

F.N. -01/01/2023-Coord.  
Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agricultural Research and Education

Krishi Bhawan, New Delhi  
Dated: 02<sup>nd</sup> April, 2024

OFFICE MEMORANDUM

**Sub: Comprehensive Guidelines for the Foreign Visits of the Scientists/ Officials of ICAR**

The undersigned is directed to forward herewith the Comprehensive Guidelines for the Foreign Visits of the Scientists/Officials of ICAR. These guidelines are issued in suppression of all the previous guidelines on the subject and will be effective from 15<sup>th</sup> April, 2024.

2. In view of the above, all the scientists/officials of ICAR are requested to submit their foreign visit proposals, in accordance with these Comprehensive Guidelines.
3. This issues with the approval of Hon'ble Minister of Agriculture and Farmers Welfare.

  
(Anil Singh)

Under Secretary to the Govt. of India  
Tel: 011-23046633  
E-mail: usic1.dare-agri@gov.in

Encl:A/a

To,

1. All DDGs & Independent ADGs in ICAR
2. All Directors/Project Directors of ICAR Research Institutes/PDs/Bureaus/NRCs
3. All Director/DS in DARE
4. All Under Secretaries in DARE
5. JS (Finance)/JS (TS)/JS(Pers)/Director (Admin) in ICAR Hq.
6. Sh. Mukesh Kumar, Pr. Scientist, ICAR- Indian Agricultural Statistics Research Institute (IASRI), New Delhi – for making necessary corrections in FVMS portal of DARE-ICAR and also request to post the guidelines on the FVMS portal.

Copy for information:

1. PS to HAM
2. PPS to Secretary, DARE
3. PPS to Additional Secretary, DARE
4. PPS to AS&FA, DARE/ICAR
5. Guard File



## **Comprehensive Guidelines for the foreign visits of the scientists/officials of ICAR**

Department of Agricultural Research and Education (DARE), Ministry of Agriculture and Farmers Welfare is dealing with the cases relating to the foreign visits and deputations abroad of the scientists/officials of Indian Council of Agricultural Research (ICAR). In order to streamline the procedure of examining such cases and to make these visits more effective, the existing set of guidelines/instructions on the subject have been comprehensively reviewed.

In suppression of all the previous guidelines on the subject, the consolidated and revised guidelines, as follows, are issued for strict compliance by all scientists/officials of ICAR:

A. Classification of Visits:

A1. Official Visits

A2. Personal Visits

B. Eligibility conditions related to study visits/ fellowship/ trainings/ workshop/ seminars/ study tours/ consultancy /scholarships etc.

C. General instructions

D. Rescheduling of the deputation proposals

E. Guidelines related to consideration of applications/proposals for foreign assignments made in response to open advertisement/vacancy announcement by International Organization

F. Delegation of Powers for deputation abroad i.r.o. ICAR/DARE personnel

G. Schedule of Procedure (SoP) for processing the foreign visit proposals in FVMS portal

### **(A) Classification of Visits:**

#### **A1. Official Visits:**

The following cases will be treated as official visit:

##### **a) Direct invitation to scientists/officials**

I. When invitations are directly received by scientists by virtue of their expertise in a particular field **for presenting a paper or delivering a lecture** it shall be treated as official visit, provided that;

- (i) The research paper etc. has been submitted through proper channel i.e. with the approval of the competent authority [in case of the institute by Director concerned and in case of ICAR Hq., by DG, ICAR], in ICAR and,
- (ii) The subject matter of the conference/research paper is relevant in the context of the official duties entrusted to the scientist and,



- (i) The research paper etc. has been submitted through proper channel i.e. with the approval of the competent authority [in case of the institute by Director concerned and in case of ICAR Hq., by DG,ICAR], in ICAR and,
- (ii) The subject matter of the conference/research paper is relevant in the context of the official duties entrusted to the scientist and,
- (iii) Presentation of the paper will enhance
  - 1. The brand image of ICAR/Institute
  - 2. Institutional knowledge through feedback from international peer groups and experts.
  - 3. Scope for international cooperation in Agricultural Research & Education.
  - 4. Further, the paper presentation shall create awareness about the good/quality research undertaken by Indian Scientists.

**Note: Upon nomination only, the applicant in FVMS portal would submit the foreign visit proposal.**

## **A2. Personal Visits:**

The visits of the scientists/officials going abroad for personal purpose like tourism, visiting relatives etc. will be dealt by the leave sanctioning authority in accordance with extant instruction in this regard. The following cases will be treated as personal visit:

- a) Scientists going abroad for paper presentation in seminars, workshops, delivering lectures, and if such paper is not recommended by the Prioritization, Monitoring and Evaluation Cell (PME) of Institute.
- b) Scientists going abroad for paper presentation in seminars and workshops, or delivering lectures, where such paper has been recommended by the Prioritization, Monitoring and Evaluation Cell (PME) of Institute, but the expenses are borne by the scientist/official herself/himself.
- c) Personal visits of the scientists/officials of ICAR for personal purpose like tourism, visiting relatives etc., shall not be processed in FVMS. However, personal visits of the scientists/ officials of ICAR for the purpose such as attending meeting, conference, workshops, presenting paper, delivering lectures etc. shall be processed in FVMS.

## **(B) Eligibility conditions related to study visits/ fellowship/Trainings/ workshop/seminars/ study tours/ consultancy/ scholarships etc. abroad:**

- a) Long term- 6 months and more  
Short term- less than 6 months



k) The period of associateships/ trainings/fellowships/scholarships etc. availed by ICAR scientist/personnel would be regularised as under:

- I. Fellowships/Scholarships/Trainings/Associateships offered through nodal Ministries of Government of India and other Prestigious Fellowships:  
Fellowships/Scholarships/Trainings/Associateships/long and short terms trainings offered through Government of India Department/ Government of India funded agencies and prestigious fellowships through open advertisement and offered after due global selection process by National/International agencies shall be treated as On Duty with full salary and allowances up to one year and the remaining period, if any, may be adjusted by granting leave of the kind due and admissible, subject to II.

Sl.No.	Fellowships/Scholarships/Trainings/Associateships
1.	BOYSCAST Fellowships
2.	DBT Associateships (Now DBT Crest Award )
3.	Netherland Fellowships Programme
4.	JICA Fellowships in Japan
5.	INSA Fellowships under Bilateral exchange programme
6.	Indo US visiting fellowships
7.	Fulbright Nehru Fellowships
8.	ICAR International Fellowships
9.	EICA Fellowships
10.	DAAD Fellowships
11.	Erasmus Mundus Scholarships
12.	Endeavour Research Fellowships
13.	SIDA Training Programmes
14.	Alexander Von Humboldt (ABH) Fellowships
15.	Rothamsted International Fellowships
16.	Norman E. Borlaug International Agricultural Science and Technology Fellowship Program by USDA-FAS

- II. Where the Nodal Ministries/Department of Government of India have specifically prescribed about the treatment of period of foreign visits in their terms and conditions, the same shall prevail.
- III. Fellowships/Scholarships/Trainings which do not fall under category (I) & (II) above:  
Trainings/Fellowships/Associateships/Scholarships directly secured or offered by the sponsors, which do not fall under category (I) & (II) above even though applied for through proper channel shall be considered on "Leave due and admissible". The period of leave in such cases will ordinarily not exceed one year.
- I) All consultancy proposals of the scientists of the ICAR will be dealt in accordance with the ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service) dated 21<sup>st</sup> September, 2014.



for approval of the competent authority (DG, ICAR in case of ICAR HQ and concerned DDG, in case of the Institute\*\*) in the e-office file.

*\*In case the officials/scientists belong to more than one SMD, the SMD, having major relevance to the topic of the event shall process the case*

*\*\* In case of a combination of Institute and HQ official/scientist, the competent authority to approve the nomination will be DG, ICAR*

- x) Participation of scientist/official in International Fairs/exhibition/workshop and conferences are generally discouraged. If considered essential, only the scientist/official directly dealing with the subject shall be deputed.
- xi) Vigilance clearance for the ICAR central cadres (PAN-ICAR cadres) would be provided by the competent authority of ICAR/DARE in all cases irrespective of personal and official visits.
- xii) All the proposals related to the foreign visits of the scientists/officials will be required to be submitted at DARE- ICAR FVMS portal, at least 15 working days before the departure date. The complete proposal in all respects (as per the revised FVMS SOP) should reach DARE at least 7 days before the departure date.
- xiii) In case of foreign visit under any MOU/Work Plan, the details of components of visit & financial arrangement under this MoU/Work Plan shall be provided.
- xiv) The visit of scientists/officials of PSUs/Autonomous Bodies are exempted from Screening Committee of Secretaries (SCoS) procedure, as mentioned in O.M no. 4(4)/E.Coord/2015 dated 05.01.2016 issued by DoE, Ministry of Finance, unless they form a part of a composite delegation from the Administrative Authority.
- xv) All scientists/officials of ICAR to ensure that the timeline stipulated for submitting the proposal for foreign visits requiring SCoS and Hon'ble Prime Minister's approval are received 15 days prior to departure date of the delegation but not later than 05 days before date of departure of the delegation at SCoS. Proposals not adhering to the time frame will be liable to be rejected.
- xvi) The expenditure on the foreign visit of scientists/officials of Ministries/Department shall be borne by Government only, even if the visit of the scientist(s)/official(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)
- xvii) 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.
- xviii) The leader of the delegation, or in case of non-delegation visits the individual scientist/official, shall upload the tour report, containing inter-alia the major achievements from the tour and post-visit outcomes, duly countersigned by Director of the Institute (in case of institute scientist/official) or DDG/ADG



**D) Rescheduling of the deputation proposals of scientist/official on account of changes in their date**

Concerned Director in DARE will be the competent authority for approval of rescheduling of the deputation cases of the scientists, providing the following conditions are fulfilled:

- i. The proposal does not involve any change in the duration of the visit;
- ii. There is no change in the venue of the training/place of visit already approved; and
- iii. The proposal for rescheduling should reach DARE/ICAR with in three months from the date the original approval was conveyed to the Institute; and
- iv. In case the proposal for rescheduling is submitted after three months from the date of original sanction, fresh proposal may be submitted in FVMS.

All rescheduling cases will be processed through FVMS portal.

**E) Guidelines related to consideration of applications/proposals for foreign assignments made in response to open advertisement/vacancy announcement by International Organization/foreign Governments /Agencies including FAO of the United Nations will be followed in accordance with the Circular No. File Number 1-49/2002-IC-II dated 4th October, 2002 of DARE.**

**F) Delegation of Powers for deputation abroad i.r.o. ICAR/DARE personnel**

The delegation of powers issued by the department vide F.N.6-3/2014-Estt. Dated 13th June, 2014 are also being revised and will be issued in due course.

**G) SoP for processing the foreign visit proposals in FVMS portal**

As per Annexure-1



**(A) Proposals to be approved at ICAR**

- a) Proposal from Scientists (**up to the rank of Principal Scientist**) of ICAR HQ/ Institutes, **only for participating in meeting, conference, workshop or for presenting papers/ delivering lectures**, shall be processed for approval of DG, ICAR **provided** no funding is incurred from DARE/ICAR.

**Processing at FVMS will be done in the following manner:**

- i. Proposals will be submitted to reporting officer.
- ii. Reporting officer will check and verify all details. After verification, the proposal, if found satisfactory, shall be routed through the Director of Institute (in case of institute scientists) to the concerned DDG while the proposals from the HQ scientists shall be routed through DDG/ADG (Independent) concerned.
- iii. The concerned DDG/ ADG (Independent), after ensuring that no funding is proposed to be incurred in DARE/ICAR will forward the proposal to the respective Cadre Controlling Authority (**CCA**) [JS/Director (Personal/ Administration/ Technical Services)], as the case may be, for further examination by them.
- iv. Respective CCA will get the proposal examined in their division on the aspects as elaborated in **Annexure A**.
- v. The **CCA** shall also seek Vigilance Clearance of the Applicant from the vigilance division and shall provide its No Objection to the proposal.
- vi. The **CCA** after examination of the proposal will send the same back to the concerned DDG/ADG(Independent), as the case may be, for further processing and approval of DG, ICAR.
- vii. After proposal is approved by DG, ICAR, the concerned DDG/ADG(Independent), as the case may be, will get the approval conveyed to the applicant.
- viii. The system will maintain a record of these proposals for the information of Council.

- b) Proposals from Institute scientists (including Director of Institute) under approved projects which already have a provision of international visits and do not have any financial implication on DARE/ICAR, shall be approved by the concerned director of the institute (for subordinate scientists)/ DDG concerned (in case of Director of the institute)

**Processing at FVMS will be done in the following manner:**

- i. Proposals will be sent to reporting officer.
- ii. Reporting officer will check and verify all details. After verification, the proposal if found satisfactory, will be forwarded to Director of Institute.
- iii. In case of the subordinate scientist, the Director of the institute, after ensuring that no funding is proposed to be incurred in DARE/ICAR, will forward the proposal to the respective Cadre Controlling Authority (**CCA**) [JS/Director (Personal/ Administration/ Technical Services)], as the case may be, for further examination



- vii. Now, the concerned DDG will forward the proposal to the respective Cadre Controlling Authority (CCA) [JS/Director (Personal/Administration/ Technical Services)], as the case may be, for further examination by them.
  - viii. Respective CCA will get the proposal examined in their division on the aspects as elaborated in **Annexure A**.
  - ix. The CCA shall also seek Vigilance Clearance of the Applicant from the vigilance division and shall provide its No Objection to the proposal.
  - x. The CCA after examination of the proposal will send the same directly to the concerned Director/ DS (DARE), as per the work allocation placed at **Annexure B**, for final approval of the competent authority. In case, CCA has some objection to the proposal, the same will be returned back by CCA to the concerned DDG.
2. Proposals from Head Quarter scientists/officials/ADGs (other than independent ADGs) for the visits of type Trainings/Fellowships/ Symposium /Seminar /workshop /Exhibition /International Fairs / Conference /Congress etc.

**Processing at FVMS will be done in the following manner:**

- i. Proposals will be sent to Reporting Officer. Reporting officer will check and verifies all details and will forward proposal to ICAR Hq. Finance division for financial concurrence if proposal involves funding from ICAR otherwise proposal should be sent to the concerned DDG/ ADG (independent), as the case may be, for further processing.
  - ii. ICAR Hq. finance division will verify and provide financial concurrence and budget head information (if financially concurred) and send the proposal to the Director of the Institute along with its recommendations.
  - iii. The proposal will be forwarded to DDG/ADG (independent), as the case may be, for final decision on recommendation.
  - iv. DDG/ADG (independent), as the case may be, will forward the proposal to the respective Cadre Controlling Authority (CCA) [JS/ Director (Personal/Administration/ Technical Services)], as the case may be, for further examination by them.
  - v. Respective CCA will get the proposal examined in their division on the aspects as elaborated in **Annexure A**.
  - vi. The CCA shall also seek Vigilance Clearance of the Applicant from the vigilance division and shall provide its No Objection to the proposal.
  - vii. The CCA after examination of the proposal will send the same directly to the concerned Director/ DS (DARE), as per the work allocation placed at **Annexure B**, for final approval of the competent authority. In case, CCA has some objection to the proposal, the same will be returned back by CCA to the concerned DDG/ADG (independent).
3. **Proposals from DDGs/ Independent ADGs for the visits of type Trainings/Fellowships/ Symposium/Seminar workshop /Exhibition /International Fairs /Conference /Congress etc.**

**Processing at FVMS will be done in the following manner:**



## Annexure A

**Respective CCA [JS/Director (Personal/Administration/Technical Services)] will get the proposal examined in their division on the aspects as elaborated below:**

Whether the applicant

- (a) has cleared the probation period
- (b) has executed bond in the given proforma (for long term deputation)
- (c) fulfils the age criteria
- (d) has completed Cooling Off period
- (e) has not exceeded the permissible total period of deputation and number of official visits in one calendar year
- (f) has sufficient number of leaves due and permissible, if applicable.
- (g) is clear from vigilance angle
- (h) has applied for ex-India leaves and the same has been duly sanctioned, if applicable



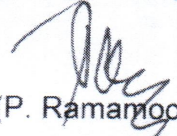
1453280/2023/DARE-Estt.

No. 6-15/2014-Estt.(Pt.2)/02  
Government of India  
Ministry of Agriculture and Farmers Welfare  
Department of Agricultural Research and Education  
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Krishi Bhawan, New Delhi  
Dated, the 8<sup>th</sup> February, 2022

**OFFICE ORDER**


In continuation of the Office Order No. 6-15/2014-Estt.(Pt.2)/01 dated 08<sup>th</sup> February, 2022, with the approval of the competent authority, the Detailed Revised Work Allocation in respect of Department of Agricultural Research and Education (DARE) is being circulated as per the Annexure enclosed.

  
(P. Ramamoorthy)

Deputy Secretary to the Government of India  
Tel.- 2309 7044

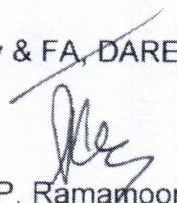
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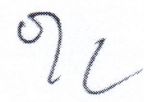
- 
1. All Under Secretaries of DARE.
  2. All Section Officers, DARE
  3. All Assistant Section Officers, DARE
  4. Shri Ravi Prakash, DS (Protocol & IR, ICAR)/ AD (OL), DARE
  5. Project Director, DKMA for uploading this on DARE, website
  6. Notice Board
  7. Guard file

Copy to:

1. PSO to Secretary, DARE.
2. PPS to Addl. Secretary, DARE/ PPS to Addl. Secretary & FA, DARE
3. Director, DARE/ DS (B&F)/ DS (E&IC)

  
(P. Ramamoorthy)

Deputy Secretary to the Government of India  
Tel.- 2309 7044





2.	<p>Shri A.G. Subramanian</p> <p>Ms. Prachi Pant, Section Officer</p>	US (IC-III)	<ul style="list-style-type: none"> <li>• All matters related to Indo Africa Forum Summit (IAFS) policy issues and projects under IAFS including cotton TAP, MOU/Work plan with countries, International organisations/institutions other than CGIAR, participation of DARE in the collaborative programmed for the Ministry of External Affairs, Ministry of Commerce, Department of Science &amp; Technology, Department of Economic Affairs, Department of Agriculture &amp; Cooperation, hospitalities, other protocol duties all visitors visiting under work plan and other programmes/ad-hoc visits, processing cases of all ad-hoc visits of foreign nationals/dignitaries for clearances from technical/political security angles.</li> <li>• Pan African University in Nigeria</li> <li>• Asia Pacific Association of Agricultural Research Institutions (APAARI)</li> <li>• Network of Aquaculture Centers in Asia Pacific (NACA)</li> <li>• The work of MoU and Work Plan of International Fund for Agricultural Development (IFAD)</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• All matters relating to Projects (except projects with CG centres, USAID/USDA and ACIAR), World Bank funded project.</li> <li>• Asian Development Bank (ADB)</li> <li>• Afghan National Agricultural Sciences &amp; Technology University (ANASTU) – University in Afghanistan</li> <li>• Advance Centre for Agricultural Research &amp; Education (ACARE) – Agriculture University in Myanmar</li> <li>• Agriculture University in Nepal</li> <li>• Any other work assigned from time to time by DS(E&amp;IC)</li> </ul>	
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5.	<p>Shri Rajesh Kumar</p> <p>Shri Arvind Bilung, Section Officer</p>	US (IC-II & Coord.)	<ul style="list-style-type: none"> <li>• All cases of fellowship, scholarships etc. for advanced research, higher studies at the behest of foreign Government and Govt. Sponsored agencies/UN/International agencies etc. foreign training, nomination of suitable candidates for foreign assignments, circulation of vacancies notified by all CGIAR organized by other international organisation agencies such as FAO, ADB, World Bank, Commonwealth Sectt. UK etc.,</li> <li>• Germplasm exchange</li> <li>• Brazil, Russia, India, China and South Africa (BRICS)</li> <li>• International Seed Testing Association (ISTA)</li> <li>• International Society for Horticulture Science (ISHS)</li> <li>• CGPRT</li> <li>• UN-APCAEM/ESAM/ISTA, ISHS</li> <li>• Commonwealth Agricultural Bureax International (CABI)</li> <li>• All coordination work of DARE.</li> <li>• The work of International Fund for Agricultural Development (IFAD) other than MoU and Work Plan</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• Ad-hoc visits of scientists for attending conference, symposia, workshops, seminars, etc. which are not covered under any work plan/projects etc.</li> <li>• Coordinate and compile data in matter concerning more than one Section of DARE or different Organisations under DARE.</li> </ul>	



	Shri Sushil Kumar, Section Officer		<p>International Agricultural Research (CGIAR), processing of Rice Wheat Consortium matters, processing of USAID/USDA projects / ACIAR, Bilateral projects relating to CGIAR;</p> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• South Asian association for Regional Cooperation (SAARC)</li> <li>• Association of South East Asian Nation (ASEAN)</li> <li>• Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC), G-20</li> <li>• Any other work assigned from time to time by Director(DARE)</li> </ul>	<p>vii. Monitoring/Implementation of decisions in SOC meeting of DARE/ ICAR</p> <p>viii. Coordination with Central agencies for matters relating to construction of DARE/ICAR</p> <p>ix. Matters relating to Enterprise Resource Planning of DARE ICAR</p> <p>x. Matters relating to ICT of DARE/ICAR /</p> <p>xi. Implementation of infrastructure projects of DARE/ICAR</p> <p style="text-align: center;"><b>AND</b></p> <p>xii. IC-IV Section including SAARC, ASEAN and BIMSTEC</p> <p>xiii. CAU &amp; ASRB Section</p>
9.	Shri Ravi Prakash	Deputy Secretary (Protocol & IR)	<ul style="list-style-type: none"> <li>• To seek clearance and arrange hospitality for incoming foreign delegations to meet Hon'ble Minister/Secretary (DARE)/ AS(DARE), render assistance for all pre-departure and post-arrival formalities for official visits abroad of Secretary (DARE)/ AS(DARE)/ AS&amp;FA and for other senior officers/VVIPs as would be assigned by Secretary (DARE)/AS (D)/Director (IC).</li> </ul>	

\* RTI matters/issues on related subject will be dealt with by the concerned Under Secretaries/CPIOs.