Office Memorandum

Subject: "Network projects under Earth Science and Technology Cell (ESTC)" and establishment of new ESTC.

In supersession to this Ministry’s earlier OM. number even dated 21st March 2013, following is the OM on the subject.

The Earth Science & Technology Cells (ESTC) network projects are aimed towards capacity building and to create adequate expertise for the benefit of society and national development in various disciplines of earth system science (ESS) viz. Marine Ecology & Biology (MEB); Atmosphere and Ocean Sciences (AOS); Geosciences, Hydrology & Cryosphere (GHC) and Earth System Technology (EST).

2. Implementation plan and management of Earth Science & Technology Cells (ESTC) are given in Annexure-I.

3. The overall monitoring and periodic review of the progress of the ESTC and proposals towards implementation as per objectives and time line will be done by a Scientific Steering Committee (SSC) duly constituted by ESSO-MoES in the related discipline of Earth System Science (ESS).

4. The composition of Scientific Steering Committees (SSCs) and their term of reference along with role of Project Coordinators (PCs/Main PIs) of an ESTC are as follows;

Scientific Steering Committee (SSC) Composition

i) Chairman
ii) Members/Subject experts (up to 3)
iii) Convener Member (Program Officer/Scientist ESSO-MoES)
iv) Any other member (May be co-opted by the Chairman).

Terms of reference of SSC

i) Monitoring & review of the progress of the network project proposal at various stages of its implementation and recommend mid course correction if any for ensuring execution of the proposal as per time line.
ii) Recommend subsequent release of funds based on the progress of the proposal.
iii) Any other work related to successful implementation of the proposal and consolidation of data and scientific results.
iv) SSC may send its periodic reports to the Chairman of Ministry’s Apex Committee.
v) The SSC shall meet at least once in six months.
vi) Tenure of the above committee will be for 5 years or till further orders.

5. Responsibilities of Project Coordinator (PC): Term of reference of PC/main PI of an ESTC are as following;

i) Overall coordination among different participating institutes and Co-PIs on approval of the proposal for deliverables in time line.
ii) Responsible for receiving the Annual Progress Reports (APR) from each participating institutes (Co-PIs) and preparation of a consolidated APR. The PC may be asked to give presentation during the PAMC/SSC meetings.
iii) Responsible for receiving Utilization Certificates UCs & audited Statement of Expenditure (SOE) and forwarding the same to Ministry of Earth Sciences for further release of funds;
iv) Ensuring availability of equipments and facilities of ESTC/network project to all concerned Scientists/students.
v) Facilitating the SSC meetings.
vi) Any other responsibility towards successful implementation of the proposal/project.
vii) Tenure of PC will be 3 Years/Co-terminus with project / as per review by SSC for further extension with the recommendation of Program Head.

6. Secretarial Assistance
   i) Budget for the Secretarial support for undertaking the task of PC/ESTC will be met from overall budget allocated to Proposal.
   iii) TA/DA/sitting fee to non-official members will be as per rules of Government of India.

7. This OM supersedes the earlier OM of even number dated 21/3/2013 & 6/1/2012.
8. This issues with the approval of Secretary MoES vide Dy No. 59/Secy/14 dt 21/4/14.

(Manjula Daniel)
Under Secretary to the Govt. Of India

To
1. All ESTCs/(PCs)
2. PS to Secretary, Scientific Secy, JS, Adviser (SB)/ All PAMC Chairmen/ All PAMC Member Secy./ Sci F(PM)/ Sci E(JVS) and all concerned

Under Secretary to the Govt. Of India
Management And Implementation of ESTCs

- New proposals with a Science plan on an identified theme along with a broad implementation plan will be submitted by the proposer (Project Coordinator 'PC'/main PI) for appraisal by the concerned Project Appraisal and Monitoring Committee (PAMC) or Technical Research Board (TRB) through the ESTC Program Head.

- The PAMC/TRB will identify experts for pre-appraisal and review of the network proposal, if require.

- On recommendation of the science plan, the proposer or the Project Coordinator (PC)/main PI will submit ESTC network proposal centered around the approved science plan.

- The network proposals recommended by the PAMC/TRB will be considered for approval by the Apex Committee of the Ministry, chaired by the Chairman of Earth System Science Organization (ESSO)/Secretary MoES.

- On approval of proposal, a MoU will be signed by the respective Vice Chancellor of University/ Director of Institute with the counter part of Earth System Science Organization (ESSO) as approved by the competent authority, before the fund is released.

- There will be Scientific Steering Committees (SSCs) duly constituted by Ministry for monitoring & periodic review of the progress of ESTC projects covering various disciplines of Earth Sciences, as following:
  
  SSC- Atmosphere and Ocean Sciences (AOS)
  SSC- Geosciences, Hydrology & Cryosphere (GHC)
  SSC- Earth System Science Technology (EST)
  SSC- Marine Ecology & Biology (MEB)
  
  etc.

- The overall monitoring and periodic review of the progress of an ESTC and its network projects will be done by the related SSC (discipline wise). Deliverables as per time line will be ensured by the concerned PC of particular ESTC at the local (ESTC) level.

- PC shall be responsible for facilitating the SSC meetings for respective ESTC.

- SSC may send its periodic reports to the Chairman of Ministry’s Apex Committee.