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

F.No:4(1)/2004 -IC-I

Dated 17th November, 2004

Subject:- Revised guidelines for processing the deputation cases.

A copy of the revised guidelines for processing the deputation cases abroad is forwarded herewith for information and necessary action.

Hindi Version Follows.

UNDER SECRETARY TO THE GOVT. OF INDIA
Ph.No. 23385362

Distribution:

1. All ICAR Institutes
2. All DDGs
3. Deputy Secretary (IC)/Deputy Secretary (Estt. & Vig)
4. All Under Secretaries/Desk Officers/Section Officers of DARE (IC – Division)
5. Technical Director, NIC - for uploading on DARE’s website
PROCEDURE OF PROCESSING THE FOREIGN DEPUTATION CASES

This Department is dealing with cases relating to deputations abroad. In order to streamline the procedure of examining such cases, the following set of guidelines have been formulated:

SECTION – I

CATEGORIES OF VISITS

1) Study visits

2) Training
   a) For long term – 6 months and more
   b) For short term – less than 6 months

3) Consultancy
4) Delegation Visits
5) Invitation Visits
6) Exchange Programmes
7) Visits under Projects
8) Visits for Seminar Conferences and Workshops

SECTION – II

GUIDELINES

1) The number of deputation cases should not exceed 10% of the total strength of ICAR scientists at any point of time and during the year, from ICAR Hqrs/ICAR Institutes and ICAR as a whole.

2) Minimum years of service: For study visits, the officer should have cleared the probation period. For the remaining categories of the visits, the officer should have completed prescribed years of service.

3) The officer concerned should give a bond for serving ICAR for a minimum period of three years on his/her return from abroad.
4) **Upper Age Limit:** For Long Term courses the upper age limit shall be 47 years and for Short Term Courses, 54 years at the time of commencement of programme. However, in case where foreign Government/Institution prescribes a different upper age limit for a training programme, the same will prevail.

5) **Cooling off condition:**
   i) An officer having attended a foreign training programme of a duration of 15 days to one month will be required to complete a ‘cooling off’ period of two years before such an officer can be considered again for foreign training;
   ii) Officers deputed for training abroad of a duration of more than one month and upto six months are required to complete a ‘cooling off’ period of three years;
   iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a ‘cooling off’ period of five years before being considered for a short term programme;
   iv) Only one long-term training programme can be availed during the service career.
   v) The ‘cooling off’ condition will not apply for training programmes of a duration of less than 15 days;
   vi) Project-related training/official visits abroad, irrespective of duration, are exempted from the provisions of ‘cooling off’

6) **Preference of nomination:** Officers who have earlier attended training programmes abroad may be nominated again for another training programme abroad only if other suitable officers who have not attended any foreign training programme earlier are not available.

7) **Study tours/Seminars/Workshops abroad:** For study tours/seminars/workshops abroad which are of less than 15 days of duration, the upper age limit of 54 years, applicable to short term training programmes, will not apply.

8) The total period of deputation permitted for proposals other than trainings and consultancy should not exceed more than 45 days in one calendar year for an official.
9) The Director/Head of the Division will give an undertaking regarding the fact that the normal work of the concerned individual will not suffer during the period of his deputation.

10) The deputation proposals will be submitted in the revised checklists circulated vide this Department's O.M.No. 4(2)/2002-IC-I dated 8.9.2004. Prescribed time-limit for forwarding the deputation proposals/extension should be strictly followed.

11) The deputation report is to be submitted within the prescribed time of 30 days.

12) Proper monitoring and follow-up of these reports should be done by ADG(TC) to ascertain the impact of the visit and also monitor the action taken by ICAR on the recommendations/suggestions.