

I/151153/2024



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By E-mail



F. No. 5(13)Adm.I/86/Vol.IX

Date: 03.07.2024

पृष्ठांकन/ENDORSEMENT

The office Memorandum No. 01/01/2023-Coord. dated 01.07.2024 as issued by Under Secretary, DARE, MoA&FW (GoI) on the subject “**Comprehensive Guidelines for the Foreign Visits of the Scientists/Officials of ICAR issued on 2nd April, 2024-Partial modification thereof.**” is attached herewith for kind information, guidance and compliance please.

Digitally Signed by Durga
 Lal Verma
 Date: 03-07-2024 10:43:18
 Reason: Approved

Encl: As above

(D.L.VERMA)
 ASSISTANT ADMINISTRATIVE OFFICER

Distribution to:-

1. All Heads of Division/Section In-charges/Unit(s)/PIs of external funded projects.
2. Head/Officer In-charges of Garsa/Bikaner/Mannavanur.
3. P.S. to Director/CAO/CF&AO/AO for kind information.
4. Incharge, AKMU for uploading on the Institute's website.

(Please download a copy of this endorsement as per requirement as it is not being distributed separately)

F.N. -01/01/2023-Coord.
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agricultural Research and Education

Krishi Bhawan, New Delhi

Dated: 01st July, 2024

OFFICE MEMORANDUM

Subject: Comprehensive Guidelines for the Foreign Visits of the Scientists/ Officials of ICAR issued on 2nd April, 2024 – Partial modifications thereof.

The undersigned is directed to refer to the Comprehensive Guidelines for the Foreign Visits of the Scientists/Officials of ICAR issued vide OM No. 01/01/2023-Coord. Dated 02nd April, 2024 and to convey the following partial modifications in the said guidelines:

S.No.	Provision of Existing guidelines	Modified provisions
1.	Part C- General Instructions: para (iii)	For those cases, which are processed/approved in ICAR, the necessary request/authorization letter to MEA/MHA for political/FCRA clearance, shall be signed by an officer (not below the rank of Under Secretary) designated by the CCA (Personnel Division) in ICAR.
2.	Annexure 1: SOP for DARE-ICAR FVMS: part (A): (a)	(iv) CCA (Personnel Division) will get the note sheet generated at SO/Assistant level along with examination of proposal in their division on the aspects as elaborated in Annexure A.
		(vi) After examination, CCA, along with its NoC, will submit the proposal through concerned DDG/ADG(Independent) for approval of DG, ICAR
		(vii) After proposal is approved by DG, ICAR, the CCA (Personnel Division) will convey the approval to the applicant.
3.	Annexure 1: SOP for DARE-ICAR FVMS: part (A): (b)	(iv) CCA (Personnel Division) will get the note sheet generated at SO/Assistant level along with examination of proposal in their division on the aspects as elaborated in Annexure A.
		(vi) CCA (Personnel Division), along with its NoC, will submit the proposal to the Institute Director (<i>in case of the proposal of subordinate scientist of institute</i>) and to the concerned DDG (<i>in case of the proposal of Institute Director</i>) for approval .
		(vii) After proposal is approved by the competent authority, CCA (Personnel Division) will convey the approval to the applicant.

2. Updated flow chart for processing of proposals are enclosed herewith for reference. FVMS team is being requested to make necessary amendments in the DARE-ICAR FVMS portal.

3. This issues with the approval of Secretary (DARE).

(Anil Singh)

Under Secretary to the Govt. of India

Tel: 011-23046633

E-mail: usic1.dare-agri@gov.in

Encl: A/a

To,

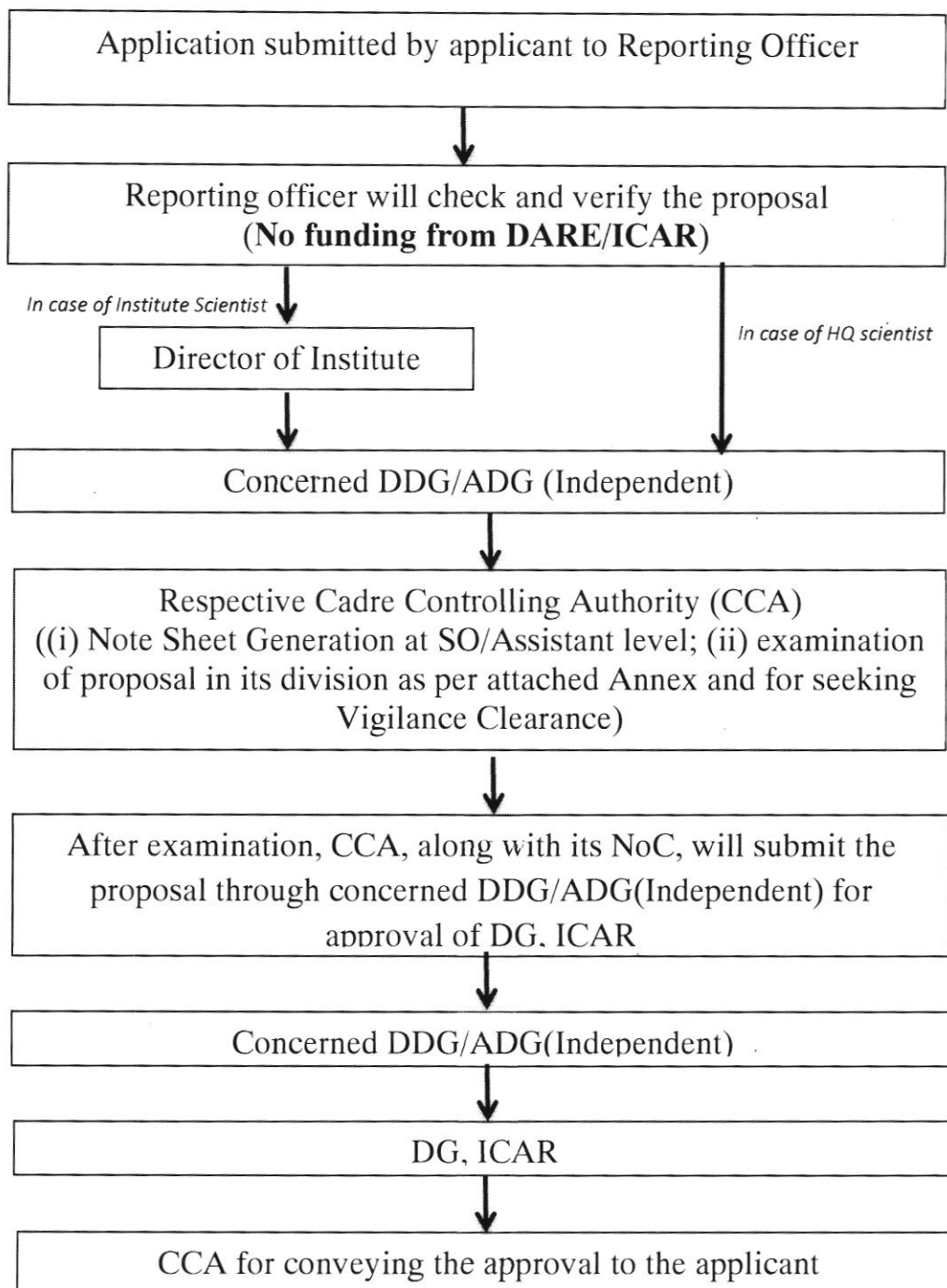
1. All DDGs & Independent ADGs in ICAR
2. All Directors/Project Directors of ICAR Research Institutes/PDs/Bureaus/NRCs
3. All Director/DS in DARE
4. All Under Secretaries in DARE
5. JS (Finance)/JS (TS)/JS(Pers)/Director (Admin) in ICAR Hq.
6. Sh. Mukesh Kumar, Pr. Scientist, ICAR- Indian Agricultural Statistics Research Institute (IASRI), New Delhi – for making necessary corrections in FVMS portal of DARE-ICAR and also request to post the guidelines on the FVMS portal.

Copy for information to:

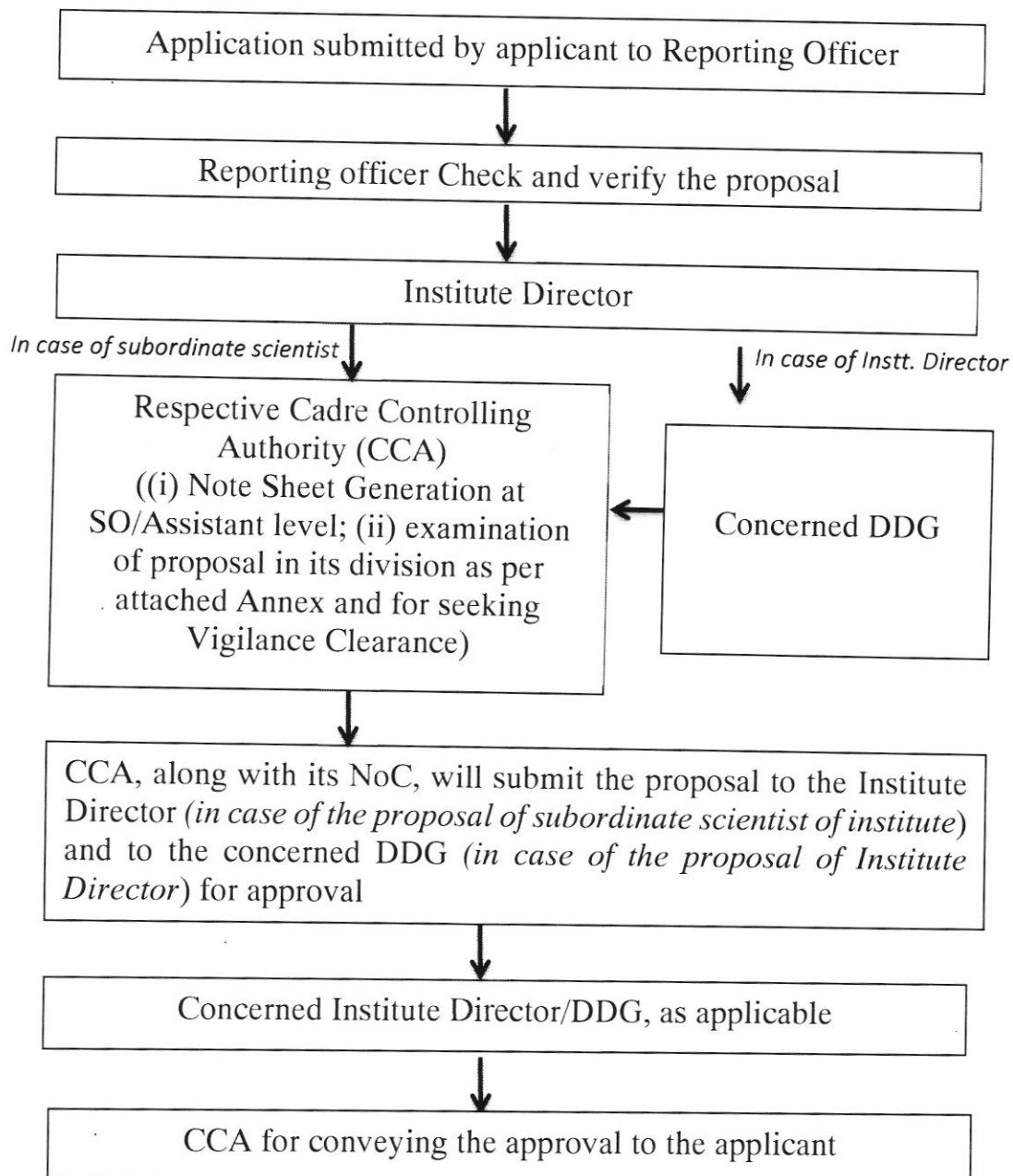
1. PS to HAM
2. PPS to Secretary, DARE
3. PPS to Additional Secretary, DARE
4. PPS to AS&FA, DARE/ICAR
5. Guard File

(A) Proposals to be approved at ICAR

(a) Proposal from Scientists (up to the rank of Principal Scientist) of ICAR HQ/ Institutes, **only for participating in meeting, conference, workshop, presenting papers, delivering lectures**, shall be processed for approval of **DG, ICAR** *provided* no funding is incurred from DARE/ICAR.

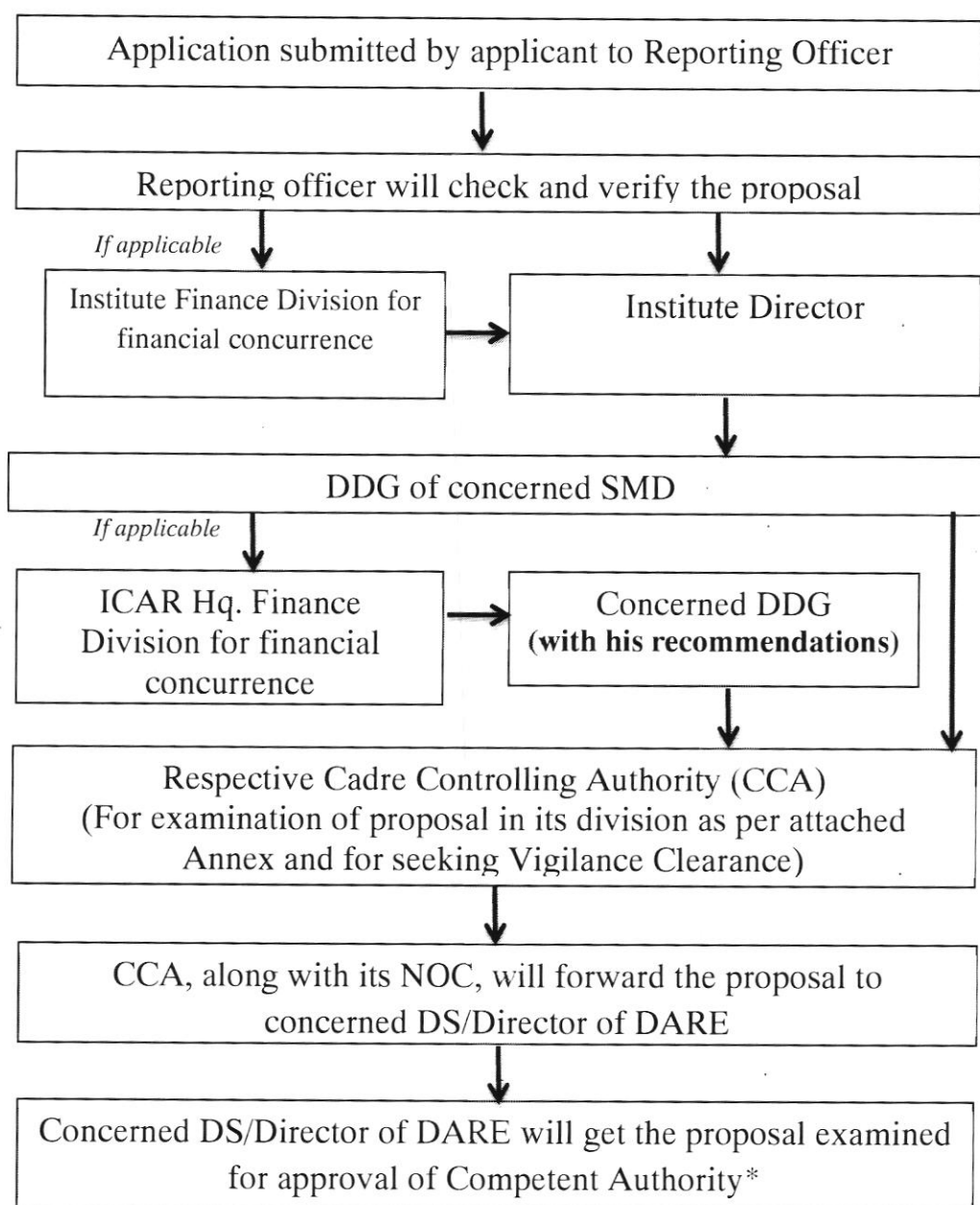


(b) Proposals from Institute scientists (including Director of Institute) **under approved projects which already have a provision of international visits and do not have any financial implication on DARE/ICAR**, shall be **approved by the concerned director of the institute (for subordinate scientists)/ DDG concerned (in case of Director of the institute)**



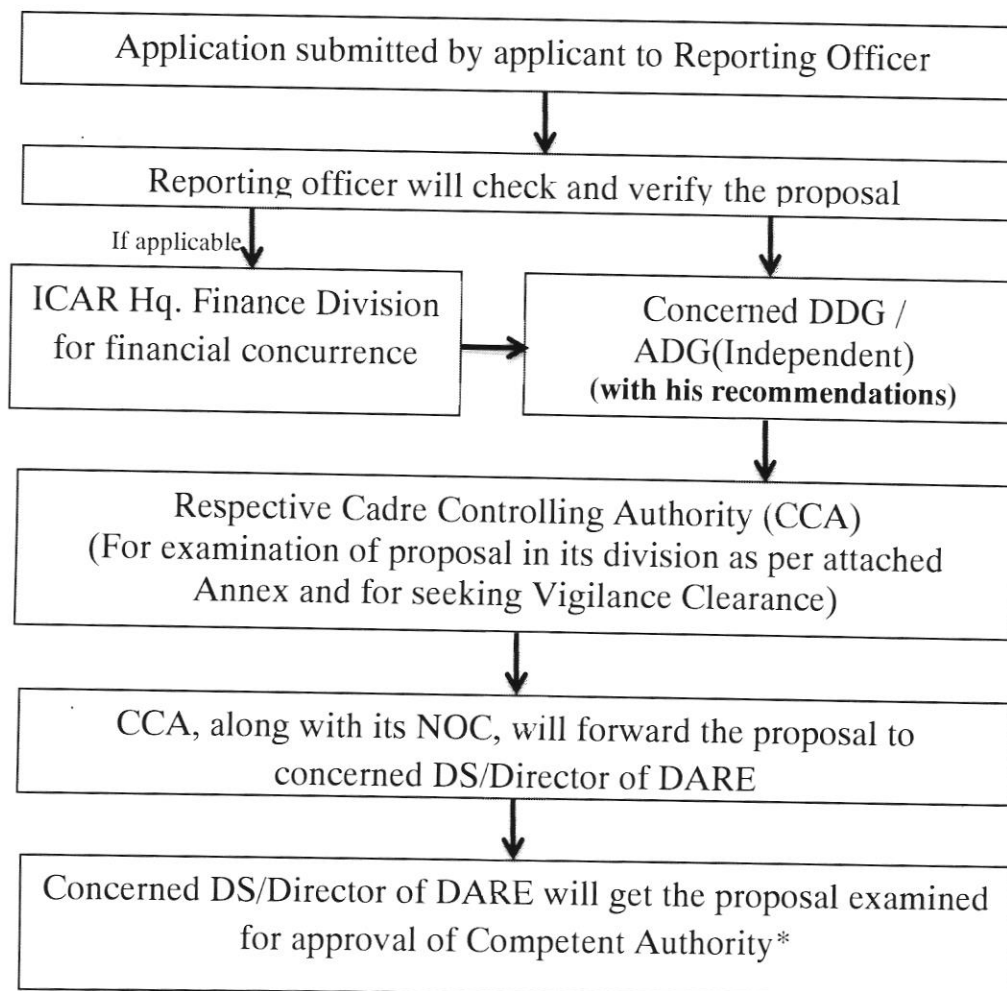
(B) Proposals to be approved at DARE***[All cases other than those covered under (A) above]***

(1) Proposals from **Institute scientists/officials (including Director of Institute)** for the visits of type Trainings/Fellowships/ Symposium /Seminar/workshop /Exhibition/International Fairs /Conference /Congress etc. and under approved projects which already have a provision of international visits **as well as have any financial implication on DARE/ICAR.**



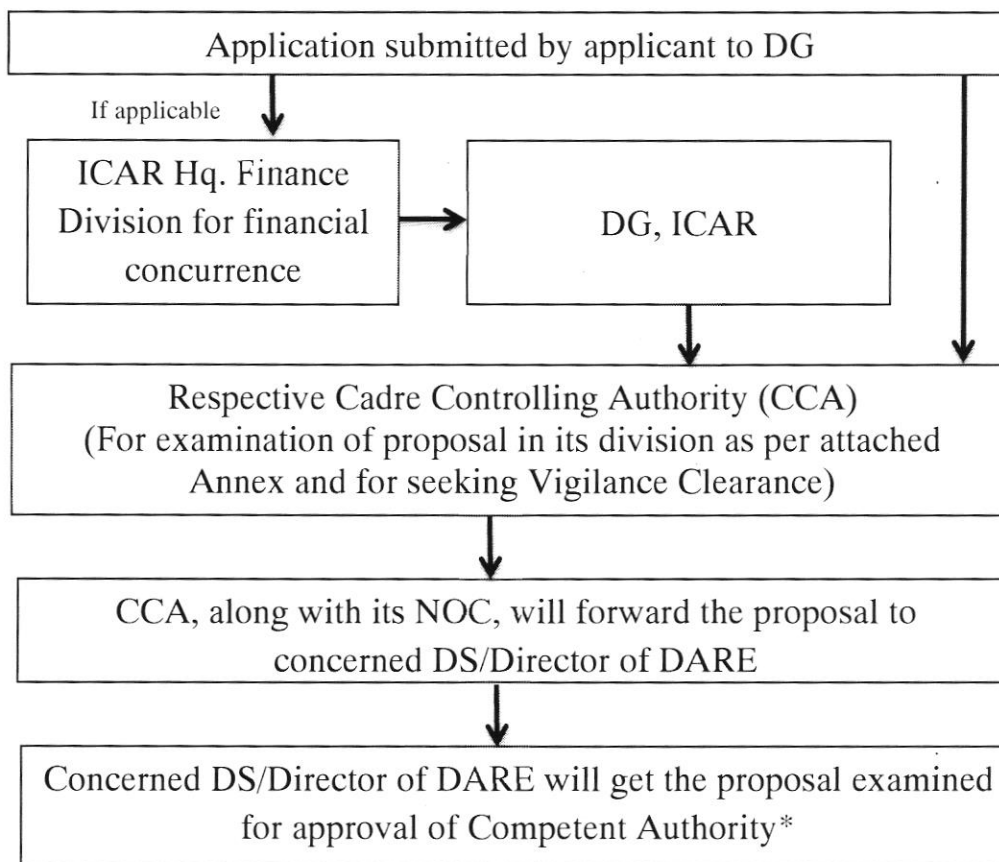
*As per delegation of power order no 01/01/2023-Coord. Dated 07 May, 2024 issued by DARE

(2) Proposals from Head Quarter scientists/officials/ADGs (other than independent ADGs) for the visits of type Trainings/Fellowships/ Symposium /Seminar /workshop /Exhibition /International Fairs / Conference /Congress etc.

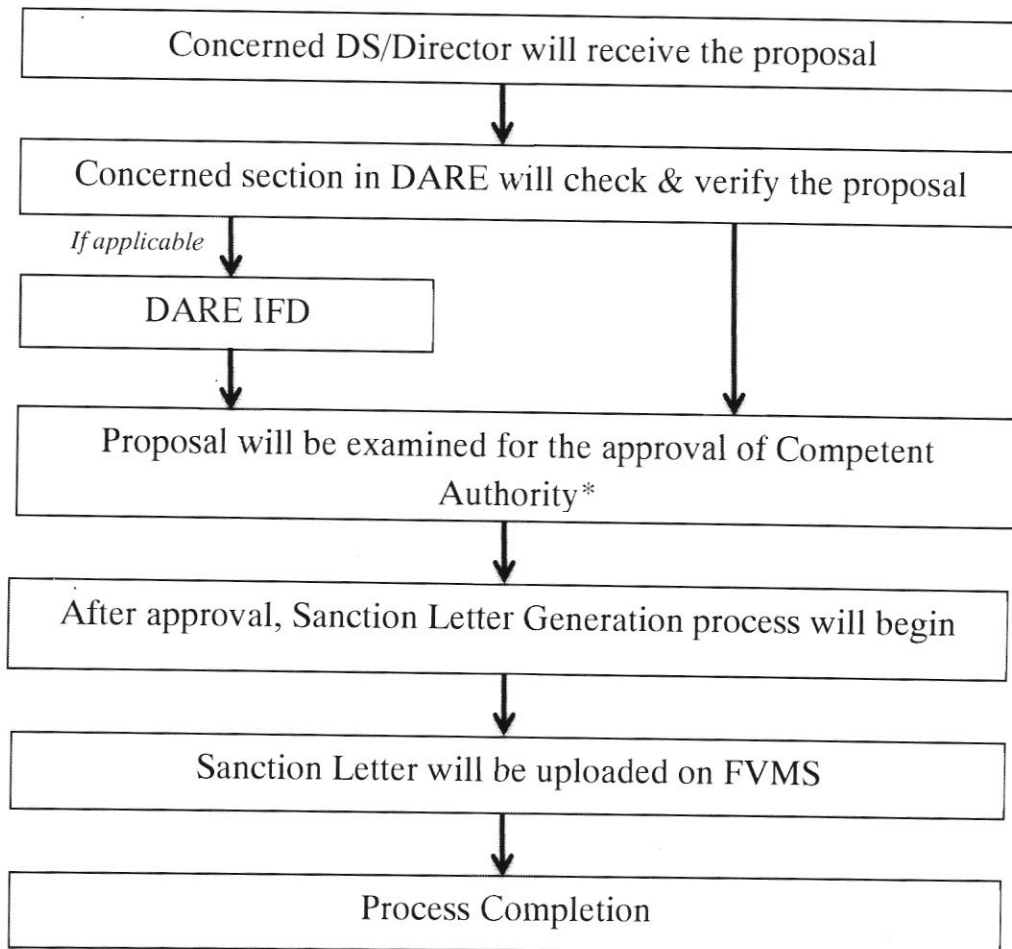


*As per delegation of power order no 01/01/2023-Coord. Dated 07 May, 2024 issued by DARE

(3) Proposals from DDGs/ Independent ADGs for the visits of type Trainings/Fellowships/ Symposium/Seminar workshop /Exhibition /International Fairs /Conference /Congress etc.



*As per delegation of power order no 01/01/2023-Coord. Dated 07 May, 2024 issued by DARE

(B.1) Processing of proposals at DARE

*As per delegation of power order no 01/01/2023-Coord. Dated 07 May, 2024 issued by DARE

(B.2) Rescheduling of the deputation proposals of scientists/officials on account of change in their date

