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1. Introduction

Foreign Visit Management System of DARE-ICAR (DARE-ICAR FVMS) is an online system for managing all activities of foreign visits/training/fellowships undertaken by ICAR employees. This system has been developed to cut delays in processing of foreign visit proposals by implementing the workflow process. The system enables the employee to submit the application online which goes through the online approval process and the status of the application is displayed to the employee. Email notification about the approval of the application is also automated. The employee and concerned officials will get the email notifications in their official email.

The Key-Features of FVMS:

- Online foreign visit application (proposal) process
- Online proposal assessment process
- Online foreign visit approval process
- Online tracking of proposal's current status
- Email notification on submission and approval of proposal
- Automatic sanction letter generation process
- Uploading of signed sanction letter on website
- Automatic sending of sanction letter to concerned applicant FVMS login
- Downloading of sanction letter from FVMS login
- Online submission of Deputation report from FVMS login
- Automatic generation of a report containing list of all foreign visit proposals with its current status in system
2. Login

Foreign Visit Management System of DARE-ICAR (DARE-ICAR FVMS) is an online system for managing all activities of foreign visits/training/fellowships undertaken by ICAR employees. This system has been developed to cut delays in processing of foreign visit proposals by implementing the workflow process. The system enables the employee to submit the application online which goes through the online approval process and the status of the application is displayed to the employee. Email notification about the approval of the application is also automated. The employee and the concerned officer will get the email notifications in their official email.

Memorandum for clarification of processing of foreign visit proposals where PME Cell has recommended proposals

Figure 1: Home Page

All ICAR Circulars regarding foreign visits can be seen here

Figure 2: Home Page
2.1 Login Process:

- Access the portal through URL [https://fvms.icar.gov.in/](https://fvms.icar.gov.in/)

Figure 3: Login Section

1. Enter User ID (Only ICAR Email for ICAR Employee and FVMS User Id & Password For DARE Employees)
2. Enter the password
3. Now click on Submit

3. **How to Check Proposals**

To check all Proposal

Select Here

Approval of Proposals

*Click on Highlighted link to see complete details*

<table>
<thead>
<tr>
<th>Applicant/Institute</th>
<th>Proposal ID</th>
<th>Recommendation Approval Status</th>
<th>Action For Recommendation Non Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERP ID: 02334</td>
<td>22339-2019-20</td>
<td>Sent To: BS-DARE</td>
<td>CLICK TO PROCEED</td>
</tr>
<tr>
<td>Designation: Scientist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vifat County: ALBANIA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.1 **Pending Proposals**

All pending proposals for logged in will be visible under pending option.

3.2 **Recommended Proposals**

All recommended proposals by logged in officer will be visible in recommended option.

3.3 **Approved Proposals**

All approved proposals sent for further processing will be visible in Approved option.

3.4 **Sent Proposals**

All proposals marked by logged in officer for further processing will be visible in Sent option.

3.5 **Received Proposals**

All proposals marked to logged in officer for further processing will be visible in received option.

3.6 **Recommended from section Proposals**

All proposals verified and recommended from section for further processing will be visible in recommended from section option.

3.7 **Not Recommended Proposals**

Not recommended proposals by logged in officer will be visible in not recommended option.
4. How to Process Proposals

4.1 Flow Diagram for Processing of Proposal (see figure)

INTERNAL MOVEMENT OF PROPOSAL IN SYSTEM

*FUN = (INSTITUTE FUNDING (IN CASE OF INSTITUTE’S SCIENTIST PROPOSAL)

ICAR FUNDING (IN CASE OF HQ’S SCIENTIST PROPOSAL)

}*

*HQD=HEAD QUARTER SCIENTIST OR DIRECTOR OF INSTITUTE

>*3M= Duration of proposal greater than 3 months
Reporting Officer Level (Scientist’s Head/ADG/DDG/DG)
1. Click on ERP ID to see Proposal
2. Select send to
   2.1 Finance Department (if financial concurrence required)
   2.2 Reviewing Officer (Institute Director/DDG)
3. Click on Recommended/Not Recommended to process

**Figure Panel of Head of scientist/ Reporting Officer**

**Note:**
- In case of ADG, list of all ICAR Fiancés Office will be visible

**Figure Panel of ADG**
Finance Officer Level (Institute Finance/ICAR Finance Officer)
1. Click on ERP ID to see Proposal
2. Give financial concurrence status and Budget head information
3. Click on required button to process

Figure Panel of ADG

4.1 Reviewing Officer Level (Institute’s Director/DDG)
1. Click on ERP ID to see Proposal
2. Click on Click to proceed for further action.
3. Provide required information and Validate
4. Click on Submit to submit

Note: If any officer has dual role of reporting and reviewing then role dropdown list will be visible to select role.
Details to be provided by Head of Department/ Institute Director/DDG

### DETAILS TO BE FILLED BY HOD/DIRECTOR/DDG

Applicant's ID: [Blank]

Visit ID: RICCC1111112/12/12/2012

#### Item of Expenditure

1. Expenses (As per entitlement in INR):
   - 1(a) Air Fare: [Blank]
   - 1(b) Other travel expenses (including local transportation): [Blank]
   - 1(c) Registration fee, if any: [Blank]
   - 1(d) Per diem (as prescribed by ICAR/DARE): [Blank]
   - 1(e) Lodging/Boarding Expenses: [Blank]
   - 1(f) Any other Expense: [Blank]

#### A. International Travel Components

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12(1)</td>
<td>0</td>
</tr>
</tbody>
</table>

#### B. Domestic Travel Components

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12(2)</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Grand Total

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>0</td>
</tr>
</tbody>
</table>

#### New Grand Total

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Percentage of expenses to be funded by DARE/ICAR

- **Percentage:** 0
- **Funded By:** Select
- **Amount:** 0

#### 2. Whether officer is free from Vigilance/Disciplinary angle as per negative list (Only in case vigilance/disciplinary matters are maintained at Institute level)

- **Yes/No:** Yes

#### 3(a) Sanctioned strength of scientists:

- **Amount:** 0

#### 3(b) Number of scientists in position:

- **Amount:** 0

#### 3(c) Number of scientists on deputation/Fellowship training already on deputation abroad:

- **Amount:** 0

#### 4. Fund availability (to be certified by FAO/CAO/SAC/AR/AO/Director)

- **Yes/No:** No

#### 5. Whether all the documents referred to in the checklist have been attached

- **Yes/No:** No

#### 6. Whether the training/fellowship/visit is relevant in the context of the official duties entrusted to the officer/scientist

- **Yes/No:** No

#### 7. Whether the proposal is being submitted to ICAR Hqrs. for approval 15 days prior to departure date

- **Yes/No:** No

#### 8. Whether alternative arrangements have been made to look after individual work during the period of his/her deputation

- **Yes/No:** No

#### 9. Specific Comments for recommendation for the proposed training/fellowship/visit

- [Blank]

#### Name

Dr. A. Kumar

#### Designation

Institute Director

[Submit] [Validate]
**Director Personnel Level**

1. Click on ERP ID to see Proposal
2. Click on Click to proceed for further action.
3. Send to section for verification of proposal (if required)
4. Provide required information
5. Click on Recommend/Not Recommend for required action

---

**DARE Level**

1. Click on ERP ID to see Proposal
2. Click on Click to proceed for further action.
3. Send to section for verification of proposal (if required)
4. Provide required information
5. Click Note sheet to see note sheet details (Note sheet will be generated only when proposal is processed by assistant.)
6. Click on Recommend/Not Recommend for required action

- Proposals sent to section appears in sent list
- Recommended proposals appears in recommended list
- Proposals Recommended from section appears in recommended from section list
- Approved Proposals appear in approved list

**Panel of Director/DS DARE**

**Approval of Proposals**

*Click on highlighted link to see complete details*

<table>
<thead>
<tr>
<th>Applicant's Details</th>
<th>Proposal ID</th>
<th>Recommendation Approval Status</th>
<th>Action For Recommendation/Non Recommendation</th>
</tr>
</thead>
</table>

Panel of Director/DS DARE

**Click on **Click to Proceed** button to forward Proposals**

Applicant's ID: 622108

Visit ID: 4663-NOC.PPL-3-11-2018-30-11-2018

Remarks:

Send To:  

---Select Officer--- *Send to Section*  

**Recommend**  

**Not Recommended**

**Remarks and Recommendation Status at Institute**

Sent To: DS DARE

Date: 30/10/2018 00:00:00

Remarks: fellowship application for the month of november
Click on note sheet to forward to section for generating sanction letter
Following page will appear.
**DEPARTMENT OF AGRICULTURAL RESEARCH & EDUCATION**

**KRISHI BHAWAN**

**Subject:** Training Proposal of Mr. Rajesh T, Scientist, IASRI, New Delhi for attending yutyjuyyuj organised by yuuykymu at ARMENIA during 06-02-2019 to 27-02-2019 (excluding journey time)-Regarding

---

**BRIEF FACTS OF THE CASE**

1. Name of applicant: Mr. Rajesh T
2. Institute of applicant: IASRI, New Delhi
3. Purpose of Training: 
   - Title: yuuykymu
   - Venue: yuuykymu ARMENIA

(a) Whether invitation letter received: Not Applicable
(b) Addressed to: -
4. Funding of visit: ICAR-Indian Agricultural Statistics Research Institute
5. Period of Visit: 06-02-2019 to 27-02-2019
   - Excluding Pre/Suffix/fix-India leave

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**ACTS RULE AND GUIDELINES**

5(a) Eligibility:
   - (i) 17 years for long term visit
   - (ii) 54 years for short term visit

(b) Number of Foreign visits undertaken in last 3 years: 0

---

**CHECKLIST**

7. Checklist completed in order: Yes

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**COMMENTS OF OTHER MINISTRIES/DEPARTMENTS/CLEARANCES**

8(i) Clear as per Vigilence negative list: Yes
8(ii) FCRA Clearance obtained: Yes
8(iii) IDC Clearance obtained: Yes
8(iv) Comments of Cadre controlling Authority-ICAR/Dir(P):
   - Reviewing Officer: Remarks: ghjhgjghj
   - Institute FAO: Remarks: ghjfhjfg

9. Sanction strength of scientists: 12
10. Number of scientists in position: 12
11. Number of scientists on deputation/training abroad: 1
12. Whether AIPR filed: Yes
13. Any other information/remarks:
   - Reporting Officer: Remarks: ghjghjghj
   - Institute FAO: Remarks: ghjfhjfg

9. Political Clearance: Not Applicable

**Level of approval of the competent authority:**
- Sec. DARE & DG ICAR: Official

10. Whether visit official/private: Official/private

**All Remarks**
- Remarks of :- Director DARE, Remarks:- check
- Remarks of :- Assistant Establishment 2, Remarks:- to sleep2
- Remarks of :- SO IC2, Remarks:- to
- Remarks of :- SO IC2, Remarks:- to director dace
- Remarks of :- Director DARE, Remarks:- to s n FA
- Remarks of :- AS & FA, Remarks:- to see iear
- Remarks of :- SS DARE & Sec. ICAR, Remarks:- to dg
- Remarks of :- Sec. DARE & DO ICAR, Remarks:- to ass
- Remarks of :- DARE/Director DARE

**Remarks of DS**
- Remarks of :- DARE/Director DARE to dg

**Remarks of SS DARE**
- Remarks of :- SS DARE to ass

**Remarks of AS & FA**
- Remarks of :- AS & FA to ass

---

**Fund availability:**
- No

**Financial Consequence:**
- No

**Remarks of Secretary DARE:**
- Remarks of:- DARE to ass
Panel of Assistant

- Proposals sent to assistant appear in received list

**Click on highlighted link to see complete details**

<table>
<thead>
<tr>
<th>Applicant’s Details</th>
<th>Proposal ID</th>
<th>Recommendation/Approved Status</th>
<th>Notesheet</th>
<th>Action For Recommendation/Non Recommendation</th>
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<tbody>
<tr>
<td>ERP ID: 86/84/11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name: Dr. PK Nanda</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designation: As Scientist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visit Country: Bangladesh</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat To: Assistant ICI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat Oc: 03/11/2018 10:44:34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat By: DS DARE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks: check particulars</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Assistant provide following details and forward proposals

**Files to be Uploaded (if required)**

- Political Clearance
  - Choose File
    - No file chosen

- Any other file
  - Choose File
    - No file chosen

- Whether clear from Vigilance angle as per negative list
  - Yes
  - No

- Level of Competent authority to approve:
  - Select

- Visit Official/Private:
  - Select

Remarks:

Send To: --Select Officer--

Send to Section
Recommend
Not Recommended

Received from: DS DARE
Date: 03/11/2018 10:44:34
Remarks: check particulars

- Recommended proposals appears in recommended list
  (With note sheet generated)
- Approved proposal sent for sanction letter appear in approved list

**Colour code:**
- Grey colour: Sanction letter generated
- Blue colour: sanction letter saved with details but not generated.
- White colour: sanction letter not generated.

Panel of Section Officer/Under Secretary

4. Click on ERP ID to see Proposal
5. Click on Click to Proceed to take required action
6. Click on Note sheet to see note sheet in recommended from section list
Click on Click button to send proposals.

Panel of Secretary DARE & DG ICAR

7. Click on ERP ID  to see Proposal
8. Click on Note sheet
9. Click on Approve/Disapprove/Send back for desired action

Approval /Disapproval panel appears at the bottom of note sheet
Panel of Secretary ICAR

1. Click on ERP ID to see Proposal
2. Click on Note sheet to take action
3. Click on Recommend /send back for desired action
4. Click on Approve to send for sanction letter in approved list of proposal

Approval of Proposals

Proposal ID: 463 NoCFL 31/2018-30/2018

DEPARTMENT OF AGRICULTURE RESEARCH & EDUCATION
KRISHI BHAVAN

Sub: Fellowship Proposal of Dr. P.K. Nanda, Sr. Scientist, IVRI, Intagram for attending Fulbright
Nehru Fellowship organized by Bangla Institute of Fisheries of Bangladesh at Bangladesh
during 10-11-2018 to 30-11-2018 (excluding journey time).-Regarding

BRIEF FACTS OF THE CASE

1. Name of applicant: Dr. P.K. Nanda
2. Institute of applicant: IVRI, Intagram
3. Purpose of training: To learn about latest techniques of fisheries management.
   Title: Fulbright Nehru Fellowship
   Venue: Bangla Institute of Fisheries of Bangladesh, Bangladesh
   (a) Whether invitation letter received: Yes
   (b) Addressed to: Self
4. Funding of visit: Host Institute

Recommend /send back panel appears at the bottom of note sheet
All approved proposals by Secretary DARE & DG ICAR can be forwarded for sanction letter through approved list.

- Grey colour - Approved proposal sent for sanction letter
- White colour - Approved proposals yet to be sent for sanction letter

*Click on highlighted link to see complete details*

<table>
<thead>
<tr>
<th>APPLICANT'S DETAILS</th>
<th>NOTESHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERP ID: 804862</td>
<td></td>
</tr>
<tr>
<td>Name: Dr. P.K. Nanda</td>
<td></td>
</tr>
<tr>
<td>Designation: Pr. Scientist</td>
<td></td>
</tr>
<tr>
<td>Visit Country: Venezuela</td>
<td></td>
</tr>
<tr>
<td>ERP ID: 804862</td>
<td></td>
</tr>
<tr>
<td>Name: Dr. P.K. Nanda</td>
<td></td>
</tr>
<tr>
<td>Designation: Pr. Scientist</td>
<td></td>
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<td>Visit Country: United States of America</td>
<td></td>
</tr>
<tr>
<td>Visit ID: 4863-NOCFL-2/11/2018-30/11/2018</td>
<td>may be approved Notesheet</td>
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<td>ERP ID: 804862</td>
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<tr>
<td>Name: Dr. P.K. Nanda</td>
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<tr>
<td>Designation: Pr. Scientist</td>
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<tr>
<td>Visit Country: Iceland</td>
<td></td>
</tr>
<tr>
<td>Visit ID: 4863-DirecTL-28/10/2018-31/12/2019</td>
<td>generate sanction Notesheet</td>
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<tr>
<td>Name: Dr. P.K. Nanda</td>
<td></td>
</tr>
<tr>
<td>Designation: Pr. Scientist</td>
<td></td>
</tr>
<tr>
<td>Visit Country: Ecuador</td>
<td></td>
</tr>
</tbody>
</table>

5. **How to Upload Sanction Letter (For ASO)**

- All proposals which are approved will be visible in sanction letter list for uploading of sanction letter
- When Letter is uploaded in system and email notification will be sent to applicant to download letter

1. Choose file to upload
2. Click on upload to upload
6. **Contact US**

6.1. **FVMS Team**
   1. Sh A R Sengupta  
      Deputy Secretary (Estt)  
      Phone: 23094044, 23046485 (extn-6485)  
      Email: dsdare2016@gmail.com

   2. Sh Rajan Agrawal  
      Director (DARE)  
      Phone: 23382375, 23046528 (extn-6528)  
      Email: dirdare.icar@nic.in

6.2. **Project Team**
   1. Dr. Sudeep Marwaha  
      Head (A) & Professor Computer Applications  
      Phone: 91-11-25847121-24, 25841254 (PBX), Fax: 91-11-25841564  
      Email: sudeep.marwaha@icar.gov.in

   2. For Support Contact Email: Support.fvms@icar.gov.in