



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



No.F. 59-1/2003-E.I

Dated April 09, 2015

**CIRCULAR**

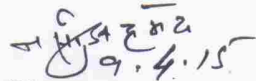
**Sub:- Foreign Deputation Proposal of ICAR Scientists/Personnel in connection with Conference/Seminars/Symposium/Workshop/Congress/Training, Fellowship, Scholarship (Short terms and long terms) etc- instruction.**

\*\*\*\*\*

In order to avoid delay in processing of proposal relating to foreign deputation of ICAR Scientists/personnel, the Department of Agricultural Research & Education, New Delhi vide its Circular No. 30-9/2015-CDN(Estt.) dated 20<sup>th</sup> March, 2015 has decided that all such proposals for foreign deputation should be sent to DARE **at least four weeks in advance** prior to the date of visit (copy enclosed).

In pursuance of DARE above instruction, all the Scientists of this Institute are requested to submit their deputation proposal of foreign visit, complete in all respect, 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 process.

  
(Naseer Ahmad)  
Asstt. Adm. Officer

**DISTRIBUTION:**

1. All J.Ds/H.Ds./Incharges, IVRI, Izatnagar/~~Bhopal~~/ Bangalore/ Mukteswar/ Palampur / Kolkata. The Contents of this circular may be brought to the notice of all Scientists working under them for strict compliance.
2. The Incharge, ARIS Cell, IVRI, Izatnagar with the request to upload the Circular & DARE Circular 30-9/2015-CDN(Estt.) dated 20<sup>th</sup> March, 2015 on the official website of the Institute.
3. Guard File.

No.30-9/2015-CDN(Estt.)  
Govt. of India  
Ministry of Agriculture  
Department of Agricultural Research and Education  
Krishi Bhavan, New Delhi-110001

CAO (A)  
20/3/15

Dated the 20<sup>th</sup> March, 2015

**CIRCULAR NO. 1**

Subject: Foreign Deputation Proposals of ICAR Scientists/Personnel in connection with Conference /Seminars/ Symposium/Workshop/ Congress /Training , Fellowship , Scholarship (short term and long term ) etc. - instructions regarding.

Ref. : This Department's Circular F.No. 4(4)/2001-IC-I dated 8th October,2001.

Instructions have already been issued with regard to proposals relating to foreign deputation of ICAR Scientists/Personnel vide this Department's circular referred above. Despite this, the proposals are often processed at the eleventh hour as a result the issues involved are not properly flagged and cause delay.

2. The matter has been examined. To avoid delay in processing of proposals and to enable the scientists to go abroad whenever and wherever necessary, the following procedure is outlined and will be followed henceforth.

i) All the proposals for foreign visits/deputation. should be sent to DARE at least four weeks in advance prior to the date of visit. The earlier prescribed time limit of eight weeks which was fixed vide this Department's circular dated 08/10/2001 referred above has been reduced to four weeks considering the impracticable nature of the earlier time limit.

ii) All the foreign visit proposals should be addressed to Director (DARE) only.

iii). After internal processing of the proposals in DARE, Director/Deputy Secretary (DARE) will send the proposals for the foreign visit to the concerned Subject Matter

सिखन्ती अनुभाग प्रथम  
डायरी नं०... ५०  
दिनांक... ६/५/१५



व० प्र० का (यन्त्र-1)  
मु० प्र० प्र०  
दिनांक : 31-3-15

DDO F-I  
4/5

श्री. यशवीर  
4.4.15


सिखन्ती अनुभाग प्रथम  
डायरी नं०... 1026  
दिनांक... 30/3/15

मु० प्र० प्र० का  
डायरी नं०... 603  
दिनांक... 21/3/15  
आ० प्र० दि० प्र० प्र०

Divisions for their recommendations. A time limit of ten days is fixed for the concerned Subject Matter Division to provide their recommendations on the proposals.

- iv). Every week there will be a meeting in DARE on Thursday morning to consider all the cases of foreign visits on which recommendations of the SMDs have been received upto Friday of the previous week.
- v). In case the recommendations of the SMDs are not clear and unambiguous, the DDG concerned will be requested to attend the meeting in DARE on Thursday morning to provide the necessary inputs for a decision on the concerned foreign visit proposal.
- vi). Financial concurrence of the Internal Finance Division (IFD), DARE would be obtained on the proposals recommended in the above meeting.
- vii). After the financial concurrence of the IFD, the proposals will be submitted to Secretary, DARE and DG (ICAR) for approval.

This issues with the approval of the Competent Authority.



(R. Rajagopal)

Additional Secretary (DARE) & Secretary (ICAR)

To

**DARE**

1. Director
2. Deputy Secretary
3. All Under Secretaries
4. Under Secretary (Estt.) for uploading on the website.

**ICAR**

1. All Deputy Director Generals
2. All Directors/Project Directors of ICAR Research Institutes/PDs/Bureaus/NRCs
3. Project Director, DKMA - for Uploading on the website.

**Copy for information to:**

1. Sr. PPS to Secretary (D) & DG (ICAR)
2. PPS to Spl. Secretary & FA (DARE)
3. PPS to AS (D) & Secretary (ICAR)
4. Guard file.