

DIRECTOR : SHRI P. N. PRASAD

[Trg. Cell, Exb. Cell, RTI, CDN, Parliament Unit]

UNDER SECRETARY: SHRI RAJIV MAHENDRU

[Trg. Cell, Exb. Cell, RTI, CDN, Parliament Unit]

<u>1. Training Cell, DST</u>	Work allocation
Section Officer Shri Dev Prakash	<ol style="list-style-type: none">1. Matters related to Plan Scheme “National Programme for Training of Scientists & Technologists working in Govt. sector”2. Matters related to women component plan of the Scheme “National Programme for Training of Scientists & Technologists working in Govt. sector”. Matters related to exposure visit of senior/Junior scientists under the scheme

<u>2. Exhibition Cell</u>	Work allocation
Section Officer Shri Dev Prakash	Matter related to organization, participation in the various exhibitions/seminars.

<u>3. RTI Work</u>	Work allocation
Section Officer Smt. Lalita Sharma	All RTI Work.

<u>4. CDN Section</u>	Work Allocation
Section Officer Shri Hardev Sharma	<ol style="list-style-type: none">1. Various returns and receipts received from various Ministries/Departments and correspondence & Circulation of orders/ circulars thereof.2. Redressal of Grievances/petitions received through PMO/President Sectt./DAR&PG/DP&T etc.3. ACC reports/ Cabinet Reports and other standing reports and all other coordination works.

<u>5. Parliament Unit</u>	Work Allocation
Section Officer Shri Hardev Sharma	Parliamentary work of the Department. Liaison with the Ministry of Parliamentary Affairs, Lok Sabha/Rajya Sabha Secretariats, other Ministries/Departments with a view to fully discharge the parliamentary obligation of the Ministry of Science & Technology.

<u>5. Official Language</u>	Work Allocation
Joint Director Shri Prem Singh	All Matters relating to Official language

DIRECTOR & HOD: SMT. MADHU WADHAWAN SINHA

[Admn. I(A), Recruitment Cell, ACR Unit]

Under Secretary: Latha Gopakumar : [Admn. I(A), Recruitment Cell, ACR Unit]

	Work allocation
1. Admn.I(A) Section Section Officer Shri Praveen Sharma	<ol style="list-style-type: none">1. Establishment and allied matters in respect of all Class 'A' (Scientists 'C' to Scientists 'G') Scientific Gazetted Posts. Posting and transfer of Scientists.2. Proposal to ACC for approval to appoint Scientists 'F' to the grade of Scientists 'G' under FCS.3. Establishment matter of CSS cadre of Section Officers and above, CSSS cadre of PS and above and related service matters.4. Service matters relating to Junior Analyst (Tech.) (Group 'B' gazetted post) and Scientist 'B' (Group 'A' gazetted post).5. Selection/appointment/liaison with Ministry of External Affairs and Department of Personnel and Training (for ACC approval) in connection with the post of Scientific Attachees in the Indian Missions at Washington, Moscow, Tokyo and Berlin.6. Dealing with service matters of officers on Central deputation.7. All matters related to foreign Deputation of all Administrative Officers and all Scientists of this Department.

2. Recruitment Cell	Work allocation
Section Officer Shri A. J. Soreng	<ol style="list-style-type: none">1. Matters relating to in-situ promotion of Scientists under FCS.2. Director Recruitment to Group 'A' Scientists posts.3. Matters relating to recognition of organizations/ institutions as scientific and technical for the purpose of introduction.4. Recruitment to Group 'A' Scientific Posts by deputation (short term contract) / absorption.

3. ACR Unit	Work allocation
Section Officer Shri Praveen Sharma	Maintenance of ACR Dossiers in r/o officers/ officials, DST.

Director : Smt. Suman K. Aggrawal
(AI Cell)

Under Secretary: Shri Deepak Rattanpal

AI DIVISION	Work Allocation
	<p><u>AI DIVISION</u> There are 23 autonomous institutes and professional bodies under Department of Science and Technology. 3 new institutions are going to be added shortly to the DST family. AI Division is looking after administrative, financial matters etc., of these institutes, which are indicated below briefly : -</p> <p>I. <u>Administrative:</u></p> <p>All administrative matters including Governing Bodies/Councils of autonomous bodies – its constitution/re-constitution.</p>
	<p>II. <u>General matters:-</u></p> <p>Seeking of clearances (security/political) for visit of foreign scientists to autonomous institutes, from MHA/MEA and FCRA Cases/Research Visas from M/o Home Affairs; Seeking of clearances (security/political) for visit of foreign scientists to autonomous institutes, from MHA/MEA.</p>
	<p>III. <u>Budget/Financial matters:</u></p> <p>Processing of Budget Performance;</p>

Director :Shri Niraj Kumar Gayagi
(SMP Division, Entt. Cell)

1.	<u>SMP DIVISION</u>	Work Allocation
		i. All matters pertaining to NATMO and Survey of India including administrative, financial matters.
	Shri Anil Bhandula Under Secretary	
	Under Secretary <u>Vacant</u>	i. Administrative matters of Group 'A' Officers of Sol. ii. Administrative matters for Group 'B', 'C' and 'D' posts in Sol.
	Shri Pramod Pant Desk Officer	1. Budget of Sol. Civil works, Sol, Policy matters of Sol, Plan and Non-Plan Schemes of Sol. 2. Aerial photography 3. National Map Policy including production of DSM and OSM. 4. Project on Seismic activities in Sol. 5. Foreign collaboration in respect of Sol. 6. Indo-Geodetic Datum Adjustment Project. 7. Privatisation of Digital Database production.
	Shri Kuldeep Kumar Section Officer	i. Service matters connected with Group 'A' Officers of Sol. ii. Cadre Restructuring of Group 'A', 'B', 'C' & 'D' cadres of Survey of India. iii. Geospatial Authority of India. iv. Deputation of Sol officers for training in foreign institutions, foreign deputation of officers/deployment of Sol staff for field surveys in neighbouring countries/deputation of Sol officers for meetings/ inspections of field work.

Under Secretary: Shri Deepak Rattan Pal

Entitlement Cell	Work Allocation
Section Officer Shri Arun Kansal & Smt. Kiran Bala Kapoor	<ul style="list-style-type: none"> • Maintenance of Service Books of officers and staff of DST, including e-Service Books. • Matters relating to pay and allowances of officers and staff of DST. • Matters relating to Pension and Retirement benefits in respect of officers and staff of DST.

Deputy Secretary: Shri B. Saravanan
[ADMIN-II-A & II-B SECTION]

Under Secretary: Shri B.K.P. Angam
[ADMIN-II-A& II-B SECTION]

1. <u>ADMIN-II-A SECTION</u>	Work Allocation
Section Officer Shri Biswanath Sahoo	i. All files relating to staff cars/DLY taxis, printing jobs, purchase of stationery/sanitary items, Purchase/distribution of uniforms/liveries, purchase of photocopiers, fax machines, computers, laptops, UPS, KTS, CDRs, CDRWs, Pen-drives etc., AMC of the above-mentioned items, Telephones, AMC of EPABX, award of contract for operators & technicians ,Maintenance of stock-entry registers as well as bill registers.

2. <u>Admn. II (B) Section</u>	Work Allocation
Section Officer Shri Rameshwar	Booking, cancellation and distribution of domestic air travel tickets for DST officers
	Housekeeping of Technology Bhawan (cleaning/sweeping, office hygiene, pest control, etc.)
	Maintenance of Technology Bhawan building (Liaisoning with CPWD for Civil, Horticulture and Electrical functions in DST and Provisioning of furniture Water supply related to DJB/Private Supply and checking the quality of drinking water Fire fighting/alarms/equipment with CPWD (Civil & Electrical)
	Processing cases of allotment of accommodation/rooms to officers/staff in Technology Bhwan. Technology Day, Foundation Day Awards and Ceremony etc.
	CGHS Cards for serving employees and pensioners, Identity Cards (temporary & permanent), Car Parking Labels
	Allotment/change/technical change and cancellation of govt. accommodation. Processing of canteen bills of DST and Minister's office.
	Maintenance of Record Room

<u>3. CENTRAL REGISTRY (C.R.) UNIT</u>	Work Allocation
Section Officer <u>VACANT</u>	i. Receipt of all the dak. ii. Maintenance of all records pertaining to dak received from different Divisions/Sections of DST for onward transmission through Deptt. of Posts. Distribution of By Hand Dak in various Ministries on daily basis

<u>4. Welfare Section</u>	Work Allocation
Section Officer Shri R.V. Arya	1. Observance of various Days i.e., Martyr's Day, Anti Terrorism Day, Sadbhavna Divas, DST/DSIR Benevolent Fund Day, Communal Harmony Week, Armed Forces Flag Day, Technology Day, National Science Day. 2. Various Sports Activities through DST/DSIR Sports & Recreation

<u>COPYING AND DUPLICATION (C & D) UNIT</u>	Work Allocation
Section Officer Shri Biswanath Sahu	i. Photocopying job of voluminous nature. ii. Set-making of documents photocopied wherever necessary.

Deputy Secretary : Shri N. J. Thomas

Under Secretary: Shri Mahendra Pratap

Admn-I(B) Section	Work Allocation
	<ul style="list-style-type: none">• Cadre Controlling functions in respect of officers of CSS (up to Assistants), CSSS (up to P.S.) and CSCS in respect of Ministry of Science & Technology cadre.• Service matters of the non-gazetted employees of DST.

Under Secretary: Shri Rajiv Malik

INSPIRE Cell	Work Allocation
	All matters relating to INSPIRE Awards component of INSPIRE Programme which includes obtaining of nominations from State governments for Awards and finalization of the names of Awardees, Summer/Winter Camps for the toppers in X Board Exams and organizing exhibitions of projects/models.

Smt. L. Indumathy, Director
INTEGRATED FINANCE DIVISION

1	Smt. L. Indumathy Director	Matters pertaining to SERC, Aided Institutions, Parliamentary matters including Demand for Grants, Mathematical Sciences, NCSTC, International Div., IDP, SAIF, Drugs & Pharmaceuticals, Nano-Science & Technology Initiatives and coordination within IFD.
2	Shri Mahendra Pratap Under Secretary	Evaluation of financial requirements/ initial and subsequent release of funds including settlement of final accounts in respect of the Research projects, Meetings of PAC/Experts Committees, Training programmes, Deputation/delegation abroad etc. are processed of the following divisions of DST: SERC NCSTC International Cooperation TDT Training Cell A I Cell SERC (Engg.) FIST Science & Society Division GLP PFC Fly Ash Unit
		Evaluation of financial requirements/ initial and subsequent release of funds including settlement of final accounts in respect of the Research projects, Meetings of PAC/Experts Committees, Training programmes, Deputation/delegation abroad etc. are processed of the following divisions of DST:- 1. SERC 2. NCSTC 3. International Cooperation 4. TDT 5. Training Cell 6. A I Cell

		<p>Evaluation of financial requirements/ initial and subsequent release of funds including settlement of final accounts in respect of the Research projects, Meetings of PAC/Experts Committees, Training programmes, Deputation/delegation abroad etc. are processed of the following divisions of DST:-</p> <ol style="list-style-type: none">1. SERC2. NCSTC3. International Cooperation4. TDT5. Training Cell6. A I Cell
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Shri Shashi Bhushan Kaushik, Deputy Secretary
INTEGRATED FINANCE DIVISION

1	Shri Shashi Bhushan Kaushik, Dy. Secretary	Matter pertaining Headquarters, Admn. matters, pay fixation, Merger of posts and scales, cases of anomaly arising out of 6th CPC, court cases, Deputation/foreign deputation of Int.Divn. SMP. SOI, SERC/ESS,NSTMIS,NATMO,NRDMS,PIT, Exhibition, Welfare Cells, Matters pertaining to NEB,IS-STAC, IDT,TSG, SJFC, NSTEDB, TDB.
2	Shri Krishna Dutt, US(IFD)	Evaluation of financial requirements/ initial and subsequent release of funds including settlement of final accounts in respect of the Research projects, Meetings of PAC/Experts Committees, Training programmes, Deputation/delegation abroad etc. are processed of the following divisions of DST: <ol style="list-style-type: none"> 1. SERC 2. SERC/ESS 3. Headquarters, Administrative Matters 4. TDT 5. SMP Division/Survey of India 6. SERC (USERS) 7. NSTMIS 8. NATMO 9. NRDMS 10. Exhibition Cell 11. NEB 12. Seminars, Symposium, PFA
		Evaluation of financial requirements/ initial and subsequent release of funds including settlement of final accounts in respect of the Research projects, Meetings of PAC/Experts Committees, Training programmes, Deputation/delegation abroad etc. are processed of the following divisions of DST:- <ol style="list-style-type: none"> 1. SERC (WOS) Boys cast Fellowships, Fast Track Research Projects. 2. NRDMS 3. Administrative Matters 4. TDT 5. NSTMIS 6. SMP/Survey of India 7. Water Technology Initiatives 8. NSDI 9. STAC
		Evaluation of financial requirements/ initial and

		<p>subsequent release of funds including settlement of final accounts in respect of the Research projects, Meetings of PAC/Experts Committees, Training programmes, Deputation/delegation abroad etc. are processed of the following divisions of DST:-</p> <ol style="list-style-type: none">1. SERC USERS, IRPHA, ESS2. NEB3. Admn. II (B)
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CVO : Dr. B. P. Singh
(Vigilance Unit)

Under Secretary: Smt. Sushma Jain

<u>Vigilance Unit</u>	<u>Work Allocation</u>
<u>Section Officer</u> <u>Shri Umesh</u> <u>Pandey</u>	1. Vigilance cases pertaining to all employees/Officers of DST. 2. Vigilance cases pertaining to all Group 'A' Officers of the Aided/Autonomous/Statutory Institute under the DST. 3. Vigilance cases pertaining to all Group 'A' Officers of Subordinate Offices under DST. 4. Advice on Vigilance cases pertaining to all employees of Aided/Autonomous Statutory Institute and Subordinate offices under the DST. 5. Liaisoning/coordinating with the CBI/CVC.

SCIENCE & ENGINEERING RESEARCH COUNCIL (SERC) DIVISION

Sl. No.	Name and Designation	Works/ Subjects Allocated
1.	Dr. B Hari Gopal Scientist G & Head	Head SERC Division.
2.	Dr. Praveer Asthana Scientist G	SERC-Programme Advisory Committee (PAC)- Physical Sciences, Intensification of Research in High Priority Areas (IRHPA)- Physical Sciences, Women Scientist Scheme (WOS-A), Consolidation of University Research for Innovation and Excellence (CURIE), Mega Facilities, Innovation Clusters. <i>Nano Mission & Autonomous Institutes – Independently handling.</i>
3.	Dr. R Brakaspathy Scientist G	SERC-PACs-Chemical Sciences, Fast track Young Scientist (YS) Programme, New Autonomous Institutes (National Centre for Molecular Materials at Thiruvananthapuram & Cancer Institute, Chennai), IRHPA-Chemical Sciences, International Travel Support Scheme.
4.	Dr. A Mukhopadhyay Scientist G	Innovation in Science Pursuit for Inspired Research (INSPIRE), Fund for Infrastructure development for S&T in Higher Educational Institutions (FIST), Promotion of University Research and Scientific Excellence (PURSE), IRHPA-Multidisciplinary Projects.
5.	Dr. BP Singh Scientist G	SERC-PACs on Life Sciences; SERC Visiting Fellowship; Assistance for Other Professional Bodies, Seminar Complex & Symposia; IRHPA-Life Science Projects. <i>Chief Vigilance Officer (CVO)- Independent .</i>
6.	Shri. RK Tayal Scientist G	SERC-PACs on Engineering Sciences, IRHPA-Engineering Projects.
7.	Dr P Sanjeeva Rao Scientist G	SERC-PAC on Atmospheric Sciences.
8.	Dr. PK Malhotra Scientist G	SERC-PAC-Mathematical Sciences, Sophisticated Analytical Instrumentation Facility (SAIF), Better Opportunities for Young Scientists in Chosen Areas of Science & Technology (BOYSCAST).
9.	Shri SS Kohli Scientist F	Ramanujan & J.C Bose Fellowships, Utilization of Scientific Expertise for Retired Scientists (USERS).
10.	Shri Rambir Singh Scientist F	Fast Track Programme for Young Scientists in the area of Life Sciences

11.	Shri. Milind Kulkarni Scientist E	Scientific Advisory Council to PM (SAC-PM) Cell – Reporting directly to Secretary. Swarnajayanti Fellowship, IRHPA Projects - Engineering & Maintenance of SERC Website.
12.	Dr. Rita Banerjee Scientist E	Health Science Programme
13.	Dr. Vinod Kumar Scientist E	Plant Science the area of Life Sciences
14.	Dr. Amitava Roy Scientist E	Material, Mining & Mineral Engineering
15.	Dr. TR Aggarwal Scientist E	Material, Mining & Mineral Engineering
16.	Shri. M Mohanty Scientist D	SERC-PAC on Earth Sciences.
17.	Shri Sudershan S Rao Scientist D	
18.	Dr. Pratishtha Pandey Scientist D	Funds for Improvement of S&T Infrastructure in Universities and Higher Education Institution and Promotion of University Research & Scientific Excellence
19.	Dr. HB Singh Scientist D	Women Scientist Scheme-A, Cognitive Science Research Initiative and CURIE.
20.	Dr. Rita Gupta Scientist D	Biochemistry, Biophysics, Molecular Biology and Microbiology
21.	Dr. Doyil T Vengayil Scientist C	Animal Sciences under IRHPA Scheme
22.	Shri Praveen Kumar S Scientist C	Young Scientists Programme in Physical & Mathematical Science and Intensification of Research in High Priority Area (Biophysics & Special Projects)
23.	Dr. RK Joshi Scientist C	Fast Track Scheme for Young Scientists (Chemical Sciences)
24.	Dr. A Bhattacharyya Scientist C	FIST Programme & IRHPA Programme
25.	Dr. AK Singh Scientist C	Mathematical Sciences Programme
26.	Dr. G. Harish Kumar Scientist C	Health Sciences
27.	Shri VV Jacob Scientist C	Organic Chemistry, Inorganic Chemistry, Green Chemistry
28.	Dr. Umesh Kumar Sharma Scientist C	Earth & Atmospheric Sciences & INSPIRE
29.	Dr. Bipin Joshi Scientist C	Lasers, optics, atomic & molecular physics
30.	Shri Rajiv Khanna Scientist C	Sophisticated Analytical Instrumental Facility Programme & BOYSCASY Fellowship Programme
31.	Shri Gaurav Aggarwal	Nano Missions

	Scientist	
32.	Dr. Vandana Singh Scientist C	Women Scientist Scheme-A & CURIE
33.	Dr. Sucheta Kole Scientist C	INSPIRE Fellowship
34.	Dr. Ambuja Joshi Scientist C	Cognitive Science Research Initiative
35.	Dr. ABP Mishra Scientist B	Ayurveda Biology
36.	Shri Satish S Sonwane Scientist B	Mechanical Engineering, Robotics and Civil Engineering
37.	Shri JBV Reddy Scientist B	Electrical, Electronics & Computer Engineering, Chemical Engineering and Technology Outreach Programme

NSTMIS DIVISION

Name, Designation & Telephone No.	Works/Subjects Allocated
Dr. Praveen Arora Scientists 'F'	R&D Survey (States) Parliament Questions National Innovation Survey Nature R&D Expenditure S&T Manpower
Smt. Namita Gupta Scientists 'E'	R&D Survey (Centre) Programme Advisory Committee on NSTMIS RTI with respect of NSTMIS

Technology Mission Cell (TMC)

S. No	Name, Designation and Telephone No.	Works/ Subjects Allocated
1	Dr. D R Prasada Raju Scientist 'G' & Head	Technology Mission: WAR for Water
2	Shri. Sanjay Bajpai Scientist 'F' Dr. C. Sivaji Scientist 'E'	Technology Mission: WAR for Water, Water Technology Initiative, Solar Energy Research Initiative
3	Shri. Vineet Saini Scientist 'C'	Technology Mission: WAR for Water, Water Technology Initiative, Solar Energy Research Initiative

NCSTC Division

I. Dr. B.P. Singh, Scientist 'G'

1. Overall responsibility of managing, supervision, direction and guidance to all the programs handled by the division.
2. Develop new policy, programs and activity initiatives
3. Coordination with administration and reporting to the Secretary
4. Performance criteria/indicators
5. Outreach activities with other Government Ministries/Departments
6. Coordination with Vigyan Prasar, CSIR, NCSM, State S&T Councils, Science City etc.
7. Publications, Web sites and media outreach
8. International Cooperation
9. VIP references, oversee Parliament Questions and RTI cases
10. Partnership (MoU) with media and Private Enterprises.
11. Guidance for all major programs viz. Children Science Congress, Youth Science Congress, Teachers Science Congress, Thematic observation of years for women scientists, biodiversity etc. and Decade of Innovation.
12. Responsibilities assigned by the Secretary from time to time

II. Er. Chander Mohan, Scientist 'F'

1. Science Express: Overall planning, development, fabrication, coordination and monitoring. Involved in the project from concept till commissioning and thereafter in its day-to-day management.
2. Annual Report of DST, Annual Report and Annual Brief of Division
3. Annual Plan and Annual Budget of Division
4. Coordinate monthly reports for the cabinet
5. Projects in the fields of Body, Organ & Tissue Donation
6. Development of Comprehensive Database of Scholarship & Fellowship Schemes in S&T:
7. Software: Production of short films on National Science Communication Award winners (2005, 2006, 2007); training films.
8. Provide mentorship to Smt. Indu Puri, Scientist C and Shri Rajesh Pathak, JA
9. Any other responsibility assigned by the Head, NCSTC

III. Mrs. Shashi Ahuja, Scientist 'F'

1. Rajat Jayanti Science Communication Fellowship program
2. Occupational Health program: Initiated under gender budgeting scheme of Government of India, popularization of the scheme, projects in 18 occupations in various States.
3. Understanding Nature Projects related to Hydroponics, Understanding Nature, Celebration of days of National & International Importance,

4. UNESCO Kalinga Award and Kalinga Chair, Identification of Indian Nominee, Invitation of Awardee to visit India, Coordination of his visit in 3 to 4 States in India, Ceremony for Kalinga Chair.
5. Software: Films under broad area, Mysteries of Planet Earth.
6. Establishment of National Centre for Public Understanding of Science.
7. Implementation of Hindi
8. Matters related to DST Aided institutions
9. Administrative matters: Mid Term Appraisal, Parliament questions related to work being handled, VIP communication etc.
10. Any other responsibility assigned by the Head, NCSTC

IV. Dr. Manoj K. Patariya, Scientist 'F'

1. Human Resource Development in S&T Communication: (a) Academic Courses in S&T Communication, (b) Enhancing Science Coverage in Mass Media, (c) Science Communication through Folk Media, (d) Digital Media for Science Communication.
2. Publications: (a) Indian Journal of Science Communication (IJSC), (b) Books, (c) Popular Science Magazines in Indian Languages, (d) Newsletters, Reports, Newspapers, etc.
3. Research Projects: (a) Development of S&T Communication in Indian Languages, (b) Science Communication Archives, (c) Media Studies
4. Conferences & Seminars on Science Communication, Indian Science Communication Congress (ISCC), Science Communicators Meet, Indian Science Congress, National Seminars, Conferences, etc.
5. National Discussion on Science Fiction
6. Science and Culture, Science through Cultural Events
7. Promotion of S&T Culture amongst Kashmiri Youth
8. Audio-visual Programmes
9. Parliament Questions
10. Any other responsibility assigned by the Head, NCSTC

V. Dr. D.K. Pandey, Scientist 'E'

1. National Children's Science Congress & Participation in Annual Session of Indian Science Congress.
2. National Teachers Science Congress
3. National Science Day – Celebration of National Science Day Central Function in Delhi
4. Promotion of Innovations (a) Initiative for Research & Innovation in Science (IRIS) program for children below 18 yrs. age group, (b) India Innovation Initiative (i3) program for children above the 18 yrs. age group and (c) International Exhibition for Young Inventors (IEYI)
5. Enrichment of Resource materials – Collaborative Programme (including with UNESCO)
6. Establishment of Regional Innovation Science Hubs for Inventors (RISHI)

7. Minimum Science for all
8. Charles Darwin & evolution
9. Development of low cost teaching-aids (Modules) on different topics including Kits.
10. Popularization/Communication of Astronomy through Mobile Planetarium
11. Training programs on: Explaining Science behind Miracles, Open ended experiment on Vermi-composting, Micro-organisms, World of Social Insects, Soil & Water testing – ‘Parkhee’, Simple Task Great Concepts
12. Orientation of Science Teachers: Interactive sessions, vacation camps for creative learning.
13. Development of resource material on soil – a vital part of Land Resources.
14. Production of TV series on selected themes
15. Supervision of NCSTC section
16. Audit queries
17. Financial matters, linkages with COA & DDO on budgetary matters, etc.(with Ms. Ujjwala)
18. Providing guidance to Dr. Asit Chakrabarti, Scientist ‘C’
19. Any other responsibility assigned by the Head, NCSTC

VI. Mrs. Ujjwala T Tirkey, Scientist ‘E’

1. Astronomy for Everyone (with NCSTC-Network): Training programmes and field activities for School Children, Teachers and resource persons.
2. Map learning and Resource Optimization: Resource material replication (training and awareness programme for schools & colleges and for the community)
3. Women & Child- Health & Nutrition: Replication of resource materials, Awareness programmes at state level, Training programmes at regional level, Community radio programmes, Celebration of Nutrition month in September, Awareness programmes on malnutrition, Good Kitchen Practices.
4. Planning and implementation of Telescope Assembly workshop with Vigyan Prasar and Bal Bhawans
5. S&T for Visually Challenged: development and production of Audio Programmes, scientific toys/kits (supplemented with talking books and text in Braille)
6. Training programme on origami, low-cost teaching aids, construction technology
7. Research Programmes – Impact/monitoring studies on health and nutrition, baseline studies of new programmes.
8. Appreciation of Mathematics in everyday life.
9. TV Programmes/Quizzes
10. S&T in Mid-Day Meal scheme
11. National Photography Competition
12. Updating and maintenance of mailing list of '*NCSTC Communications*', Project database,
13. Financial matters, linkages with COA & DDO on budgetary matters, etc.(with Dr. Pandey)

14. Miscellaneous unique projects including organizing competitions etc.,
15. Improvements and maintenance of the Websites
16. Any other responsibility assigned by the Head, NCSTC

VII. Pamposh Kumar, Scientist `D`

1. S&T Communication for WASH Literacy & Awareness
2. Vigyan Evam Vikas Sanchar Kendras
3. S&T Communication on "Climate Change & PRIs" in States
4. Empanelment/Panel recast (film makers, CD-ROM/web designers, etc.
5. Film/TV programmes with empanelled film makers
6. Dedicated TV Channel for S&T
7. Popular Science Magazines/Newsletters
8. "Understanding Planet Earth" Campaign" : Post-campaign programmes like
Symposia, seminars,
bibliography/software inventory, etc
9. Observation of "Year of Chemistry 2011"
10. Post YSA (Year of Scientific Awareness 2004) issues
11. Month long `WASH` campaigns on World Water Day (on 22nd March) in
States & UTs
12. National Technology Day (11th May) celebrations in States & UTs
13. Month long campaigns "Science for Sanitation" (on 2nd Oct) in States & UTs
14. Environment Science Communication
15. Science Debates/ Vaad-vivaad, Cultural modes of Science, Eco-Science
Communication, Technology Communications and Community learning.
16. Any other responsibility assigned by the Head, NCSTC

VIII. Mrs. Indu Puri, Scientist 'C'

1. Astronomy popularization programmes with State S&T Councils
2. Training cum Awareness programmes on Understanding Weather &
Climate Change:
3. Motivational Programmes with several universities and national laboratories
for building up excitement among students for taking up S&T for higher
studies;
4. Development of exhibition material, texts, visuals, films to showcase India's
scientific achievements, Indian S&T institutions which are working and
nurturing talent in frontier areas of S&T
5. Volunteer Plus: A Programme on Disaster Preparedness;
6. Grameen Jagriti: A programme on rational use of pesticides, fertilizers and
on awareness about sensitization and prevention of farming accidents;
7. Rasoi Kausoti: A sensitization cum awareness programme on detection and
prevention of adulterants in food stuffs

8. Science Newslines: Conceptualization and dissemination of scientific achievements in the form of film news capsules through DST website and DD News;
9. Conceptualization, editing, publication of Wall Planners, poster sets, and other IEC material for science awareness programmes and provided editorial support to *NCSTC COMMUNICATIONS*– An in house monthly bilingual newsletter
10. Research surveys, Impact Assessment– Assessment of Emerging Opportunities and Prospects of careers in Science & Technology; Impact Study of Motivational Programmes for talented school children; Study on extent of coverage by various medias
11. Celebration of the NSD through state organisations throughout the country;
12. Conceptualization and production of IEC materials for programmes
13. Coordinating RTI Matters
14. Any other responsibility assigned by the Head, NCSTC

IX. Dr. Asit Chakrabarti, Scientist 'C'

1. Animal Life Issues with special reference to Animal and Human Health
2. Science Exhibition/ Melas
3. National Awards for Science Communication
4. Soil Management
5. Vigyan Vaad Vivad
6. Training Resource Persons in Science based Vermicomposting
7. Visit to Establishments where Science & Technology at work
8. Youth Parliament
9. Youth Science Congress (with Dr. Pandey)
10. Mobile Science Exhibition for Rural India
11. Any other responsibility assigned by the Head, NCSTC

X. Rajesh Pathak, JA,

1. Development of a Comprehensive Database of Scholarship & Fellowship Schemes in S&T:
2. Organized Expert/Sub-Committee meetings for securitization of new proposals, preparations of agenda notes, minutes and intimation to all concerned officials/experts/members etc., also, collected information/data/proposals from all the concerned officials of the division.
3. Assist Shri. Chander Mohan in the following activities: Science Express, Annual Report of DST/Annual Briefs:, Body, Organ & Tissue Donations Programs
4. Any other responsibility assigned by the Head, NCSTC

Science for Equity, Empowerment & Development (SEED) Division

Sl. No.	Name of the Scheme/Programme	Programme In-charge	Assisted by
1.	Core Support Programme and ongoing Coordinated Programmes on BIOFARM, Rural Energy, TIME Programme and Mission Mode	Dr. Vinita Sharma	Shri Sunil Agarwal Shri Sanjeev Srivastava Mrs. VP Madra
2.	<ul style="list-style-type: none"> • Science & Technology Application for Weaker Sections (STAWS) (Ongoing proposals) • Programme Development in Geo-Sciences and other relevant areas for Weaker Section of Society (GSWS) 	Dr. DR Ram Dr. Ishraq Ahmed, Consultant	Shri JB Nath
3.	TISN/YS	Dr. Usha Dixit	Shri JB Nath
4.	<ul style="list-style-type: none"> • S&T for Women • WOS-B • Special Component Plan (SCSP) 	Mrs. Sobhana Bhaskaran	Dr. K Gopikrishna (S&T for Women) Shri AK Sharma (WOS-B) Shri Mohinder Singh (SCSP)
5.	Tribal Sub-Plan (TSP)	Shri Sunil Agarwal	Shri Rajender Singh
6.	File opening, Coordination related to RTI, Budget, Annual Plan, Annual Report, Parliament Questions and Hindi, etc.	VACANT	
7.	Biomedical Engineering	Mrs. Ekta Kapoor	Shri AK Sharma
8.	Rehabilitation Centre Programme	Dr. Vinita Sharma	Shri AK Sharma
9.	Council for Science & Technology for Rural India (CSTRI) Programme	Dr. Vinita Sharma Er. Anuj Sinha, Consultant	Dr. K Gopikrishna

GOOD LABORATORY PRACTICE (GLP) DIVISION

Name, Designation & Telephone No.	Works/Subjects Allocated
Dr. Vinita Sharma Scientists 'G' & Head	Overall supervision of work of GLP Division
Mrs. Ekta Kapoor Scientists 'C'	Good Laboratory Practice

IS-STAC

Shri J. K. Pathak, Sc-D

- (i) Joint Technology Projects with socio-economic ministries
- (ii) Annual Plan/Annual Reports/Budget preparation etc.
- (iii) Coordination with STACs of other ministries and attending meetings
- (iv) National Program on carbon Sequestration Research (45 projects)
- (v) PROBE-Orissa & PROBE-NCR Program

Dr. Susheela Negi, Sc-C

- i) U-PROBE Program and assistance in NPCSR program
- ii) NCDMA Program of Min . of Environment & Forests
- iii) Hindi related matters, Monthly report
- iv) Assistance in Jt. Technology Program scheme

Dr. V. Raghupathy, Sc-G & Head(STAC)

Overall coordination of the activities listed in the note attached earlier (copy enclosed).

INTERNATIONAL COOPERATION

Name, Designation & Telephone No.	Works/Subjects Allocated
Mrs. Sadhna Relia Scientists 'G'	Italy, Indo-EU, Scientists & Technologists of Indian Origin (STIO)
Dr. Rajiv Sharma Scientists 'G'	African Countries, Japan, France, Austria, Belgium, Norway, Finland, Iceland, Sweden, Brazil, USA, India-Brazil-South Africa (IBSA), Israel
Dr. Jagdish Chander Scientists 'E'	Argentina, Belarus, Bulgaria, Croatia, Czech Republic, Mexico, Poland, Portugal, Romania, Serbia, Slovak Republic, Slovenia, Trinidad & Tobago, Ukraine
Dr. Naveen Vasishta Scientists 'D'	Australia, New Zealand, Japan (JSPS), Israel, UK, Ireland, Spain, Canada, Gulf Countries (Saudi Arabia, Kuwait, Oman, Syria etc.) Iran
Dr. Arvind Kumar Scientists 'D'	African Countries, Thailand, Singapore, Tunisia, South Africa
Shri Rajiv Kumar Scientists 'C'	Russia, South Korea, Central Asian Republics (Kazakhstan, Uzbekistan, Tajikistan, Kyrgyzstan, Turkmenistan, Azerbaijan, Armenia, Georgia), Baltic States (Latvia, Lithuania, Moldova), Turkey and Greece International Centre for Scientific, Technological Information (ICST), Moscow
Shri R.K. Sharma Scientists 'C'	Germany, Hungary, Switzerland, China, Taiwan, Vietnam, Myanmar, India-ASEAN, SAARC, SAARC Countries, Asia Cooperation Dialogue (ACD)

NATURAL RESOURCES DATA MANAGEMENT SYSTEM (NRDMS) DIVISION

Maj Gen (Dr.) R. Siva Kumar, Head	Overall guidance and supervision of NRDMS Division.
Dr. Bhoop Singh, Scientist F	i) Geohazards (landslide & tsunami) ii) Indo-Nowegian project on Geohazards. iii) Revival of village ponds. iv) Task Force on 1:10 mapping v) Airship Programme vi) National Geotechnical Facility.
Shri P. S. Acharya, Scientist F	i) Decentralised Planning ii) Spatial data management technology iii) State SDI Prototype
Dr. K. R. Murali Mohan, Scientist F	i) Hyper Spectoral Remote Sensing ii) Sensor Web Enablement iii) Lake Eco-system
Shri O.P. Gaba, Scientist C	Database development, capacity building & training.
Shri Brij Bhushan, Under Secretary	i) Cabinet Note on National Policy for Data Sharing. ii) Coordination of Parliament Questions.

NATIONAL SPATIAL DATA INFRASTRUCTURE (NSDI) DIVISION

Maj Gen (Dr.) R. Siva Kumar, CEO(NSDI)	Overall guidance and supervision of NSDI Division.
Shri Nirmalendu Kumar Deputy Director	Technical Implementation of NSDI
Col. A.K. Bhandari, OSD	Technical Implementation of NSDI
Shri Brij Bhushan, Under Secretary	<ul style="list-style-type: none">i) All establishment matters of NSDI Division including continuance/creation of posts for NSDI.ii) Organisation and follow-up work of meetings of NSDC< NSDI Executive Committee, Nodal Officers and Annual Conference of NSDI.iii) Parliament Questions, release of grants for workshops, Cabinet notes, etc.

NATIONAL S&T ENTREPRENEURSHIP DEVELOPMENT BOARD
(NEB) DIVISION

Name, Designation & Telephone No.	Works/Subjects Allocated
Shri H.K. Mittal Scientists 'G' & Head	Overall supervision of the work done in the Division
Shri Neeraj Sharma Scientists 'G'	Training & Research for Techno-entrepreneurship Development
Dr. B.K. Shukla Scientists 'G'	Micro Entrepreneurship and Skill Development
Shri Sujit Banerjee Scientists 'F'	Entrepreneurship in Education
Dr. Anita Gupta Scientists 'E'	Institution based Innovative & Technology Driven Entrepreneurship
Shri Parveen Roy Scientists 'D'	Micro-Enterprise Promotion Programme/STED Programme
Dr. Neelima Alam Scientists 'C'	Institution based Innovation & Technology Driven Entrepreneurship

TECHNOLOGY DEVELOPMENT & TRANSFER (TDT) DIVISION

Dr. G.J. Samathanam Scientists 'G' & Head	1. Drugs & Pharmaceutical Research Programme (DPRP) 2. State Science & Technology Programme (SSTP) 3. Technology System Group (TSG) 4. Instrument Development Programme (IDP) 5. Patent Facilitating Cell (PEC)
Shri C. Rajadurai Scientists 'B'	Drugs & Pharmaceutical Research Programme (DPRP)
Mrs. C.P. Sehgal Consultant	State Science & Technology Programme (SSTP)
Mrs. Rajni Rawat Jr. Analyst	State Science & Technology Programme (SSTP)
Shri Rajeev Sharma Scientists 'C'	Technology System Group (TSG)
Dr. R. Saha Consultant	Patent Facilitating Cell (PEC)
Shri. Yashwant Scientists 'D'	Patent Facilitating Cell (PEC)

NANO MISSION

Sr. No.	Name of the Staff Designation	Work Allocation
1.	Dr. Praveer Asthana (Scientist –G & Mission Director)	Mission Director of Nano Mission, Head (A.I.), Mega Facilities for Basic Research Programme, SERC/IRPHA programme in Physical Sciences, Women Scientists Scheme-A, CURIE, Cognitive Science Programme, KVPY.
2.	Shri Gaurav Aggarwal (Scientist-C)	New Nano Projects (2010), Nano Mission Coordination Activities, Mega Facilities Programme, SERC/IRHPA projects, KVPY.
3.	Dr. Sapana Kaushik Project Scientist – C (Contractual)	Nano Mission Projects (2005, 2006, 2007), Assistance in A.I. related work, Documentation activities.
4.	Dr. G.V. Raghunath Reddy Project Scientist – C (Contractual)	Nano Projects (2008, 2009), NATAG Projects, Regulatory framework for Nano, Units, Centres, Documentation activities.
5.	Shri Mukesh Raja Project Scientist – B(Coordination) (Contractual)	Nano Mission Coordination Activities, Nano Mission website related work, PG Programmes.
6.	Mrs. Poonam Yadav Project Scientist – B (Contractual)	Nano Mission Projects (2001,2002,2003,2004), Assistance in A.I. related work, Mega Facilities Programme and SERC/IRPHA projects.

CLIMATE CHANGE PROGRAMME

S. No.	Name of the officer	Nature of current assignment in the Division	Quantification of the work in the Division	
			No. of requests/proposals handled during 2009-10 (including on-going projects)	Anticipated workload during 2010-11
	Dr. Akhilesh Gupta, Sc'G'	Coordinator- Climate Change Programme Cell	-Finalization of Mission Documents -Preparation of EFCs/SFCs -Correspondance with PMO/PSA Office / Ministries on CC issues -Parliamentary Forum on CC	-Launch / coordination related to Mission deliverable -Extra-murl research grants to Universities/ institutions on climate change, geo-spatial techniques -New institutions / fellowship programmes with PMO/MOEF/PSA Office etc. -Technical support to the Parliamentary Forum

S. No.	Name of the officer	Nature of current assignment in the Division	Quantification of the work in the Division	
			No. of requests/proposals handled during 2009-10 (including on-going projects)	Anticipated workload during 2010-11
	Mrs. Nisha Mendiratta, Sc'F'	Climate Change Programme (CCP) and implementation of R&D projects/programmes which were transferred with undersigned from the previous division to CCP Division.	App. 60 projects and several other requests were processed. Also organized expert meetings, prepared agendas, minutes, provided inputs to several divisional, departmental reports etc.	Initiation of schemes, technical programmes, projects under Climate Change Programme alongwith the implementation / processing of previously handled NRDMS projects (about 104).

FLY ASH UNIT

Name, Designation & Telephone No.	Works/Subjects Allocated
Dr. Vimal Kumar Scientists 'G' & Head	Fly Ash related work

Plan & Co-ordination

S. No.	Name	Work Allocation
1.	Sh. Neeraj Sharma, Scientist G & Incharge	<p>The Plan & Co-ordination Cell of DST prepares :</p> <ul style="list-style-type: none">(i) Five Year Plans(ii) Annual Plans(iii) Mid-term Appraisals(iv) Allocation of Budget to different programmes and schemes. <p>It also includes work related to new programmes and policies for the department. The Cell is co-ordinating with the various Ministries and departments such as the Planning Commission, Ministry of Finance, PMO, Cabinet Secretariat etc.</p> <p>The Plan and Co-ordination Cell organizes monthly meetings of all the Heads of Divisions and Programme Officers to monitor planned programmes, budget and expenditure. The Cell works in close co-ordination with all the officers of the department for obtaining inputs on various programmes and schemes required by different Ministries and Departments from time to time. Recently, it has also been entrusted with the task of Results Framework Document (RFD) prepared for the Cabinet Secretariat.</p>
2.	Shri Akhilesh Mishra Scientist -C	<p>The Plan and Co-ordination Cell organizes monthly meetings of all the Heads of Divisions and Programme Officers to monitor planned programmes, budget and expenditure. The Cell works in close co-ordination with all the officers of the department for obtaining inputs on various programmes and schemes required by different Ministries and Departments from time to time. Recently, it has also been entrusted with the task of Results Framework Document (RFD) prepared for the Cabinet Secretariat.</p>

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***DEPARTMENT OF
SCIENCE AND TECHNOLOGY
WORK ALLOCATION***

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