



भा.कृ.अ.प.- भारतीय पशु चिकित्सा अनुसंधान संस्थान  
इज्जतनगर - 243122 (उ०प्र०), भारत  
ICAR - INDIAN VETERINARY RESEARCH INSTITUTE  
IZATNAGAR - 243122 (U.P.) INDIA



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Dated March 29, 2016

**CIRCULAR**

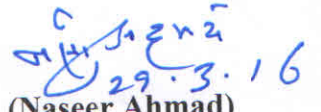
**Sub:- Instruction / Guidelines for processing of foreign visit proposal –regarding.**

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The Department of Agricultural Research & Education, New Delhi vide its Circular No. 1(4)/2016-Coord. Dated 21.03.2016 has issued guidelines and relevant Checklists (I-V) in terms of Ministry of Finance Office Memorandum No. 4(4)/E.Coord/2015 dated 05.01.2016 regarding proposals relating to foreign deputation of ICAR Scientists/personnel. The DARE's instructions on the subject and the revised Checklist (I-V) have been uploaded at IVRI official website.

All the Scientists/personnel of this Institute are therefore, requested to submit their deputation proposal of foreign visit, complete in all respect in the revised checklist, for attending Conference / Seminars / Symposium / Workshop / Congress / Training, Fellowship, Scholarship (Short terms and long terms) to this office at least **45 days** in advance for its processing at this Institute, forwarding to the DARE for their approval and also to ensure that the proposals are received in DARE at least four weeks in advance.

The foreign deputation proposal not complying with the instructions shall not be entertained.

  
(Naseer Ahmad)  
Asstt. Adm. Officer

**Copy to :-**

1. All J.Ds/H.Ds./Incharges/Station Incharges, IVRI, Izatnagar/Bangalore/ Mukteswar/ Palampur / Kolkata/Pune. The Contents of this circular may be brought to the notice of all Scientists/personnel working under them.
2. The Incharge, ARIS Cell, IVRI, Izatnagar with the request to upload the Circular on the official website of the Institute.
3. Guard File.