



F. No. 4-1/2004-IC-I
Government of India
Department of Agricultural Research and Education
Krishi Bhavan, New Delhi

Dated : 23rd June, 2014

Office Memorandum

Subject: Processing of foreign assignments related to tours/training/consultancies/attending seminars, conferences, etc. - guidelines thereof.

The department has already prescribed guidelines for processing the foreign deputation proposals of ICAR scientists and also fixed a time limit of 15 days (excluding the day of journey) for its submission vide OM of even No. dated 6th December, 2010 (Copy enclosed).

2. However, it has been observed that in most of the cases, such proposals reach this Department just in the nick of time, mostly a day or two in advance that too incomplete, which is a clear violation of the prescribed guidelines.

3. The competent authority in the Department has directed that all concerned should strictly adhere to the laid down time limit of 15 days (excluding day of journey) for submission of foreign deputation proposals (complete in all respects, including hard copy of the on-line application form for FCRA clearance, if required). The proposals not complying with the instructions will not be processed.

Encl: As above.

(V. K. Singh)

Under Secretary to the Govt. of India

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To

1. All SMDs of ICAR Headquarters.
2. All Head of Institutes of ICAR.
3. All Under Secretaries of IC Division in DARE.
4. All DDGs of ICAR.
5. Director (Personnel/Admn.), ICAR Headquarters.
6. NIC.

Copy to:

1. Sr. PPS to Secretary (DARE) & DG, ICAR
2. PPS to Additional Secretary (DARE) and Secretary, ICAR.

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30 June 2014

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F.No. 4-1/2004-IC.I
Government of India
Ministry of Agriculture
Department of Agricultural Research & Education

Krishi Bhawan, New Delhi
Dated the 06.12.2010

OFFICE MEMORANDUM

Subject: Processing of foreign assignments related to tours/training/consultancies/attending seminars, conferences, etc. – guidelines thereof.

The matter on the subject cited above was discussed in the SOC Meeting held on 4th November, 2010 vide agenda item No.4 and it was decided to follow the following guidelines while forwarding the proposals on the aforesaid subject.

2. All proposals of engagements with foreign agencies and requiring approval of ICAR (HQ.) should be sent to the concerned Subject Matter Division (SMD). The SMDs shall review the proposal from sensitivity, technical angle and for its conformity with ICAR guidelines. The SMDs shall then forward it to the concerned Under Secretary in International Cooperation (IC Division) of Department of Agricultural Research & Education (DARE), who in turn, shall process the proposal for approval of the competent authority.

3. All such proposals should reach the International Cooperation Division of DARE at least 15 days in advance for processing. The above direction may be followed strictly.



(V.K. Singh)

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To

1. All SMDs, ICAR Hdqrs.
2. All Head of Institutes of ICAR
3. All Under Secretaries of IC Division in DARE
4. AS (DARE)/FA (DARE)/DDGs