will name one of the core members of ISTAG as the focal point for the laboratory to liaise with ISTAD particularly to take care of day to day matters.

The Terms of Reference (ToR) of the above Committee will be:

- ✓ **To interface with ISTAD on all matters connected with International S&T Affairs of the laboratory**
- ✓ **To project, present and future International S&T demands and need of the Laboratory in terms of Trainings/Fellowships/Deputations.**
- ✓ **To critically review the Foreign Deputation Reports of Scientists and have these forwarded to CSIR within 4 weeks of the return of the Scientist, with clear recommendations for implementation and follow-up.**
- ✓ **Work on any other matter assigned by the Competent Authority.**

S. No.	Committee	Member	Role
3.	Standing Disposal Committee	Dr Alok Pandey Dr Rachana Kumar Mrs. Sumana Kotian Civil / Electrical Engineer Shri Uttam Kumar Jha-AO (I) Shri Surya Kant Singh-FAO/ Nominee (Not below the rank of SO) Shri Mahipal Singh-CoSP/ Nominee (Not below the rank of SO) Shri Rizwan Khan	Chairman Member Member Member Member Member Member Member Convenor

Required constitution is as below:

Standing Disposal Committee

The Standing Disposal Committee may be constituted by the Director in each Labs where a Scientist of the level of Scientist F and above will act as Chairman. The other members of the Committee are one Scientist, one Technical Officer who have the knowledge of the stores related for disposal, COA/AO (SO (G) if there is no COA/AO), SFAO/FAO (SO (F&A) in absence), SSPO/SPO (Dy. SPO in absence). Dy. SPO (Stores) will act as Convener to this Committee. The quorum will be 50%. In case of dissent by any member, the proceedings of the Committee will be referred to the Director whose decision shall be final. The Committee shall meet periodically at least twice in a financial year as and when required.

The Terms of Reference (ToR) of the above Committee will be:

- ✓ To inspect the material that are proposed to be declared as surplus, obsolete and unserviceable, etc.
- ✓ To decide the mode of disposal
- ✓ To fix the reserve price for the disposal of items and also ensure that the items are as per the disposal list
- ✓ Proposal duly certified by the Technical Committee will be considered by the SDC for disposal list
- ✓ Work on any other matter assigned by the Competent Authority.

S. No.	Committee	Member	Role
4.	Local Grievance Committee	Dr. N Manickam Dr. Ankkur Goel Senior Most AO Shri Surya Kant, FAO Dr Preeti Chaturvedi Smt Kalpana Padalia Shri Sarfraj Ahmed Shri Umesh Chandra Srivastava Shri Anuj Kumar Gautam Shri Ravindra Smt Kanchan Lata Thomas, PS	Chairman Member Member Member Member Member Member Member Member Member Member Member Secretary

Required constitution is as below:

A. Local Grievance Committee in a Lab/Institute shall be constituted as follows:-

- | | | | |
|------|---|---|----------|
| i. | A Scientist of Group IV (5) or above | - | Chairman |
| ii. | One Scientist of Group IV | - | Member |
| iii. | One officer from Group V/III in the Grade of Scientist C | - | Member |
| iv. | One representative from Group II/I or equivalent | - | Member |
| v. | One representative from Admn.(other than Heads of Admn. & Finance and Accounts/Stores Purchase/Steno Cadres/persons holding isolated posts. | - | Member |

One representative each from the following categories of employees of the Lab/Institute:

i	Group IV	Member	To be elected as per the procedure laid down*
ii	Group V/III	Member	
iii	Group II	Member	
iv	Group I & Group D Non Tech.	Member	
v	Administrative (General/Finance and Accounts/Stores Purchase/Stenographic cadres as also persons holding isolated posts.)	Member	
vi.	Personnel Officer/Officer nominated for the purpose by the Heads of Labs/Institutes.	Member	

* Also to be nominated if there are no contestants.

The Terms of Reference (ToR) of the above Committee will be:

- ✓ Shall consider only individual grievances of specific nature of an employee and raised individually by the concerned aggrieved employee.
- ✓ Work on any other matter assigned by the Competent Authority.

5/15