Sub: Uploading of the foreign visit proposals in the ICAR website.

Secretary DARE had directed to undertake an exercise to calculate total number of proposals of foreign visits processed in 2015, 2016 & till October, 2017 in DARE and to categorise the processing time as within 7 days, within 15 days and more than 15 days.

2. Secretary (DARE) observed that the percentage of cases which took more than 15 days has been steadily increasing from 13% in 2015, 20% in 2016 and 27% in 2017.

3. Hence to cut short the delay, Secretary (DARE) has suggested that a Window or a Module be opened in ICAR Website wherein the Institutes will upload the proposal for foreign visit. The SMD of ICAR/officer concerned in DARE will process the proposal and DARE will convey approval online.

4. The steps that are taken at the level of the Institute, SMD and DARE are enumerated below:-

**Institute Admin.**

(a) The following have to be examined at the Institute level before sending to SMD along with checklist.

1. Invitation letter
2. Nomination if any
3. Fund details (Foreign funding / ICAR Institutional funding/ Self-funding)
4. FCRA if required
5. AIPR
6. Director’s/head recommendation
7. Abstracts forwarded through proper channel.
8. Institutional Deputation committee (Recommendation)
At the level of SMD/DDG,

(b) SMD have to appraise the proposal from technical/sensitive angle and provide justification/comments.

At the level of DARE

c) DARE will review the proposal and after the approval of competent authority, the approval will be uploaded in the module.

5. Secretary (DARE) desired to start the process for creating a module in the Website of ICAR for uploading of foreign visit proposals by ICAR Institute.

6. The competent authority has approved to allocate the task for preparing the module to Dr. Sudeep Marwaha, Pr. Scientist, IASRI.

7. A hard copy of sample proposal for foreign visit received from an Institute is enclosed for reference.

To,

Dr. Sudeep Marwaha,
Pr. Scientist, IASRI
Pusa, New Delhi.

Copy to:

PSO to Secretary (DARE)/Sr. PPS to AS(D).

(A. R. Sengupta)
Deputy Secretary

For information

1/11/19

LAC