

Part-A

Check – list for ICAR with regard to instructions issued by Ministry of Finance vid OM dated 05.01.2016 and position of compliance thereto

Sl. No.	Paras in Ministry of Finance OM No.4(4)/E.Cood/2015 dated 05.01.2016	Relevant Query	(Remarks)
1	2	3	4
1.	Ministries/Departments shall upload the data related to foreign visits 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. Each Ministry has been provided with a User ID and Password for this purpose.	(a) Has the SMD uploaded data for the last 3 years in the FVMS system?	
2.	To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of the proposed programmes/visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.0	(a) Has the SMD prepared the quarterly rolling plan for the current or relevant quarter? (b) Is the proposed Foreign visit as per the Rolling Plan?	
3.	The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele – conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/ video conferencing or representation from our Mission abroad, no foreign visit need be undertaken.	(a) Please state whether the objectives sought to be achieved through the foreign visit in person can also be achieved through exchange of letters, tele/video-conferencing or representation of our missions in the country in question? (b) What is the size of delegation and who are the members of the delegation? (c) Whether the composition of the delegation exceeds five members. If yes, please give detailed justification.	
4.	Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall	(a) What is the Duration of Foreign Visit?	

	ensure in every case that officers of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels.	(b) Has any of the members of delegation or the person seeking approval for foreign visit has sought to avail any ex-India Leave? If yes, give details.	
5.	Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members shall be placed before the SCoS for approval.		
6.	No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.	(a) How many foreign visits each Member/ Officer/ Scientist of the Delegation has already undertaken during the current financial year. (b) Does the number of visits including the present one exceeds 4 by any Member/ Officer/ Scientist of the Delegation? If yes, then detailed justification may be given.	
7.	Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.	(a) Is the visit related to International fairs/ exhibitions/ workshops and conferences? If the answer is 'yes' to above, then detailed justification may be given. (b) Is the official or scientist proposing to take part in the International fairs/ exhibitions/ workshops and conferences dealing directly with the Subject Matter?	
8.	In an outgoing Indian delegation, there need not be any Ministry of External Affairs official from India. Instead, services of the Indian Mission situated in the destination country could be utilized. Also, the practice of mobilization of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any	Does the Composition of delegation include any official from Ministry of External Affairs? (Yes/No)	

	exceptional requirements, prior approval of the Cabinet Secretary should be obtained.		
9.	Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.	N/A	
10.	Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.	Does the period of foreign visit coincide with any period of on-going/ subsequent Parliament Session?	
11.	The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Ministry may be brought out clearly for consideration of Prime Minister through SCoS.	N/A	
12.	Proposals relating to foreign visit/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar)	N/A	
13.	The Proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisors (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.	N/A	
14.	In respect of foreign visit of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of Competent Authority viz. Minister-in-Charge with the concurrence of FA.	N/A	
15.	Composite delegation led by Secretary/Additional Secretary comprising Officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and	Whether the delegation is a composite one including Secretary / Additional Secretary & Officer of the level of Joint Secretary and below?	

	details of the entire delegation shall be sent to the SCoS.		
16.	Visit of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (Abs) are exempted from SCoS procedure unless they form part of a composite delegation from the Administrative Ministry.	Does the proposal of foreign visit include a composite delegation of officers/officials from Autonomous bodies like ICAR?	
17.	Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/Abs or otherwise, and in connection with affairs of PSUs/Abs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).	Is the foreign visit in connection with the affairs of autonomous body like ICAR? If answer to above is 'Yes', then who will bear the expenses for ex-officio members of autonomous body?	
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.	Does the delegation include any non-official member? If 'yes' then specify the level of approval.	
19.	There shall be no objection in accepting International air travel costs 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 the 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 the foreign Government / sponsors.	(a) Is the visit connected with any of the following:- a. Invitation by International Body of which India is a member. b. Whether the visit is covered under bilateral/multilateral agreement. c. The visit is part of regular exchange program. (b) If answer to any of the above is 'yes', then is there any proposal to supplement the officer with the terms and conditions under deputation offered by government of India relating to mode of class of travel, stay etc.	
20.	Invitation received directly by the officers by virtue of expertise in particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary and above level offices	(a) Is the visit by the Officer (non-scientist) has risen from an invitation to him/her by virtue of expertise in a particular field? (b) If 'yes', then has the official obtained FCRA clearance, if	

	require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.	required. (c) If the visit is not connected with the transaction of the Business of Government of India, then has he applied for ex-India leave or not?	
21.	Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required). Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visits.		
22.	Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.	N/A	
23.	Deputation abroad of officers of the level above Director and upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visit of officers' upto the level of Director and equivalent will be decided by the administrative Secretaries in Consultation with the concerned FA.	N/A	
24.	Deputation of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PSUs/Autonomous Bodies, etc. Shall also be regulated in accordance with the spirit of these guidelines.	N/A	
25.	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 form the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.	Has the leader of delegation uploaded the tour report of the previous visits undertaken by them in the requisite format on FVMS system?	
26.	In terms of ICAR's Instruction at S1.No.(2) of OM No.10-88/2009-IC(AV) dated 24 th February, 2011.	(a) Whether the research papers etc. have been submitted through proper channel viz. with the approval of competent authority in the Ministries/Department/Organisation, by the officer/scientist.	

		<p>(b) Whether the subject matter of the conference/research papers is relevant in the context of the official duties entrusted to the officer/scientist.</p> <p>(c) Whether the visit is fully funded by the Organisers.</p> <p>(d) Whether FCRA clearance has been obtained.</p>	
27.	Treatment of Period of deputation of officers/scientists while availing different fellowships/scholarships/Training/ Associateships etc. abroad:	<p>(a) Whether the fellowships/scholarships/ Training/Associateships have been offered through Government of India Department/ Government of India funded agencies? If yes, specify the name of the Department/Agencies.</p> <p>(b) Whether the prestigious fellowships have been offered through open advertisement? If yes, specify the details of the advertisement.</p> <p>(c) Whether the selection process have been offered after due consideration by National/International agencies? If yes, specify the date of selection and names of the Agencies.</p>	
28.	In case/cases covered 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.	Whether case/cases covered is/are accompanied by an offer of funding by the host, to the nominee of ICAR? (Yes/No)	
29.	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.	<p>(a) Name of the Ministry / department from which the invitation has been received for attending meeting/ conference.</p> <p>(b) Name of the officer/ scientist nominated for attending meeting/ conference.</p>	

30.	The Officers/Scientists of ICAR may provide the Adhaar Card Number while forwarding their application related to foreign visits/deputation.	Whether the Adhaar card no. has been furnished? (yes/No)	
31.	In case of foreign visit under any MoU/Work Plan, the details of components of visit & financial arrangement under these MoU/Work Plan.	The details of components of visits & finance arrangement in case foreign visit falls under MoU/Work Plan may be provided.	

Part – B

CHECKLIST FOR ATTENDING CONFERENCE/SYMPONIUM/WORKSHOP, ETC., ABROAD

GENERAL INFORMATION

(Applicant to fill in Part A & B of the checklist)

1. Name of the Candidate:
2. Designation:
3. Post held and the date from which held:
4. Name of the Institute/Project Directorate/ Centre/ Regional Station/SAU where working:
5. Area of current operation:
(name the project/projects)
6. Scale of Pay and Pay Drawn (Basic):
7. Date of Birth: DD/MM/YYYY
8. Category to which the applicant belongs: SC/ST/OBC/Genl.
9. Date of joining the ICAR/SAU/Govt. Service:
10. Nature of Employment: On Probation/Temporary/On contract/ Permanent/Any other (to be specified)
11. If on probation or on contract please state the period of probation or contract:
12. Educational qualifications and field of specialization:
13. List of major R & D publications during the last three years:
(sheet to be attached, if necessary)
14. Adhaar Number:
15. Mobile Number:
16. E-mail:

Part – C

INFORMATION ABOUT THE CONFERENCE/SYMPOSIUM/WORKSHOP/CONGRESS, ETC.

1. Title of the Conference/Symposia/Workshop/
Congress, etc.:

- (a) Venue:
- (b) Period of event:
- (c) Period of connected excursion visit or
visits (if any):
- (d) Nature of visit:
- (e) Purpose of visit:
- (f) Details of the paper to be presented:
- (g) (i) Expected date of departure from India:
(ii) Expected date of return to India:

2. Whether the visit is under any MoU/Work
Plan(Yes/No):

- (i) If yes, details of components of visit & financial
arrangement under the MoU/Work Plan may
be specified:

3. The name of the authority/agency sponsoring
the visit:

4. If the authority/agency sponsoring the visit is
other than the Government, whether there would be
reciprocal liability:

5. Any other additional visit/visits in conjunction
with/continuation of the present visit: Yes/No

- (a) Purpose:
- (b) Justification:
- (c) Sponsorship:

6. Details of foreign visits undertaken by the officer over the last three years:
(additional sheet may be used, if necessary)

Country visited	Period		Purpose
	From	To	
1	2	3	4

Date:

Signature of the Applicant

Part – D

Funding Arrangement Etc.

(to be completed by the Institute's Office)

1. International Air fare:

- (a) Conference/Symposia/Workshop/Congress:
- (b) Associated visits:

2. Internal travel (to provide details):

3. Other expenses: -

(a) Registration fee, if any:

(b) Per diem:

(at the rate prescribed by MEA)

(c) Accommodation:

(d) All inclusive DA (for additional visit, in case the total expenses are to be borne by DARE/ICAR/Institute:

Total:

4. Ratio of the external funding to the total expenses (expressed as %):

5. Availability of Funds:- Yes/No
(to be certified by F&AO/CAO/SAO/AO/
Director)

6. Whether the deputation is covered under the existing guidelines from the administrative angle (w.r.t. age, service, duration of absence, etc.): Yes/No

7. Whether the officer is free from
vigilance/disciplinary angle: Yes/No

8. Whether arrangements will be made to look after the work of the officer during the period of absence:

9. Whether other officials are also going and if so the details thereof:

10. (a) Sanctioned strength of scientists:
(b) Number of scientists in position:
(c) Number of scientists on deputation/
training abroad:

11. Whether all the documents referred to in
Part – E of the checklist have been attached: Yes/No

12. Remarks, if any:

Date:

Name & Signature of the concerned
officer of the Institute with designation

Part – E

Recommendation of DG/DDG/Director, as the case may be, with reference to the following aspects, namely, (a) technical suitability of the candidate, (b) content of the paper to be presented, (c) IPR issue involved, if any, and (d) sensitive issue involved, if any.

Signature of the DG/DDG/Director

Date:

Part – F

SUPPORTING DOCUMENTS

Documents	Whether annexed		
	Yes	No	Not required
1. Letter of Invitation			
2. Conference Brochure with Registration Fee details, if any			
3. Acceptance of the paper			
4. External Funding (relevant documents may be attached)			
5. Funding from ICAR/Institute (certificate on availability of funding from Institute Administration/finance to be attached)			

In respect of Additional visits

1. Invitation letter(s)
2. Funding arrangement(s)
(attach relevant documents)

Part-A**Check – list for ICAR with regard to instructions issued by Ministry of Finance vid OM dated 05.01.2016 and position of compliance thereto**

Sl. No.	Paras in Ministry of Finance OM No.4(4)/E.Coord/2015 dated 05.01.2016	Relevant Query	(Remarks)
1	2	3	4
1.	Ministries/Departments shall upload the data related to foreign visits 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. Each Ministry has been provided with a User ID and Password for this purpose.	(a) Has the SMD uploaded data for the last 3 years in the FVMS system?	
2.	To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of the proposed programmes/visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.0	(a) Has the SMD prepared the quarterly rolling plan for the current or relevant quarter? (b) Is the proposed Foreign visit as per the Rolling Plan?	
3.	The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele – conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/ video conferencing or representation from our Mission abroad, no foreign visit need be undertaken.	(a) Please state whether the objectives sought to be achieved through the foreign visit in person can also be achieved through exchange of letters, tele/video-conferencing or representation of our missions in the country in question? (b) What is the size of delegation and who are the members of the delegation? (c) Whether the composition of the delegation exceeds five members. If yes, please give detailed justification.	
4.	Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall ensure in every case that officers of appropriate functional level	(a) What is the Duration of Foreign Visit? (b) Has any of the members of delegation or the person seeking approval for foreign visit has	

	dealing with the subject are sponsored/deputed instead of those at higher levels.	sought to avail any ex-India Leave? If yes, give details.	
5.	Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members shall be placed before the SCoS for approval.		
6.	No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.	(a) How many foreign visits each Member/ Officer/ Scientist of the Delegation has already undertaken during the current financial year. (b) Does the number of visits including the present one exceeds 4 by any Member/ Officer/ Scientist of the Delegation? If yes, then detailed justification may be given.	
7.	Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.	(a) Is the visit related to International fairs/ exhibitions/ workshops and conferences? If the answer is 'yes' to above, then detailed justification may be given. (b) Is the official or scientist proposing to take part in the International fairs/ exhibitions/ workshops and conferences dealing directly with the Subject Matter?	
8.	In an outgoing Indian delegation, there need not be any Ministry of External Affairs official from India. Instead, services of the Indian Mission situated in the destination country could be utilized. Also, the practice of mobilization of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any exceptional requirements, prior	Does the Composition of delegation include any official from Ministry of External Affairs? (Yes/No)	

	approval of the Cabinet Secretary should be obtained.		
9.	Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.	N/A	
10.	Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.	Does the period of foreign visit coincide with any period of on-going/ subsequent Parliament Session?	
11.	The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Ministry may be brought out clearly for consideration of Prime Minister through SCoS.	N/A	
12.	Proposals relating to foreign visit/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar)	N/A	
13.	The Proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisors (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.	N/A	
14.	In respect of foreign visit of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of Competent Authority viz. Minister-in-Charge with the concurrence of FA.	N/A	
15.	Composite delegation led by Secretary/Additional Secretary comprising Officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and	Whether the delegation is a composite one including Secretary / Additional Secretary & Officer of the level of Joint Secretary and below?	

	details of the entire delegation shall be sent to the SCoS.		
16.	Visit of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (Abs) are exempted from SCoS procedure unless they form part of a composite delegation from the Administrative Ministry.	Does the proposal of foreign visit include a composite delegation of officers/officials from Autonomous bodies like ICAR?	
17.	Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/Abs or otherwise, and in connection with affairs of PSUs/Abs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).	Is the foreign visit in connection with the affairs of autonomous body like ICAR? If answer to above is 'Yes', then who will bear the expenses for ex-officio members of autonomous body?	
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.	Does the delegation include any non-official member? If 'yes' then specify the level of approval.	
19.	There shall be no objection in accepting International air travel costs 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 the 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 the foreign Government / sponsors.	(a) Is the visit connected with any of the following:- d. Invitation by International Body of which India is a member. e. Whether the visit is covered under bilateral/multilateral agreement. f. The visit is part of regular exchange program. (b) If answer to any of the above is 'yes', then is there any proposal to supplement the officer with the terms and conditions under deputation offered by government of India relating to mode of class of travel, stay etc.	
20.	Invitation received directly by the officers by virtue of expertise in particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary and above level offices	(a) Is the visit by the Officer (non-scientist) has risen from an invitation to him/her by virtue of expertise in a particular field? (b) If 'yes', then has the official obtained FCRA clearance, if	

	require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.	required. (c) If the visit is not connected with the transaction of the Business of Government of India, then has he applied for ex-India leave or not?	
21.	Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required), Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visits.		
22.	Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.	N/A	
23.	Deputation abroad of officers of the level above Director and upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visit of officers' upto the level of Director and equivalent will be decided by the administrative Secretaries in Consultation with the concerned FA.	N/A	
24.	Deputation of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PSUs/Autonomous Bodies, etc. Shall also be regulated in accordance with the spirit of these guidelines.	N/A	
25.	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 form the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.	Has the leader of delegation uploaded the tour report of the previous visits undertaken by them in the requisite format on FVMS system?	
26.	In terms of ICAR's Instruction at S1.No.(2) of OM No.10-88/2009-IC(AV) dated 24 th February, 2011.	(a) Whether the research papers etc. have been submitted through proper channel viz. with the approval of competent authority in the Ministries/Department/Organisation, by the officer/scientist.	

		<p>(b) Whether the subject matter of the conference/research papers is relevant in the context of the official duties entrusted to the officer/scientist.</p> <p>(c) Whether the visit is fully funded by the Organisers.</p> <p>(d) Whether FCRA clearance has been obtained.</p>	
27.	Treatment of Period of deputation of officers/scientists while availing different fellowships/scholarships/Training/ Associateships etc. abroad:	<p>(a) Whether the fellowships/scholarships/ Training/Associateships have been offered through Government of India Department/ Government of India funded agencies?</p> <p>If yes, specify the name of the Department/Agencies.</p> <p>(b) Whether the prestigious fellowships have been offered through open advertisement?</p> <p>If yes, specify the details of the advertisement.</p> <p>(c) Whether the selection process have been offered after due consideration by National/International agencies?</p> <p>If yes, specify the date of selection and names of the Agencies.</p>	
28.	In case/cases covered 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.	Whether case/cases covered is/are accompanied by an offer of funding by the host, to the nominee of ICAR? (Yes/No)	
29.	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.	<p>(c) Name of the Ministry / department from which the invitation has been received for attending meeting/ conference.</p> <p>(d) Name of the officer/ scientist nominated for attending meeting/ conference.</p>	

30.	The Officers/Scientists of ICAR may provide the Adhaar Card Number while forwarding their application related to foreign visits/deputation.	Whether the Adhaar card no. has been furnished? (yes/No)	
31.	In case of foreign visit under any MoU/Work Plan, the details of components of visit & financial arrangement under these MoU/Work Plan.	The details of components of visits & finance arrangement in case foreign visit falls under MoU/Work Plan may be provided.	

Part – B

CHECKLIST FOR BILATERAL PROGRAMMES OF DARE/ICAR AND COLLABORATIVE PROJECTS (If the training period is for more than two weeks under a project Checklist-II shall be used)

GENERAL INFORMATION

1. Name of the Candidate:

2. Designation:

3. Post held and the date from which held:

4. Name of the Institute/Project Directorate/
Centre/Regional Station/SAU where working:

5. Scale of Pay and Pay Drawn (Basic):

6. Date of Birth: DD/MM/YYYY

7. Category to which the applicant belongs: SC/ST/OBC/General

8. Date of joining the ICAR/SAU/Govt. service:

9. Nature of Employment: On Probation/Temporary/On Contract/
Permanent/Any other (to be specified)

10. If on probation or on contract please state
the period of probation or contract:

11. Educational qualifications and field of
Specialization:

12. Area of current operation
(name the project/projects):

13. (a) List of publications to be attached
indicating: -

- (i) Title of the paper:
- (ii) Name of the Co-author, if any:
- (iii) Name of the journal;
- (iv) Page, volume, month and year
of publication (abstracts not
to be included):

- (b) Patents:
- (c) Books:

14. Adhaar Number:

15. Mobile Number:

16. E-mail:

Part -C

INFORMATION REGARDING THE BILATERAL PROGRAMME/COLLABORATIVE PROJECT

1. Details of the study/training proposed to be undertaken abroad:

2. Whether the visit is under any MoU/Work Plan(Yes/No):

(i) If yes, details of components of visit & financial arrangement under the MoU/Work Plan may be specified:

3. Indicate the name and address of the Institutions in the host country where the scientist would like to work/visit:

4. Occupational/professional experience with specific achievements:

5. Name of the programme under which the visit is proposed to be undertaken:

6. Name of the authority/agency sponsoring the programme:

7. If the authority/agency sponsoring the programme is other than Govt., whether there would be reciprocal liability:

8. Name of the country to be visited:

9. If the scientist has been deputed abroad for study/training under bilateral programme/ collaborative project, the following information may be furnished: -

Duration of visit		Purpose of visit and programme under which the visit was made	Country visited
From	To		
1	2	3	4

Date:

Signature of the Applicant

Part – D

Funding Arrangement

(to be completed by the Institute's Office)

Item of Expenditure	Expenses to be borne by DARE/ICAR/Institute, if any	Fund committed by the sponsor/hosts/others
1	2	3

1. International Air fare:
2. Internal travel (to provide details):
3. Other expenses: -
 - (a) Per diem:
(at the rate prescribed by MEA)
 - (b) Accommodation:

Total:

4. Ratio of the external funding to the total expenses (expressed as %):

5. Availability of funds: Yes/No
(to be certified by F&AO/CAO/SAO/AO/
Director in respect of projects only)

6. Whether the officer is free from
vigilance/disciplinary angle: Yes/No

7. (a) Sanctioned strength of scientists:
(b) Number of scientists in position:
(c) Number of scientists on deputation/
training abroad:

8. Whether all the documents referred to in
Part – F of the checklist have been attached: Yes/No

9. Remarks, if any :

Date:

Name & Signature of the concerned
officer of the Institute with

Part – E

(to be filled by the Director/Head of the Institute)

1. Is the project in the priority area?
2. Programme of the Institute for expansion/establishment of facility in the area of the visit:
3. Exchanges so far under this item:
 - (i) Visits of your scientist:
(Please indicate name(s) and period(s))
 - (ii) Visits of their scientists to your Institute:
4. Up-to-date progress on the implementation of this item along with justification for the present proposal keeping in view (3) above:
5. If there have been no exchanges so far, collaborative work envisaged under the programme may indicate:
 - (i) Objectives:
 - (ii) Time frame:
 - (iii) Sharing of work:
 - (iv) Future exchanges envisaged:
6. Has the candidate been sponsored previously under this collaborative project/programme? If so, give details of the work done and follow up action:
7. Follow up action on the recommendation/work done by the scientist during his previous visit/visits abroad:
8. Has the candidate been sponsored for training/visit abroad under any other programme? If so, give details:
9. Order of priority with reference to other candidates being sponsored under the same

programme/item:

10. Certified that the particulars furnished by the scientist/candidate are correct and provision for expenditure on travel exists in the Project:

Date:

Signature of the Director

Part – F

SUPPORTING DOCUMENTS

Documents	Whether annexed		
	Yes	No	Not required
1. Letter of Invitation			
2. Conference Brochure with Registration Fee details, if any			
3. Acceptance of the paper			
4. External Funding (relevant documents may be attached)			
5. Funding from ICAR/Institute (certificate on availability of funding from Institute Administration/finance to be attached)			

In respect of Additional visits

1. Invitation letter(s)
2. Funding arrangement(s)
(attach relevant documents)

Check List – III

Part-A

Check – list for ICAR with regard to instructions issued by Ministry of Finance vid OM dated 05.01.2016 and position of compliance thereto

Sl. No.	Paras in Ministry of Finance OM No.4(4)/E.Cood/2015 dated 05.01.2016	Relevant Query	(Remarks)
1	2	3	4
1.	Ministries/Departments shall upload the data related to foreign visits 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. Each Ministry has been provided with a User ID and Password for this purpose.	(a) Has the SMD uploaded data for the last 3 years in the FVMS system?	
2.	To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of the proposed programmes/visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.0	(a) Has the SMD prepared the quarterly rolling plan for the current or relevant quarter? (b) Is the proposed Foreign visit as per the Rolling Plan?	
3.	The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele – conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/ video conferencing or representation from our Mission abroad, no foreign visit need be undertaken.	(a) Please state whether the objectives sought to be achieved through the foreign visit in person can also be achieved through exchange of letters, tele/video-conferencing or representation of our missions in the country in question? (b) What is the size of delegation and who are the members of the delegation? (c) Whether the composition of the delegation exceeds five members. If yes, please give	

		detailed justification.	
4.	Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall ensure in every case that officers of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels.	(a) What is the Duration of Foreign Visit? (b) Has any of the members of delegation or the person seeking approval for foreign visit has sought to avail any ex-India Leave? If yes, give details.	
5.	Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members shall be placed before the SCoS for approval.		
6.	No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.	(a) How many foreign visits each Member/ Officer/ Scientist of the Delegation has already undertaken during the current financial year. (b) Does the number of visits including the present one exceeds 4 by any Member/ Officer/ Scientist of the Delegation? If yes, then detailed justification may be given.	
7.	Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.	(a) Is the visit related to International fairs/ exhibitions/ workshops and conferences? If the answer is 'yes' to above, then detailed justification may be given. (b) Is the official or scientist proposing to take part in the International fairs/ exhibitions/ workshops and conferences dealing directly with the Subject Matter?	
8.	In an outgoing Indian delegation, there need not be any Ministry of External Affairs official from India. Instead, services of the Indian Mission situated in the destination country could be utilized. Also, the practice of	Does the Composition of delegation include any official from Ministry of External Affairs? (Yes/No)	

	mobilization of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any exceptional requirements, prior approval of the Cabinet Secretary should be obtained.		
9.	Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.	N/A	
10.	Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.	Does the period of foreign visit coincide with any period of on-going/ subsequent Parliament Session?	
11.	The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Ministry may be brought out clearly for consideration of Prime Minister through SCoS.	N/A	
12.	Proposals relating to foreign visit/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar)	N/A	
13.	The Proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisors (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.	N/A	
14.	In respect of foreign visit of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of Competent Authority viz. Minister-in-Charge with the concurrence of FA.	N/A	
15.	Composite delegation led by Secretary/Additional Secretary comprising Officers of the level of Joint Secretary and below	Whether the delegation is a composite one including Secretary / Additional Secretary & Officer of the	

	including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.	level of Joint Secretary and below?	
16.	Visit of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (Abs) are exempted from SCoS procedure unless they from part of a composite delegation from the Administrative Ministry.	Does the proposal of foreign visit include a composite delegation of officers/officials from Autonomous bodies like ICAR?	
17.	Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer (s) is in his capacity as ex-officio member of PSUs/Abs or otherwise, and in connection with affairs of PSUs/Abs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).	Is the foreign visit in connection with the affairs of autonomous body like ICAR? If answer to above is 'Yes', then who will bear the expenses for ex-officio members of autonomous body?	
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.	Does the delegation include any non-official member? If 'yes' then specify the level of approval.	
19.	There shall be no objection in accepting International air travel costs 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 the 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 the foreign Government / sponsors.	(a) Is the visit connected with any of the following:- g. Invitation by International Body of which India is a member. h. Whether the visit is covered under bilateral/multilateral agreement. i. The visit is part of regular exchange program. (b) If answer to any of the above is 'yes', then is there any proposal to supplement the officer with the terms and conditions under deputation offered by government of India relating to mode of class of travel, stay etc.	
20.	Invitation received directly by the officers by virtue of expertise in particular field and where no particular Government of India	(a) Is the visit by the Officer (non-scientist) has risen from an invitation to him/her by virtue of expertise in a	

	<p>business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary and above level offices require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.</p>	<p>particular field?</p> <p>(b) If 'yes', then has the official obtained FCRA clearance, if required.</p> <p>(c) If the visit is not connected with the transaction of the Business of Government of India, then has he applied for ex-India leave or not?</p>	
21.	Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required), Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visits.	N/A	
22.	Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.	N/A	
23.	Deputation abroad of officers of the level above Director and upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visit of officers' upto the level of Director and equivalent will be decided by the administrative Secretaries in Consultation with the concerned FA.	N/A	
24.	Deputation of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PSUs/Autonomous Bodies, etc. Shall also be regulated in accordance with the spirit of these guidelines.	N/A	
25.	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 form the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.	Has the leader of delegation uploaded the tour report of the previous visits undertaken by them in the requisite format on FVMS system?	
26.	In terms of ICAR's Instruction at Sl.No.(2) of OM No.10-88/2009-IC(AV) dated 24 th February, 2011.	(a) Whether the research papers etc. have been submitted through proper channel viz. with the approval of competent	

		<p>authority in the Ministries/Department/Organisation, by the officer/scientist.</p> <p>(b) Whether the subject matter of the conference/research papers is relevant in the context of the official duties entrusted to the officer/scientist.</p> <p>(c) Whether the visit is fully funded by the Organisers.</p> <p>(d) Whether FCRA clearance has been obtained.</p>	
27.	Treatment of Period of deputation of officers/scientists while availing different fellowships/scholarships/Training/ Associateships etc. abroad:	<p>(a) Whether the fellowships/scholarships/ Training/Associateships have been offered through Government of India Department/ Government of India funded agencies?</p> <p>If yes, specify the name of the Department/Agencies.</p> <p>(b) Whether the prestigious fellowships have been offered through open advertisement?</p> <p>If yes, specify the details of the advertisement.</p> <p>(c) Whether the selection process have been offered after due consideration by National/International agencies?</p> <p>If yes, specify the date of selection and names of the Agencies.</p>	
28.	In case/cases covered 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.	Whether case/cases covered is/are accompanied by an offer of funding by the host, to the nominee of ICAR? (Yes/No)	
29.	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	<p>(e) Name of the Ministry / department from which the invitation has been received for attending meeting/ conference.</p> <p>(f) Name of the officer/ scientist nominated for attending meeting/ conference.</p>	

	will suitably nominate the officers/scientists who should attend the meeting/conference.		
30.	The Officers/Scientists of ICAR may provide the Adhaar Card Number while forwarding their application related to foreign visits/deputation.	Whether the Adhaar card no. has been furnished? (yes/No)	
31.	In case of foreign visit under any MoU/Work Plan, the details of components of visit & financial arrangement under these MoU/Work Plan.	The details of components of visits & finance arrangement in case foreign visit falls under MoU/Work Plan may be provided.	

Part – B

CHECKLIST FOR TRAINING/FELLOWSHIP/STUDY LEAVE ABROAD/ASSOCIATESHIPS/SCHOLARSHIPS

GENERAL INFORMATION

(Applicant to fill in Part A & B of the checklist)

1. Name of the Candidate:
2. Designation:
3. Post held and the date from which held:
4. Name of the Institute/Project Directorate/ Centre/Regional Station/SAU where working:
5. Scale of Pay and Pay Drawn (Basic):
6. Date of Birth: DD/MM/YYYY
7. Category to which the applicant belongs: SC/ST/OBC/Genl.
8. Date of joining the ICAR/SAU/Govt. Service:
9. Nature of Employment: On Probation/Temporary/On contract/ Permanent/Any other (to be specified)
10. If on probation or on contract please state the period of probation or contract:
11. Educational qualifications and field of specialization:
12. Area of current operation (name the project/projects):
13. List of major R & D publications during the last three years:
(sheet to be attached, if necessary)
14. Whether conversant with any foreign language or languages other than English: Yes/No
15. Adhaar Number:
16. Mobile Number:
17. E-mail:

Part – C

INFORMATION REGARDING THE TRAINING PROGRAMME

1. Physical Details of the Training Course

- (a) Subject:
- (b) Venue:
- (c) Duration of the training:

2. Technical details of the Training Course:

3. Purpose/specific objectives of the Training Course:

4. Whether the training facility/study material is not available in India: Yes/No

5. If yes, please give justification for the proposed training (on a separate sheet):

6. Whether the applicant has the professional background related to the area of the proposed training:

7. Whether the training is connected with the purchase of any equipment for research purposes:

8. Whether the training/fellowship/study leave is under any MoU/Work Plan(Yes/No):

(i) If yes, details of components of training/fellowship/study leave & financial arrangement under the MoU/Work Plan may be specified:

9. The name of the authority/agency sponsoring the training programme:

10. If the authority/agency sponsoring the training programme is other than Govt., whether there would be reciprocal liability:

11. Requirements in respect of infrastructure for following up the research on the lines of training:

12. Is there any likelihood of developing a farmer friendly technology out of the visit, specially the following:

- (a) PHT, better utilization of crop and residues
- (b) Reduction in the cost of harvesting
- (c) Reduction of drudgery and toil in agriculture operations, particularly of women
- (d) Enhancing the fertility of soil by other than fertilizers
- (e) Innovative methods of pest and disease control
- (f) Innovative methods of water harvesting and utilization
- (g) Innovative concepts in preservation of ecology

13. Details of trainings undertaken on an earlier occasion or occasions, if any:

14. Details of trainings undertaken on an earlier occasion or occasions, if any:

15. Whether deputation report of earlier training has been submitted?

Yes/No

16. If yes, please furnish reference and report on the follow-up and utilization of the training undertaken on an earlier occasion or occasions:

Signature of the Applicant

Date:

Part – D

Funding Arrangement Etc.

(to be completed by the Office)

Item of Expenditure	Expenses to be borne by \DARE/ICAR/Institute, if any	Fund committed by the sponsor/hosts/others
---------------------	---	---

1. International Air fare:
2. Internal travel (to provide details):
3. Other expenses: -
 - (a) Per diem:
(at the rate prescribed by MEA)
 - (b) Accommodation:

Total:

4. Ratio of the external funding to the total expenses (expressed as %):
5. Fund availability: Yes/No
6. Whether the deputation is covered under the existing guidelines from the administrative angle (w.r.t. age, service, duration of absence, etc.):
7. If the case is not covered under the existing guidelines, justification/remarks for departure from the guidelines may be given:
8. Whether the officer is free from vigilance/disciplinary angle: Yes/No
9. Whether the applicant is free from bond/obligation: Yes/No
10. (a) Sanctioned strength of scientists:
(b) Number of scientists in position:
(c) Number of scientists on deputation/
training abroad:

Part – E of the checklist have been attached: Yes/No

12. Remarks, if any:

Date:

Name & Signature of the concerned
officer of the Institute with designation

Part – E

1. **Monitorable output of post training**

(only those columns which are relevant/applicable may be filled in)

Output	Year 1	Year 2	Year 3	Year 4	Year 5
i) Utilization of new skills/techniques/ technology					
ii) Development of new projects/ initiatives					
iii) Development of innovative procedures					
iv) Number of training programmes likely to be organized and number of persons to be trained					
v) Publications					
vi) Seminars/conference/presentation					
vii) Professional collaborations with individuals/organizations					

2. **Proforma for Assessment of preparedness to utilize trained human resources**

(only those columns which are relevant/applicable may be filled in)

(i) Name of the Institute:

(ii) Subject Matter Division concerned:

(iii) Priority area:

(to be filled and certified by the Director of the Institute)

Infrastructure facilities	Available	New planned with schedule	How required fund for optimal use of new skills will be ensured			What linkages exist already, and what more will be established?	Any additional remarks
			Core (NP) Funds	Contract Research	Ad hoc scheme		
1. Equipment							
2. Contingency							
3. Space/lab/ field, etc.							
4. Support staff (RA, SRF, etc.)							

Part – F

Proforma for Evaluating the Impact of Foreign Training

(to be submitted every year for five years on return from foreign training)

1. Name of the Institute:
2. Subject Matter Division concerned:
3. Name of the Scientist:
4. Discipline:
5. Core Research areas for foreign training:
6. Institute/Lab/University where trained:
7. Field of Training:
8. Duration and date:
9. Funded by:
10. Skills acquired:
11. Abstract of training:

Assessment on return

(Fill all the items below and write NA against an item that is not applicable)

1. Trainings organized on return:
2. Number of persons trained:
3. New research initiatives/projects:
4. Publications in journals:
5. Papers presented in seminar/conference:
6. Improvement in communication/presentation:
7. Professional collaborations developed with individuals/organizations:
8. List new facilities like labs/instruments/techniques established etc.:
9. List new/innovative procedures developed:
10. List of resource materials brought from abroad:
11. Resource materials shared with others:
12. Professional recognition/award/patents achieved:

Part – G

SUPPORTING DOCUMENTS

Documents	Whether annexed		
	Yes	No	Not required

1. Letter of Invitation
2. Conference Brochure with Registration Fee details, if any
3. Acceptance of the paper
4. External Funding
(relevant documents may be attached)
5. Funding from ICAR/Institute
(certificate on availability of funding from Institute Administration/finance to be attached)

In respect of Additional visits

1. Invitation letter(s)
2. Funding arrangement(s)
(attach relevant documents)

PROFORMA FOR PRIVATE FOREIGN TRAVEL

1. Name :
2. Designation:
3. Ministry/Department (Specify Centre/State/PSU):
4. Passport No.
5. Adhaar No.
6. Mobile No.
7. E-mail No.
8. Details of private foreign travel to Be undertaken

Period of abroad		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel; board/loading, visa, misc. etc.)	Source of Funds	Remarks
From	To					

9. Details of previous private foreign travel, if any undertaken during the last four years

Period of travel	Name of foreign countries visited	purpose

Name:
Designation:
Date:

PROFORMA FOR CHECK LIST FOR EX-INDIA LEAVE

1. Name, Designation and office in
Which working:
2. Date of Birth:
3. Date of appointment to the present post:
4. Whether post held on ad-hoc basis or
in regular capacity:
5. If regular, whether temporary or permanent:
6. Names of countries proposed to be visited:
7. Purpose of visit:
8. Name of the training/course and duration
of training/course abroad:
9. The period of earned leave applied for
as Ex-India Leave:
10. Probable duration of the visit:
11. How the extra expenditure (besides
the expenditure borne by the
sponsoring Department) on the visit
abroad will be met:
12. Details of previous private visits abroad, if any:
13. Passport No.
14. Adhaar No.
15. Mobile No.
16. E-mail No.

17. Details of private foreign travel to

UNDERTAKING

I undertake that I will return to India on the expiry of my leave and will not accept any job or join any course during the period of my stay abroad, failing which I will be liable to disciplinary action as required under CCS(CCA) Rule 1965 for violation of CCS(Conduct Rules), 1964.

Place:

Date:

Signature of applicant