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INDIAN COUNCIL OF
MEDICAL RESEARCH
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No.16/18/2019-Admn-II

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India
Dated: 6.12.2019.

To

The Directors/Directors-in-Charge of
Permanent Institutes/Centres of ICMR.

Subject : Foreign visits and leave of Scientists of ICMR –instructions reg.

Sir/Madam,

Detailed instructions have already been issued vide Office Order No. 16/18/2019-Admn.II dated 5th July, 2019 about the procedure to be followed for Foreign Visits. While recognizing the need for the scientists of ICMR to attend scientific conferences outside the country, it is pertinent to mention the instructions of Department of Expenditure, Ministry of Finance vide OM No.7(1)/E.Coord/2014 dated 10th November, 2014. Accordingly the following instructions are given:-

1. No Officer should undertake more than 4 foreign visits in a calendar year.
2. For visits exceeding 4 by any officer, detailed justification is to be furnished and such foreign visits would be allowed in an exceptional case depending upon the functional need.

Besides, instances have come to the notice of the competent authority that the guidelines laid down by ICMR read with the instructions issued by the DOPT, Govt. of India, from time to time on issues related to taking prior permission for leaving the station/Headquarters during leave or otherwise are not being complied with scrupulously.

In addition, keeping in view the need to provide replies to Parliament Questions (Lok Sabha/Rajya Sabha) in a time bound manner and to ensure proper functioning of the institutes/ICMR Headquarters, the following instructions are given:-

- (i) Directors/Head of Divisions and other officers shall normally not be on tour from their respective Headquarters during Parliament Session;
- (ii) If it is absolutely necessary to go out of respective Headquarters, Directors/ Head of Divisions and other Officers must limit this to the minimum possible (1 or days out from Headquarters to the maximum) and that too with the specific written approval of DG, ICMR.
- (iii) The Directors and Heads of Divisions in particular shall get their CL/EL/HPL etc. sanctioned in advance by the Director General, ICMR before leaving their respective Headquarters.
- (iv) Whenever the Director/Head of Division is going on EL/HPL/FV, official charge of the Institute/Head of Division may be handed over to the next senior most scientist and the same should be informed to the DG, ICMR, with a copy to Sr. DDG(A) and Addl. DG invariably.
- (v) Whenever the Director/Head of Division is leaving the respective Headquarters for official tour, an application for Station Leave permission must be submitted to DG, ICMR as per the model application attached as Annexure – 'A'.
- (vi) No Director/Head of Division will leave the Headquarters without taking written station leave permission from the DG, ICMR under the provisions of FR 11, read with Article 56 of the Civil Service Regulations.



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- (vii) In case of officers working under the Directors, permission to leave the Headquarters must be obtained in written.
- (viii) Failure to obtain permission of the competent authority before leaving station/Headquarters would, henceforth, be viewed seriously and would invite disciplinary action for non-compliance.

Yours faithfully,


(Agnes Xalxo)

Asstt. Director General

Encl: Annexure-I

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. Asstt. Director-General (Admn.)
4. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email ID(sharma.lk@icmr.gov.in) for website upload.

INDIAN COUNCIL OF MEDICAL RESEARCH

APPLICATION FOR STATION LEAVE PERMISSION

1. Name : _____
 2. Designation : _____
 3. Purpose : _____
 4. When the Officer proposes to leave station:
(Date & time) _____
 5. When the officer proposes to return to the station:
(Date & Time) _____
 6. Address during absence from the station: _____

- Mobile No: _____

Date: _____

Signature: _____

Name, Designation, substitute
Official/officials to whom the
duties/responsibilities are handed over : _____

Station Leave Permission Granted/Not Granted

Date: _____

Director General, ICMR