

**F.No.1(4)/2016-Coord.**  
**Government of India**  
**Ministry of Agriculture & Farmers Welfare**  
**Department of Agricultural Research and Education**  
**Krishi Bhavan, New Delhi**

Dated, the 21<sup>st</sup> March, 2016

**Circular**

**Subject: Instructions/Guidelines for processing of foreign visit proposals - regarding**

Guidelines/instructions for foreign visit proposals are reiterated below:

1. As per Ministry of Finance Office Memorandum No.4(4)/E.Coord/2015 dated 5/1/2016 all Ministries/Departments shall upload data related to foreign visit on the online Foreign Visit Management System (FVMS) which has been developed and can be accessed at the URL notified at the Department of Expenditure website. Hence, branches dealing with foreign visits should indicate in the appropriate check-list that such data has already been uploaded in the online Foreign Visit Management System (FVMS). This is also applicable to autonomous organizations like ICAR, for foreign visits funded from the budget of the Union Government.
2. As per Finance Ministry's aforesaid Office Memorandum dated 5/1/2016, "each SMDs/Institutes shall prepare a Quarterly Rolling Plan (QRP) of proposed programmes/visits for the full year. The Quarterly Rolling Plan (QRP) of proposed programmes/visits should be submitted for every three months and uploaded in the FVMS. The visits which are known and which will be financed from funds from the budgetary resources of the Union Government, including grants ICAR shall be subject to such exercise. The visits which emanate from occasional invitations/requests to DARE/ICAR or individual scientists should not be part of such Rolling Plan.
3. In respect of objectives that can be achieved through exchange of letters/tele/video conferencing or representation from our Missions abroad, no foreign visit need be undertaken. The recommending authority shall give adequate reasons that without the foreign visit in person, the objectives of the project/organization etc. may not be achieved.

4. The size of the delegations should be kept as small as possible. No delegation for foreign travel should exceed five members nor should the duration exceed five days. In cases where these numbers have to be exceeded due to unavoidable reasons, detailed justification may be given.

5. No officer/scientist shall undertake more than 4 official visits abroad in a year. In case, it is essential to undertake more than 4 official visits, detailed justification may be given.

6. Participation of officer/scientist in International fairs/exhibitions/workshops and conferences are generally discouraged. If considered essential, only the officer/scientist directly dealing with the subject shall be deputed.

7. In case invitation is received by the ICAR and the ICAR selects an official/scientist to attend such a workshop/to present papers/to deliver lecture etc., the official/scientist may be treated as official deputation. In case of ICAR, an exception has been made for scientists when they are invited to read their own papers. The exception has been communicated within ICAR vide OM dated 24.2.2011, which briefly provides that such visits can be treated as official provided that:

- (i) The research papers etc. have been submitted through proper channel, viz., with the approval of the competent authority in the Ministry/department/organization, by the scientist;
- (ii) The subject matter of the conference/research paper is relevant in the context of the official duties entrusted to the officer/scientist;
- (iii) Presentation of the paper will enhance:
  - (a) The brand image of ICAR/ Institute.
  - (b) Institutional knowledge through feedback from International peer groups and experts.
  - (c) Scope for international cooperation in Agricultural Research & Education.
  - (d) Further, the paper presentation shall create awareness about the good/quality research undertaken by Indian Scientists.

8. On all other occasions, conferences, meetings, etc. will require representation of ICAR, and not of a particular person. In such cases, the invitation should be addressed to the DG(ICAR) and it is up to the DG(ICAR) to nominate the ICAR representative. Therefore, in case where ICAR is required to be represented as an organisation, invitations by name will not be entertained, or they will not be treated as invitations to DARI/ICAR, rather than invitation to the individual concerned and he/she will attend such even subject to the conditions mentioned in subsequent paras.

9. In case/cases is/are accompanied by an offer of funding by the host, then, if time permits, it will be ascertained from the host whether they would fund the nominee of ICAR, and a decision will be taken accordingly, subject to compliance of other requirements. In absence of such clarity, such invitations will not be entertained.

10. Even departments within the Ministry of Agriculture and, sometimes, Ministries within the Government of India, call ICAR officers for meetings/conferences by name. Such invitations would also be treated as invitations to the ICAR and concerned official should put up the case to the competent authority. ICAR will suitably nominate the officers/scientists who should attend the meeting/conference.

11. Invitations received directly by the officers/scientists by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.

12. The Officers/Scientists of ICAR may provide the Adhaar Card Number while forwarding their application related to foreign visits/deputation.

13. In case of foreign visit under any MoU/Work Plan, the details of components of visit & financial arrangement under these MoU/Work Plan may be provided.

14. The visit of officers of PSUs/Autonomous Bodies are exempted from SCoS procedure unless they form a part of a composite delegation from the Administrative Authority.

15. The expenditure on the foreign visit of officers/scientists of Ministries/Departments shall be borne by Government, even if the visit of the officer(s) is in his capacity as ex-officio member of ICAR, and in connection with affairs of ICAR. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).

16. There shall be no objection in accepting international air travel cost and hospitality from an international body of which India is a member or the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme. The terms and conditions on deputation shall not be supplemented with the terms and conditions on deputation offered by Government of India viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by foreign Government/sponsors.

17. The leader of the delegation shall upload the tour report in the requisite format on FVMS and also submit the same to the Minister containing, inter-alia, the major achievements from the tour and post-visit outcomes.

18. Visit of non-officials at Government cost will require approval of PM. Their visits are to be routed through SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.

19. The officers/scientists of ICAR headquarters shall not, in normal circumstances, undertake any foreign visits during the Parliament sessions unless it is absolutely unavoidable.

20. The Department of Agricultural Research & Education vide its letter No.6-3/2014-Estt. dated 13<sup>th</sup> June, 2014 has delegated the power of sanction of foreign visit to institute personnel working under any approved projects with built-in financial provisions. However, in view of the latest instruction No.4(4)/E.Coord/2015 dated 5/1/2016 from Ministry of Finance, if the funding of the project is from the budgetary sources of DARE/ICAR, then the permission to sanction such visit now lies with the ICAR-Headquarters for uniformity and uploading in the FVMS.

21. In case of foreign deputation with regard to Fellowships/Scholarships/Trainings/Associateships and other prestigious fellowships offered through DARE/ ICAR, the instructions issued vide circular No. 8-76/2009.IC.II dated 5<sup>th</sup> July, 2013, shall prevail.

22. The deputation committee of the Institution/ SMD will examine the proposed foreign visit in light of the aforesaid guidelines and recommended alongwith the relevant checklist.

23. The relevant Check Lists (I-V) are attached herewith.

This issues with the approval of Secretary (DARE) & DG (ICAR).


Additional Secretary(DARE) & Secretary (ICAR)

To

1. Director (DARE)
2. Deputy Secretary (DARE)
3. All Under Secretary (DARE)
4. All DDGs in ICAR
5. All Directors/Project Directors of ICAR Research Institutes/PDs/Bureaus/NRCs

Copy for information to:-

1. Sr. PPS to Secretary (DARE) & DG(ICAR)
2. PPS to AS & FA (DARE)
3. PPS to AS(DARE) & Secretary (ICAR)
4. Guard file

  
Roul)  
2/3/2016