

National Council of Science Museums
Block-GN, Sector-V, Bidhan Nagar
Kolkata-700 091

No: I-13019/1/2018/1023

Dated: 07.06.2018

Office Order No.31/2018

Sub: Procedure for Direct Recruitment & Assessment of officers in Scientific Category

Subsequent to implementation of Cadre Review, as communicated by Ministry of Culture by letter F.No.9-28/2010-M.II dated 24.2.2016, and Revised Recruitment Rules, 2018, as communicated by Ministry of Culture vide letter No.9-07/2014-M.II dated 24.4.2018, following procedures shall be followed in respect of Scientific category officers in NCSM for direct recruitment & assessment with immediate effect:-

1. Grades:-

- 1.1 The Scientific category will consist of the following grades, pay matrix & level:

Grades	Designation	Pay Matrix & Level of Pay
IV(1)	Curator 'B'	Level-10 (₹56100-177500)
IV(2)	Curator 'C'	Level-11 (₹67700-208700)
IV(3)	Curator 'D'	Level-12 (₹78800-209200)
IV(4)	Curator 'E'	Level-13 (₹123100-215900)
IV(5)	Curator 'F'	Level-13A (₹131100-216600)
IV(6)	Curator 'G'	Level-14 (₹144200-218200)

2. Direct Recruitment:-

- 2.1 Recruitment shall normally be made at the initial level of Curator 'B' i.e. Grade IV(1) in Group IV. However, if need arises, recruitment at the level of Curator 'E', 'F' & 'G' can be made as per the recommendations of Director General, NCSM and approval of Governing Body, NCSM for short-term period upto a maximum of 5 years.
- 2.2 Advertisement for direct recruitment to Group IV scientific category shall be published in newspapers on *all India basis* & uploaded in website of NCSM.
- 2.3 Vacant posts of Curators in all Museums/Centres in this group shall be clubbed together and recruitment shall be made through a common advertisement and common Selection Committee so as to maintain uniformity in standards at the highest levels of management.

3. Minimum Qualifications, Experience & Age limits

Minimum qualifications, experience & age limits required for direct recruitment at entry level post have been specified in Revised Recruitment Rules, 2018.

4. Relaxations

- 4.1 Relaxation in age limit upto 5 years may be allowed to departmental officers based on the recommendations of the Screening Committee in accordance with the instructions and orders issued by the Government of India from time to time in this regard. Similarly, relaxation in age limit shall also be allowed to reserved category candidates as per Government of India rules.

- 4.2 The date for determining the age limit/experience/qualifications shall be the closing date of receipt of completed applications.

5. **Relevant Disciplines**

- 5.1 Relevant disciplines for the purpose of recruitment in Group IV shall be as shown below:

- i) 1st Class Bachelor's degree in Engineering or Technology from a duly recognized institution in Mechanical / Electronics / Electrical & Electronics / Information Technology / Production Engineering / Telecommunication / Instrumentation / Computer.
- ii) 1st Class M.Sc. degree from a duly recognized University in the following subjects/fields:

Physics, Chemistry, Bio-Science(s), Environmental Science.

- 5.2 NCSM employees desiring to acquire higher qualification, while in service for direct recruitment to group IV, must follow the list of relevant disciplines as approved above before taking on such courses. Recognition of disciplines not directly relevant to the exhibits, galleries and activities of NCSM only to provide promotional opportunities to departmental candidates is not permissible.

- 5.3 Post Graduate degree in Museology, Education and History of Science & Technology are recognized only as desirable qualification at the entry level in addition to the essential qualification in relevant disciplines. Research and study on Museology, Education, History of Science & Technology and Science Communication shall be recognized for the purpose of experience only when such research and study have direct bearing on activities of NCSM and academic degrees, if acquired, are awarded by recognized universities.

6. **Selection/Assessment Committees**

- 6.1 The Selection Committees/Assessment Committees are as mentioned in NCSM Service (RAP) Amendment Rules, 2018 and the Authorities competent to constitute such committees are as follows:

Sl. No.	Name of the post/position	Pay Matrix & Level	Authority competent to constitute
1.	Curator 'B'	Level-10 (₹56100-177500)	Director General, NCSM
2.	Curator 'B' to 'C'	Level-11 (₹67700-208700)	Director General, NCSM
3.	Curator 'C' to 'D'	Level-12 (₹78800-209200)	Governing Body, NCSM
4.	Curator 'D' to 'E'	Level-13 (₹123100-215900)	Governing Body, NCSM
5.	Curator 'E' to 'F'	Level-13A (₹131100-216600)	President, NCSM
6.	Curator 'F' to 'G'	Level-14 (₹144200-218200)	President, NCSM

- 6.2 Governing Body/Director General shall also constitute a Screening Committee from amongst the members of the respective Selection Committee. The Screening Committee shall examine the eligibility criteria of all the candidates who have applied and draw up a panel of candidates to be interviewed by the Selection Committee. For recruitment of Curator 'B', a written test will be conducted and only shortlisted candidates will be called for interview.
- 6.3 Selection Committee shall recommend a panel of candidates in order of merit for each post or group of posts as advertised. All relevant papers in respect of the selections shall be forwarded by the Selection Committee to the concerned appointing authority.
- 6.4 The panel shall be valid for one year and operated for issuing the offer of appointment to the selected candidates. If any of the candidate (s) who have been issued the offer of appointment upto the extent of the notified vacancies does not accept the offer or does not join by the stipulated date, the next candidate in the panel can be offered the appointment.

7. Reservations

Reservation quota for Scheduled Caste, Scheduled Tribe, OBC, PWD, ESM candidates as per Government of India directives shall be adhered to at the entry level posts and post-wise roster shall be maintained.

8. Criteria for Selection of Curator 'B'

(A) Marks for Written Test

1. Part I: Objective Test (Common for all disciplines)

- | | | |
|-----------------------|---|----------|
| (i) General Awareness | - | 10 marks |
| (ii) Reasoning | - | 10 marks |
| (iii) General English | - | 10 marks |

2. Part II: Test of professional knowledge in relevant discipline

- | | | |
|-----------------|---|----------|
| i) Objective | - | 30 marks |
| ii) Descriptive | - | 40 marks |

60% weightage

(B) Interview

- | | | |
|----------------------------|---|----------|
| (i) Professional knowledge | - | 25 marks |
| (ii) Power of expression | - | 15 marks |

40% weightage

9. Pay

- 9.1 The pay of a candidate selected for the post shall normally be fixed at the minimum attached to the post.
- 9.2 On promotion from one grade to another, fixation of pay will be as per FR 22(I)a(1).

10. Probation in case of Direct Recruitment

Persons appointed to the post of Curator in Grade IV (1) shall be on probation for a period of two years from the date of appointment, provided that:

- i) this period may be extended at the discretion of the appointing authority on the recommendation of a committee duly constituted by the appointing authority for this purpose, if the work and / or conduct of an incumbent is not found satisfactory during the probation period but there seems to be possibilities of improvement, if given further chance.
- ii) extension of probation period on the above ground shall not be considered for the purpose of assessment but shall be counted for the purpose of leave, increment, pension and service matters other than assessment.
- iii) work and conduct of all persons under probation shall be reviewed by the immediate superior and then by the next higher authority at the end of 12 months, 18 months, 22 months and 24 months.
- iv) if the work and /or conduct of a person under probation is found unsatisfactory and no improvement is foreseen or if the extension of probation of a person appears to be detrimental to the interest of the Council, the said person, on the recommendation of a Committee shall be terminated with the prior approval of respective appointing authorities.
- v) Director General, NCSM shall constitute committees for completion of probationary period and the composition of such committees shall be as follows:-

Sl. No.	Pay Matrix & Level of Pay	Composition of Committee
1.	Level-10 (₹56100-177500) (PB-3 with Grade Pay of ₹5400-as per 6 th CPC) to Level-12 (₹78800-209200) (PB-3 with Grade Pay of ₹7600-as per 6 th CPC)	1. An outside expert – Chairman 2. Director General, NCSM or his nominee – Member 3. Director of Museum/Centre – Member 4. Secretary, NCSM – Member
2.	Level-13 (₹123100-215900) (PB-4 with Grade Pay of ₹8700-as per 6 th CPC) to Level-14 (₹144200-218200) (PB-4 with Grade Pay of ₹10000-as per 6 th CPC)	1. An outside expert – Chairman 2. An outside subject expert – Member 3. Director General, NCSM – Member 4. Director of Museum/Centre – Member (Other than the post of Director)



11. Assessment Procedure

- 11.1 Assessment shall be taken up twice in a year for all eligible candidates in a particular grade from 1st January to 30th June and from 1st July to 31st December. The Assessment Committee shall follow a time schedule and meet twice in a financial year preferably in the first week of January and first week of July of a year for advance processing of assessment cases maturing in that half. Accordingly, cases maturing during the first half i.e. April to September of a particular financial year shall be taken up for consideration by the Assessment Committee meeting in the first week of January. Similarly, the Assessment Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second half (October to March of the same financial year). On promotion of a Curator from one grade to the next higher grade, the post held by him/her shall stand upgraded automatically as personal to the Curator concerned. On vacation of the post by the Curator, it shall revert back to Curator 'B' unless a decision is taken with the approval of Governing Body, NCSM to fill up the vacancy through lateral entry at the level of Curator 'E', 'F' & 'G'.
- 11.2 Promotion up to the level of Curator Grade IV(6) shall be made as per the provisions of MFCS & on the basis of recommendations of Screening Committee & Assessment Committee at two levels as follows:

(i) Level I Screening (Internal Screening Committee)

An Internal Screening Committee shall be constituted by DG, NCSM for evaluation of Annual Work Reports vis-à-vis the criteria for up-gradation under this rule. An external member, from Departments of Atomic Energy, Space, CSIR or such other scientific research organizations who have developed over the years a fine tuned system of screening meritorious Scientists on the basis of APARs & AWRs, may be co-opted in the screening process. All curators, eligible according to the provisions of this rule and who meet the benchmark of 'Very Good' (i.e. 6 in APAR) as per the grading of the Screening Committee, would be screened in. The Internal Screening Committee, would report on the scientific content of work done by the Curators in part C of the Annual Work Report (AWR) and the same would be made available to the external assessment committee.

(ii) Level II Screening (External Assessment Committee)

The Assessment Committees shall be constituted in conformity with the composition of Selection Committees as per provisions in Revised Recruitment Rules, 2018. The Assessment Committees would have majority of the external members, who possess expertise in the field. The Assessment Committees would have characteristic of independent peer group for the assessment of the scientific content of the work. The Assessment Committees shall document specifically through one page summary, the specific content of the work done justifying the merit of the Curator for promotion to the next grade. The Assessment Committees should specifically certify that the Curators recommended met with all the criteria for in-situ up-gradation under this rule.

11.3 The minimum residency period to be completed in a grade for consideration for assessment shall be as under:

Sl. No.	Pay Matrix & Level	Designation	Minimum Residency Period linked to Performance
1.	Level-10 (₹56100-177500)	Curator 'B' Gr. IV(1)	3 years
2.	Level-11 (₹67700-208700)	Curator 'C' Gr. IV(2)	4 years
3.	Level-12 (₹78800-209200)	Curator 'D' Gr. IV(3)	4 years
4.	Level-13 (₹123100-215900)	Curator 'E' Gr. IV(4)	5 years
5.	Level-13A (₹131100-216600)	Curator 'F' Gr. IV(5)	5 years
6.	Level-14 (₹144200-218200)	Curator 'G'* Gr. IV(6)	----

*Senior-most Curator 'G' will be designated as Deputy Director General and to be posted at NCSM Hqrs.

11.4 Period of eligibility

The following service in the stage of a time-scale shall count towards qualifying service for residency period:-

- (1) All periods of duty;
- (2) Service in another scientific post, other than a post carrying less pay;
- (3) All kinds of leave, other than extraordinary leave and leave on medical ground;
- (4) Deputation out of India for scientific purpose;
- (5) Foreign Service for scientific purpose;
- (6) Joining time.

In the case of Council servants proceeding on leave or going on deputation out of India while officiating in a post, a certificate from the competent authority to the effect that the Council servant would have continued to officiate but for going on deputation out of India is necessary to count the periods at (4) & (5) above.

11.5 Number of chances/ MACPS

As per the provisions in Revised Recruitment Rules, 2018, a candidate can avail maximum of 3 assessment chances in each grade i.e. Gr. IV(1) to Gr. IV(5).

The modified ACP as approved for Central Government civilian employees would also be applicable to Curators in Scientific category. The Curators, who have been granted financial up-gradation under MACPS, shall be considered for next grade for assessment according to the eligibility criteria and other conditions for assessment.

11.6 Probation in case of promotion

All Curators promoted to any grade shall be placed under probation for a period of one year from the date of issue of promotion order, provided that:

i) this period may be extended at the discretion of the appointing authority on the recommendation of a committee duly constituted by the appointing authority for this purpose, if the work and / or conduct of an incumbent is not found satisfactory during the probation period but there seems to be possibilities of improvement, if given further chance.

ii) extension of probation period on the above ground shall not be considered for the purpose of assessment but shall be counted for the purpose of leave, increment, pension and service matters other than assessment.

iii) work and conduct of all persons under probation shall be reviewed by the immediate superior at the end of 6 months, 9 months & 12 months.

iv) if the work and /or conduct of a person under probation is found unsatisfactory and no improvement is foreseen or if the extension of probation of a person appears to be detrimental to the interest of the Council, the said person, on the recommendation of a Committee duly constituted by the Director General, NCSM, shall be reverted with the prior approval of the appointing authority to the grade from where he/she was promoted and his/her pay shall be fixed at the previous level from which he/she was promoted.

v) for further assessment, after such a reversion, the person will have to wait for two years from the date of reversion and shall then be eligible for assessment to the next higher grade for the number of un-availed chances in the relevant grade on completion of a period of two years of qualifying service in the grade to which he/she was reverted. For instance, if a person in grade IV (2) is reverted to grade IV (1), he/she shall be eligible for promotion to grade IV (2) on completion of two years in the reverted grade of IV(1).

vi) Director General, NCSM shall constitute committees for completion of probationary period and the composition of such committees shall be as follows:-

Sl. No.	Pay Matrix & Level of Pay	Composition of Committee
1.	Level-10 (₹56100-177500) (PB-3 with Grade Pay of ₹5400-as per 6 th CPC) to Level-12 (₹78800-209200) (PB-3 with Grade Pay of ₹7600-as per 6 th CPC)	1. An outside expert - Chairman 2. Director General, NCSM or his nominee - Member 3. Director of Museum/Centre - Member 4. Secretary, NCSM - Member
2.	Level-13 (₹123100-215900) (PB-4 with Grade Pay of ₹8700-as per 6 th CPC) to Level-14 (₹144200-218200) (PB-4 with Grade Pay of ₹10000-as per 6 th CPC)	1. An outside expert - Chairman 2. An outside subject expert - Member 3. Director General, NCSM - Member 4. Director of Museum/Centre - Member (Other than the post of Director)

12. Effective Date of Promotion

No retrospective promotion shall be granted with effect from the Assessment Year 2017-18. The competent authority shall ensure that no promotion is granted with retrospective effect.

13. Assessment in case of pendency of Disciplinary Proceedings

In case of a disciplinary/court case pending at the time of assessment, the assessment of the officer concerned shall be taken up and kept in sealed cover until disposal of the case.

14. Brief Job Requirement

Brief job requirement of officers in Scientific category has been stated in Annexure-I.

15. Annual Work Report (AWR)

An AWR to capture scientific content of work performed shall be prepared as per Annexure-II in respect of each Curator at the end of the financial year. The AWR format (Part 'A') would be filled up by a Curator along with the APAR and would get reported upon by the Reporting Officer. Assessment of Internal Peer Review Committee would be recorded in Part 'C'. The new format of AWR will not replace the regular system of recording APAR and will be taken in addition to APAR.

16. Director General, NCSM

The post of Director General, which is a scientific post, shall be filled in by direct recruitment as per rule 60 of the Rules & Regulations of the National Council of Science Museums. The Director General shall be a distinguished scientist/technologist/museologist and shall be appointed by the President, NCSM on recommendation of a high power Selection Committee to be appointed by the President, NCSM with the approval of the Government.

Essential Qualification:-

At least 1st class Masters Degree in Science/1st class Bachelor's degree in Engineering or Technology/ Ph.D in Science or Engineering, with 20 years of experience relevant to the objectives of the Council as summarised below:

- (i) design, development and fabrication of interactive exhibits, demonstrations and teaching aids for science education and popularization of science;
- (ii) portrayal of the growth of science and technology and their applications in industry and human welfare with a view to develop scientific temper and to create, inculcate and sustain science awareness amongst the people;
- (iii) popularization of science and technology in cities, urban and rural areas by organising exhibitions, seminars, lectures, science camps and various other programmes;
- (iv) Supplementing science education by organizing various out-of-school educational activities to foster a spirit of scientific enquiry and creativity amongst the students;
- (v) Conducting research in science and technology in areas pertaining to the activities of the Council.

Desirable:-

Proven record of excellent scientific/technological contributions of high standards as evident from development of science museums/centres and science communication activities. The candidates must have significantly demonstrated leadership in advancing the field of science communication & museum development.

Age limit:-

The upper age limit for the post shall be 55 years.

Relaxation in age upto 3 years may be allowed to departmental Scientific Category officers based on the recommendations of the Screening Committee in accordance with the instructions and orders issued by the Government of India from time to time in this regard. The post shall be widely advertised on all India basis. Notwithstanding anything contained above, the President, NCSM may appoint a person to act temporarily as Director General in temporary vacancy of the office of the Director General. An acting or temporary Director General shall exercise all or only such powers vested in the Director General by or under the rules as shall be delegated by the President, NCSM. The President, NCSM may impose conditions and restrictions as to the exercise of any such power by the acting or temporary Director General.

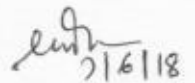
17. Superannuation

The present system of superannuation of Curators at the age of 60 years shall continue as per the Govt. of India rules from time to time.

18. Interpretation:-

Where any doubt arises as to the interpretation of any of the provisions of these instructions, the matter shall be referred to the Director General, NCSM whose decision shall be final.

This issues with the approval of Director General, NCSM.



(C.K. Das)

Secretary, NCSM

Encl: as above

Copy to:-

- 1) Directors[BITM/NSCM/NSCD/NCSM(Hqrs.)/NEZ/CRTL/VITM/Science City]/MD,CMD
- 2) PPS to DG, NCSM
- 3) PCs/DSOs of all NCSM units
- 4) Sr. CoA, Science City
- 5) CoFA, NCSM
- 6) CoA [VITM/NSCM/NCSM(Hqrs.)]
- 7) Dy. CoA (BITM/MC/NSCD)
- 8) Dy. CoFAs/F&AOs of all NCSM units
- 9) PRO, NCSM
- 10) Office Order file
- 11) Office copy

BRIEF JOB REQUIREMENT**List of Scientific Grades - Group IV**

Sr. No.	Designation	Grade	Pay Matrix & Level	Brief job requirement
1.	Curator 'B'	2 IV(1)	3 Level-10 (₹56100-177500)	4 Design and development of exhibits, audio-visual demonstrations, teaching aids etc; development of museums' section on various subjects of science & technology; organization of educational programmes for different categories; research on history of science and technology, museum techniques and evaluation of exhibits all pertaining to the developmental activities of the museum/centre. Assisting in day-to-day work and administration of the museum/centre.
2.	Curator 'C'	IV(2)	Level-11 (₹67700-208700)	Conceptualization, design and development of participatory exhibits and new techniques in animation and presentation; development of new educational programmes and training of junior members of staff; research on history of science and technology, museum techniques and evaluation of exhibits all pertaining to the developmental activities of the museum/centre; general supervision over different sections. Assisting in day-to-day work and administration of the museum/centre.
3.	Curator 'D'	IV(3)	Level-12 (₹78800-209200)	Generation of new ideas and techniques in museology and museography relating to science museums; creative work in conceptual development of exhibits and museums sections on various subjects of science and technology; training of junior members of staff, co-ordination of different sections. Assisting Director in day-to-day work and administration of the museum/centre.



4. **Curator 'E'** IV(4) Level-13
(₹123100-215900)
Intra-museum planning and co-ordination of activities; creative work and generation of new concepts and techniques in exhibits and presentation; overall administration of the museum; providing leadership in museum profession.
5. **Curator 'F'** IV(5) Level-13A
(₹131100-216600)
Intra-museum planning and co-ordination of activities; creative work and generation of new concepts and techniques in exhibits and presentation; overall administration of the museum; providing leadership in museum profession; generation of sponsorship and new programme.
6. **Curator 'G'** IV(6) Level-14
(₹144200-218200)
Planning and co-ordination of activities of national level museum/centre/laboratory and all satellite units under it; creative work and generation of new concepts and techniques in exhibits and presentation; overall administration of national level museum/centre/laboratory and all satellite units under it; providing leadership in museum profession.
7. **Director General** Level-15
(₹182200-224100)
Overall planning and co-ordination of activities of all NCSM national level museums/centres/laboratories including NCSM headquarters and all satellite units functioning under them; providing general guidance in research/development/administration; acting as the Chief Executive Officer of the Society; providing leadership in museum profession. He shall be responsible for proper administration of the affairs and funds of the Society.

NATIONAL COUNCIL OF SCIENCE MUSEUMS

Name of the Museum/Centre: _____

Period of Report : _____

ANNUAL WORK REPORT

Part A

SELF ASSESSMENT BY THE OFFICER REPORTED UPON

1. Name of the Officer : _____
2. Designation : _____
3. Area of S&T Function : _____

4. Brief Description of S&T work function: _____



5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)
6. Enumeration of major outputs from S&T Function
7. Innovation content of work done (about 100 words)
8. Major impact reported during the financial year (if any) for work done during previous three years.
9. Scientific and technological methodologies used in the work function
10. Suggestions (if any) for work functions based on new or emerging scientific principles
11. New technologies if any introduced by the officer in work plan/ functions
12. Any other highlight of special S&T content in the work
13. One page summary of the scientific and technical elements in the work done during the financial year
14. Quantified S&T outputs as per the selected indicators (as annexed)

Signature of the officer reported upon

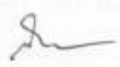


Part-B

ASSESSMENT BY THE REPORTING AUTHORITY

1. Accuracy of the S&T work report with reasoning :
 - a. Generally accurate
 - b. Modifications needed (please specify)
2. Scientific merit of the work done :
1-10% 10-33% 33-50% 50-75% Bottom 25%
3. Short summary of the innovative content of the work done :
4. General assessment of the scientific work report (in brief) :
5. Final grading (Overall assessment) :
1-10% 10-33% 33-50% 50-75% Bottom 25%

Signature of the Reporting Officer



Part-C

INTERNAL PEER GROUP REVIEW REPORT

1. Grading of the S&T content of work reported :
Top 10% 10-33% 33-50% 50-75% Bottom 25%
2. Specific Innovation elements recognized :
 - a)
 - b)
 - c)
- *3. Relative Assessment of the work reported vis-vis Peers in the area :
Top 10% 10-33% 33-50% 50-75% Bottom 25%
4. Descriptive assessment of the work done during the residency period :
5. Specific highlights of the S&T content of the work done :
6. Overall grading of the S&T work report for the residency period :
Top 10% 10-33% 33-50% 50-75% Bottom 25%

Signatures of the Members of the Peer Group

*DDG, NCSM may be co-opted in the Internal Peer Groups for the purpose of relative assessment of the work.



**Annexure
(to Annual Work Report)**

Name of the Officer : _____
Designation : DIRECTOR OF MUSEUM/CENTRE OR DDG / DG,
NCSM, as the case may be
Name of Science Museum/Centre: _____
Period of Report : / _____

1. Lectures delivered in universities/seminars/ industry meets
 - a. Enrolled
 - b. Invited
2. Books edited or written
3. Articles published in renowned science magazine
4. Research publications
5. State- of -the Art Reports prepared on the subject handled or otherwise
6. Publication of reports of seminars/workshops/conferences etc.?

7. Annual reports prepared
8. Internal reports generated
9. New S&T areas/ gaps identified for enlarging the scope of the existing schemes
10. New S&T identified and nurtured and S&T inputs added to ongoing schemes
11. Data bases prepared for scientific handling of the projects
12. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country
13. Identification of New Areas for demonstration of technologies and follow-up
14. Project Monitoring Parameters evolved and deployed
15. Technology intelligence/ assessment report prepared for S&T
16. S&T inputs provided to inter-Ministerial discussions in various committees

S

17. Number of projects scientifically evaluated for closure during the year
18. Networked Programmes initiated (please give numbers and salient features of your contribution)
- a. Between Museum/Centre to Museum/Centre
 - b. Museum and industry/educational institution
 - c. Bilateral /
 - d. Multilateral /
19. Policies/ Bills prepared during the year /
20. Awards/ Membership of Institutions/ Academies
21. Others (please specify)

*****XXXXX*****