

Standard Operating Procedures (SOP)

For

DARE-ICAR Foreign Visit Management System

(DARE-ICAR FVMS)

DARE-ICAR Foreign Visit Management System (DARE-ICAR FVMS) has been developed and implemented at DARE and ICAR to facilitate the processing of applications for visits of officials to abroad for various purposes. The system will be applicable from 1st Feb. 2019 in DARE, ICAR Hq. and in all its institutes. In order to maintain and operate the system in a transparent and effective manner following Standard Operating Procedure has been approved by the competent authority:

1. Director/DS (DARE) will be Nodal officer for vetting the data for DARE-ICAR FVMS.
2. Nodal Officer in Division of Computer Applications, IASRI will be responsible for managing DARE-ICAR FVMS.
3. All correction/modification in FVMS software containing design, labels, data structure, data, functionality, etc. shall be affected by the IASRI development team only after vetting of Secretary (DARE)/ Secretary (ICAR).
4. To maintain the reliability and quality of the data, the software should be enhanced so that various updates on routine basis can be done in a separate test instance and once the updates are complete and reviewed by the Secretary (DARE)/ Secretary (ICAR); these can be migrated to the production instance of FVMS.
5. All FVMS operating officials will access their respective module through the website <https://fvms.icar.gov.in> with their respective username and password.
6. All ICAR employees will apply for foreign visit(s)/trainings/fellowships through FVMS system with their respective ICAR email id (@icar.gov.in) and password.
7. Proposal's status, approval status and sanction letter generation status can be traced through provided link in applicant's login module.
8. Once sanction letter is uploaded in FVMS module an auto generated email will be sent to Director of Institute and applicant notifying sanction letter is generated. Applicant then can download sanction letter. The email will be sent to official ICAR email only.

9. Applicant can also track approval status and his application current status through link provided in FVMS module.
10. Applicant after completing his/her foreign trainings/fellowships/visits will have to upload deputation report in FVMS module within 30 days of return to India.
11. System generates a report listing all proposals and their recommendation and approval status. This report is visible to all proposal processing officers only.

Processing of Proposals at Institute/ICAR

1. Proposals from Institute scientist (excluding Director of Institute) for the visits of type Trainings/Fellowships/ Symposium /Seminar /Workshop /Exhibition /International Fairs /Conference /Congress etc. and Approved Projects having international visits.

- i. Proposals will be sent to reporting officer automatically on submission of proposal.
- ii. Reporting officer will check and verifies all details. After verification, the proposal if found satisfactory, will be forwarded to Director of Institute for cases in which funding is not from the institute for further processing. In case the funding of the visit is from institute, the proposal will be forwarded to Institute Finance Department for financial concurrence before sending it to Director of Institute.
- iii. Finance department will verify and provide financial concurrence and budget head information (if financially concurred). Whether financially concurred or not, proposal will be forwarded automatically to Director of Institute for final decision of recommendation.
- iv. Director of Institute will be the recommending authority of above mentioned proposals at Institute level for getting approval from DARE.
- v. For approved project having international visits, Institute Director will be the final approval authority. Proposal will not be routed to DARE. The system will maintain a record of these proposals for the information of Council.
- vi. Director of Institute will forward proposal (other than those having provision for international visits in approved projects) which have duration of less than 3 months directly to DARE after verifying all details. This can be done by choosing options provided at Director Level.

- vii. Proposals of duration more than or equal to 3 months will be automatically sent to Director Personnel (ICAR) once Director of Institute recommends the proposal.
- viii. Director Personnel (ICAR) will forward proposal (of duration more than or equal to 3 months) to DARE for approval.
- ix. Director Personnel can send proposals to Under Secretary Personnel for verifying details or he can send proposals directly in DARE for approval.

2. Proposals from Director of Institute for the visits of type Trainings/Fellowships/Symposium /Seminar /Workshop /Exhibition /International Fairs /Conference /Congress etc. and Approved Projects having international visits.

- i. Proposals will be sent to Institute Finance Department automatically for financial concurrence if proposal involves funding from respective Institute.
- ii. Finance department will verify and provide financial concurrence and budget head information (if financially concurred).
- iii. Whether financially concurred or not, proposal will be forwarded automatically to DDG for final decision of recommendation.
- iv. Proposals having funding other than the institute will be sent to DDG for further processing without being referred to Institute Finance Department.
- v. DDG will be the recommending authority of above mentioned proposals for getting approval from DARE.
- vi. For approved projects having international visits, proposal will not be routed to DARE and DDG will be the approving authority. The system will maintain a record of these proposals for the information of Council.
- vii. DDG will forward proposal (other than those having provision for international visits in approved projects) which have duration of less than 3 months directly to DARE after verifying all details. This can be done by choosing options provided at DDG level.
- viii. Proposals of duration more than or equal to 3 months will automatically be sent to Director Personnel (ICAR) once DDG recommends the proposal.
- ix. Director Personnel (ICAR) will forward proposal (of duration more than or equal to 3 months) to DARE for approval.
- x. Director Personnel can send proposals to Under Secretary Personnel for verifying details or he can send proposals directly in DARE for approval.

3. Proposals from Head Quarter scientists/ADG for the visits of type Trainings/Fellowships/ Symposium /Seminar /Workshop /Exhibition /International Fairs /Conference /Congress etc.

- i. Proposals will be sent to Reporting Officer (ADG/DDG). Reporting officer will check and verifies all details and will forward proposal to ICAR Finance Department for financial concurrence if proposal involves funding from ICAR otherwise proposal should be sent to DDG for further processing.
- ii. ICAR Finance department will verify and provide financial concurrence and budget head information (if financially concurred).
- iii. Whether financially concurred or not, proposal will be forwarded automatically to DDG for final decision of recommendation for sending proposal to DARE for approval.
- iv. DDG will forward proposal (other than those having provision for international visits in approved projects) which have duration of less than 3 months directly to DARE after verifying all details. This can be done by choosing options provided at DDG level.
- v. Proposals of duration more than or equal to 3 months will automatically be sent to Director Personnel (ICAR) once DDG recommends the proposal.
- vi. Director Personnel (ICAR) will forward proposal (of duration more than or equal to 3 months) to DARE for approval.
- vii. Director Personnel can send proposals to Under Secretary Personnel for verifying details or he can send proposals directly in DARE for approval.

4. Proposals from DDG for the visits of type Trainings/Fellowships/ Symposium /Seminar /Workshop /Exhibition /International Fairs /Conference /Congress etc.

- i. Proposals will be submitted to DG ICAR who will forward proposal to ICAR Finance Department for financial concurrence if proposal involves funding from ICAR.
- ii. ICAR Finance department will verify and provide financial concurrence and budget head information (if financially concurred).
- iii. Whether financially concurred or not, proposal will be forwarded automatically to DG for final decision of recommendation for sending proposal to DARE for verification.

- iv. Proposals of duration more than or equal to 3 months will automatically be sent to Director Personnel (ICAR) once DG recommends the proposal.
- v. Director Personnel (ICAR) will forward proposal (of duration more than or equal to 3 months) to DARE for approval.
- vi. Director Personnel can send proposals to Under Secretary Personnel for verifying details or he can send proposals directly in DARE for approval.

5. Proposals from Head Quarter Scientist /Institute Scientist/ Institute Directors which involve Nomination, part of delegation member or collaborative research projects from DARE-ICAR

- i. Visit Proposals which involve Nomination, part of delegation member or collaborative research projects from DARE-ICAR (i.e. visit of type Delegation Member/ Official Nomination /Collaborative Research Visit), will automatically be sent to DDG.
- ii. DDG will be the recommending authority for proposals.
- iii. DDG will check and verify proposals details and will forward proposals to DARE for final approval.

Processing of Proposals at DARE

- 1. All foreign visit proposals will be sent to DS/Director (DARE)
- 2. DS/Director (DARE) will send proposals to their assistants for verifying particulars and all details for recommendation of approval by competent authority.
- 3. Assistant will check and verify all information provided in proposals and provide required remarks (clearance from vigilance negative list, political clearance, FCRA clearance etc.) and will send proposals to respective Under Secretary/Section Officer for verifying funding and other details.
- 4. Under Secretary/Section officer after verifying required particulars will forward proposal to DS/Director for recommendation by competent authority.
- 5. DS/Director DARE after checking required particulars will forward proposal to Secretary ICAR for recommendation by competent authority.
- 6. Secretary ICAR can forward proposal to Finance Department (DARE) or after checking required particulars he can forward proposal to Secretary DARE & DG ICAR for approval.

7. After proposal is approved by competent authority sanction letter generation procedure will begin.
8. Approved proposals will follow same hierarchy for generation of sanction letter.
9. Once sanction letter is generated and signed by required Under Secretary, sanction letter has to be uploaded in FVMS system by concerned officer for completion of process.