

No.1(4)/2016-Coord.
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agricultural Research and Education

Krishi Bhavan, New Delhi
Dated the 01st March, 2018

OFFICE MEMORANDUM

Subject:- Revised guidelines/instructions for processing foreign visits –
regarding.

A copy of the revised guidelines/instructions for processing foreign visits of officers/scientists alongwith revised check list –I, II & III (Part-A) is forwarded herewith for information and necessary action.

(Jitendra Mishra)

Under Secretary to the Govt. of India.

Ph.No.23070821

To

1. All DDGs in ICAR
2. All Directors/Project Directors of ICAR Research Institutes/PDs/Bureaus/NRCs
3. Sh. Sudeep Marwaha, Pr. Scientist, ICAR-IASRI, New Delhi for preparing module relating to deputation.

Copy for information to:-

1. Sr. PPS to Secretary (DARE) & DG(ICAR)
2. PPS to AS & FA (DARE)
4. PPS to AS(D) & Secretary (ICAR)
5. Director (DARE)/Deputy Secretary (DARE)
6. All Under Secretary (DARE)
7. Guard file

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Government of India
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Department of Agricultural Research and Education

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Dated the 01st March, 2018

OFFICE MEMORANDUM

Subject:- Instructions for processing foreign visits of officers/ scientists – regarding.

Kindly refer this Department's circular No.1(4)/2016-Coord. dated 21st March, 2016. It is further decided that the following clarifications will be read with the previous guidelines.

1. The following cases may be treated as official visit and will be dealt by the International Division of DARE accordingly as per DARE's letter No.6-3/2014-Estt. dated 13th June, 2014.

(a) In cases, where the expenses are to be funded by DARE/ICAR, such visit proposals will be treated as official visit.

(b) In cases, where the Prioritization, Monitoring and Evaluation Cell (PME) of Institute has recommended and/or the DG, ICAR has approved/nominated the scientist for a delegation/ participation in seminars, workshops etc., the trip will be treated as official, irrespective of the source of funding.

(c) When invitations are directly received by officers/scientists by virtue of their expertise in a particular field and where sanction has been obtained from the competent authority from ICAR Headquarters, in such cases, even if the funding is by the sponsoring organisation sending such invitation, it shall be treated as official visit.

(d) If any officer/scientists gets direct/personal invitation and if the funding for the visit has been approved/sanctioned by Department of Biotechnology, Department of Science and Technology or any other Government organizations, the same may be treated as official.

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2. Scientists going abroad for personal purpose like tourism, visiting relatives etc. will be dealt as per existing instructions and delegation issued for sanctioning Ex-India leave in terms of DoPT's Office Memorandum No.11013/8/2015-Estt.A-III dated July 27th, 2015.

3. The following cases may be treated as personal visit and will be dealt by the leave sanctioning authority for Ex-India leave of ICAR Headquarter/Head of Institutes accordingly as per DoPT's Office Memorandum No.11013/8/2015-Estt.A-III dated July 27th, 2015.

(a) Scientists going abroad for paper presentation in seminars, workshops, delivering lectures, and if such paper is not sponsored by the Prioritization, Monitoring and Evaluation Cell (PME) of Institute, the case will be treated as personal visit.

(b) Scientists going abroad for paper presentation in seminars and workshops or delivering lectures, where such papers have been sponsored by the Prioritization, Monitoring and Evaluation Cell (PME) of Institute, but the expenses are borne by the scientist herself/himself. The paper presentation will be added to the CV of scientist. This would be treated as personal visit.

4. 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.

5. Government of India instructions issued on foreign visit by government officials will not be violated. All cases regarding foreign visit shall be submitted to ICAR Headquarters 15 days prior to departure to the foreign land.

6. The deputation abroad of officers of the level of Director upto Joint Secretary will be governed as per Ministry of Finance guidelines issued vide OM No.4(4)/E.Coord/2015 dated 5th January, 2016.

7. All other cases would be dealt as per existing procedure in vogue.
8. This issues with the approval of Competent Authority.



(A. R. Sengupta)
Deputy Secretary to the Govt. of India
Tel. No.: 011-23097044

To

1. All DDGs in ICAR
2. All Directors/Project Directors of ICAR Research Institutes/PDs/Bureaus/ NRCs
3. Sh. Sudeep Marwaha, Pr. Scientist, ICAR- Indian Agricultural Statistics Research Institute, New Delhi, for preparing module relating to deputations.

Copy for information to:-

1. Sr. PPS to Secretary (DARE) & DG(ICAR)
2. PPS to AS & FA (DARE)
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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 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 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.	Does the Composition of delegation include any official from Ministry of External Affairs? (Yes/No)	
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	N/A	

	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.		
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 details of the entire delegation shall be sent to the SCoS.	Whether the delegation is a composite one including Secretary / Additional Secretary & Officer of the 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 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	(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.	

	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.	(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 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>(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?</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.		
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	N/A	

	concerned FA.		
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 from 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.	<p>(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> <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>	

		(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.	
27 (a)	Whether the funding is by any Indian private organisation, including Societies, NGOs, Trusts etc.	Yes/No If Yes, whether vigilance clearance has been obtained from the ICAR Headquarters, Vigilance Wing.	
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.	(a) Name of the Ministry / department from which the invitation has been received for attending meeting/ conference. (b) Name of the officer/ scientist nominated for attending 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.	

32.	Whether the Scientist has updated the executive records in the Personnel Information System (PIMS) system of ICAR	Yes/No	
33.	Whether the visit is official or personal as per the guidelines issued by DARE/ICAR Hqrs. Vide OM No.1(4)/2016-Coord. Dated 01/03/2018.		

Signature:

Name:

Designation:

Institute: