

102
23/3/15

Fax Message No. 1001/ICAR HQ

Dated 20/03/2015

No of Pages 03

No.30-9/2015-CDN(Estt.)

Govt. of India

Ministry of Agriculture

Department of Agricultural Research and Education

Krishi Bhavan, New Delhi-110001

Dated the 20th March, 2015CIRCULAR NO. 1

Subject: Foreign Deputation Proposals of ICAR Scientists/Personnel in connection with Conference /Seminars/ Symposium/Workshop/ Congress /Training, Fellowship, Scholarship (short term and long term) etc. - instructions regarding.

Ref. : This Department's Circular F.No. 4(4)/2001-IC-I dated 8th October,2001.

Instructions have already been issued with regard to proposals relating to foreign deputation of ICAR Scientists/Personnel vide this Department's circular referred above. Despite this, the proposals are often processed at the eleventh hour as a result the issues involved are not properly flagged and cause delay.

2. The matter has been examined. To avoid delay in processing of proposals and to enable the scientists to go abroad whenever and wherever necessary, the following procedure is outlined and will be followed henceforth.

i) All the proposals for foreign visits/deputation. should be sent to DARE at least four weeks in advance prior to the date of visit. The earlier prescribed time limit of eight weeks which was fixed vide this Department's circular dated 08/10/2001 referred above has been reduced to four weeks considering the impracticable nature of the earlier time limit.

ii) All the foreign visit proposals should be addressed to Director (DARE) only.

iii). After internal processing of the proposals in DARE, Director/Deputy Secretary (DARE) will send the proposals for the foreign visit to the concerned Subject Matter

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Govt. of India
Ministry of Agriculture
Department of Agricultural Research and Education,
Krishi Bhavan, New Delhi-110001

F.No.4(4)/2001-IC-I

Dated 8th October, 2001**CIRCULAR**

Subject:- Foreign visits/deputation of scientists -- instructions regarding.

It has been observed by AS/FA(DARE) that the proposal regarding foreign visits/deputation of scientists should be examined properly in the light of following guidelines/instructions:-

1. The proposals for foreign visits/deputation etc. should be sent to DARE/ICAR Hdqrs. atleast eight weeks in advance prior to the date of visit. Any proposal received with a short notice of less than eight weeks will not be considered.
2. Subject Matter Divisions are required to give full justification while recommending scientists for foreign visits/deputation to DARE for consideration.
3. In cases where foreign visits of more than one scientist is recommended for the same purpose, full justification should be given by the SMDs/Heads of the Institutes while forwarding their proposals.
4. Similarly before recommending the same scientist for foreign visit/deputation again utility of his previous visit/deputation report submitted by the scientist for the earlier visit should be clearly indicated.
5. Any request received from foreign organization asking for a particular scientist to visit abroad on study/training etc. should be examined and recommended alongwith full justification by the SMDs/Heads of Institutes. If so required, should suggest substitute giving full justifications. It is to be understood that choice of participation in any specific event and the level of participation is to be decided by ICAR only. Any scientist receiving direct invitation should contact ICAR as well as request inviting agency to contact ICAR.
6. All Scientists should give an undertaking that if they do not return within time, disciplinary action can be initiated against them. Extension, if any, should be sought 15 days prior to the expiry of the period of stay abroad.
7. On completion of the foreign visit, the SMD/Heads of Institutes should ensure that the concerned scientist submit the deputation report which should be examined and commented upon by them regarding its utility in the existing research system.

It is requested that these instructions may be followed while forwarding proposal for foreign deputations/visits of scientists from ICAR in future.

This has the approval of AS(DARE)/Secretary, ICAR.

(HARSH MITTER)
DIRECTOR (DARE)

To

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