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MEDICAL RESEARCH
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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

No. 16/18/2019-Admn.II

Dated: 05 July, 2019

OFFICE MEMORANDUM

Subject: Foreign visits and leave of Scientists/ Officials of ICMR-regarding.

Ref:

1. Letter dated 03.05.2001
2. Letter dated 21.04.2008
3. Letter dated 22.10.2010
4. Letter dated 15.07.2014
5. Letter dated 18.06.2018
6. Letter dated 02.08.2018

Detailed instructions have been issued from time to time as per the References given below about the procedure to be followed for foreign visits by ICMR officers/ staff. However, it is observed by the Council that some officials proceed on foreign tour, without taking prior approval of the competent authority. In certain cases, an ICMR officials sanctioned ex-India leave had overstayed at his / her own without any approval. Director General, ICMR has expressed concern over these practices and has directed to strictly observe the following instructions while submitting the foreign visit proposals to ICMR HQs:

1. GENERAL

- (1) The Secretary (DHR) & Director General, ICMR is empowered to sanction foreign visit of ICMR employees for a duration of 30 days and above 30 days, the proposal has to be submitted to Ministry of Health & Family Welfare (Department of Health Research), through DG, ICMR;
- (2) Recommendation of concerned Director/Director-in-Charge of Institute/ Centre or Head of the Division in ICMR HQs is mandatory for all foreign visits of ICMR employees, both official and private. The recommendation should be sent in a confidential letter only addressed to DG, ICMR and a copy of the recommendation need not be sent to the concerned employee;
- (3) It should be ensured that the official foreign visit of the employees is undertaken invariably with prior requisite political clearance from Ministry of External Affairs (MEA) and FCRA clearance from Ministry of Home Affairs (MHA) (wherever needed);
- (4) If any employee is leaving the office/ HQ to a foreign country without prior permission of the competent authority in writing, responsibility will be fixed not only on concerned employee but also on the concerned Director of the Institute/Centre or Head of the Division;
- (5) There are instances that the scientists permitted to attend conference/ symposium abroad overstayed at his / her own without the approval of the

Council. Such overstay is not permissible and is liable for disciplinary action;

(6) While submitting the proposal of the employees for foreign visit seeking approval of the competent authority, complete details may be furnished in the enclosed proforma (**Form I**) for participation in Conference / Symposium / Seminar / Workshop etc. The Proforma has to be uploaded through IMCR website @ gov.icmr.org.in along with a hard copy sent by email. After stabilization of the online system, the need for hard copy will be totally dispensed with effect from 15.08.2019 onwards. Hence, only online submission of foreign visit proposals will be accepted in ICMR.

(7) The proposal for foreign visit should reach the ICMR HQs at least 45 days before the date of the proposed visit.

(8) Total number of days on any single visit may not exceed 20 working days and the total duration of all visits in India & abroad is restricted to 45 working days in a financial year (Duty Leave);

(9) As far as possible, the Scientists/Officials may not avail Earned leave/Half Pay Leave more than 21 days at a stretch either on domestic or visits overseas. The leave sanctioning authority may accordingly exercise its discretion keeping in mind public interest and exigencies of work;

- (10) Where there is no time left for processing the foreign visit case well in time, such proposal should not be forwarded to ICMR HQs.

II. OFFICIAL FOREIGN VISIT

- (1) DG, ICMR has constituted a Financial Assistance Committee to consider the requests/proposals of ICMR Scientists/Technologists for financial support to facilitate their participation in International Conference/ Symposium / Seminar/ Workshop, etc. abroad. All proposals of foreign visit, requiring financial assistance from ICMR and their visit date up to September, may be sent to ICMR HQs, Latest by 6th August to consider the same;
- (2) The following guidelines for travel grant to Scientists/ Technologists of ICMR for attending Conference/ Symposium/ Seminar/ Workshop, etc. abroad, are reiterated:-
- (i) The Scientists/ Technologists should be actively engaged in research in the subject matter of the conference/congress;
 - (ii) Participation is likely to make a valuable contribution at Conference/ Symposium / Seminar / Workshop etc., projecting the image of the Council abroad and his work at the Council is likely to get facilitated;
 - (iii) Should have been invited to:
 - (a) Organize or participate in a symposium; or
 - (b) Give a lecture or present a paper; and/ or
 - (c) Present a scientific paper.

The proposed lecture/paper and the summary of the same should be got approved by Divisional/ Institute authorities in respect of those at the level up to Scientist F. For Divisional Heads/ Directors, specific approval of DG, ICMR be sought. Documentary proof of the above (a), (b) & (c) should be provided along with the application.

- (iv) Among the above categories, preference will be given to applicants who:-
- (a) Have been invited to organize a symposium and / or give a special lecture or to present a paper.
 - (b) chair/co-chair a scientific session.
 - (c) Have not availed of financial support from the Council in the past.
 - (d) Are members of the Executive Committee of the Council / or recognized International or Regional Scientific Organization.
 - (e) Have been offered by the organizers to bear part of the travelling expenses.
- (v) Among the International conferences, preference will be given, in the following orders, for participation in:
- a. International Conference
 - b. Regional Conference
 - c. Foreign national conference / specialized symposium on the subject of participant's area of work.

- (vi) If there are more than one applicant for financial support from the same Institute/ Centre, preference will be given to the one who have not attended that particular conference/ congress earlier;
- (vii) While awarding the financial support, the number of times a scientist has travelled abroad in the past will be taken into consideration and as far as possible, preference will be given to those who have not done so, subject to their satisfying the above essential criteria;
- (viii) The budgetary allocation for this purpose will be divided into two halves, one each to be spent for conference between April and November and the other between December and March;
- (ix) Recommendations for financial support will be made by the committee constituted by DG, ICMR and will be finally approved by DG, ICMR;
- (x) If the faculty members concerned received financial support from any other source also (like DST, CSIR, etc.), then the maximum amount to be received by his / her for the purpose would not exceed the actual expenses incurred by his/ her for to and fro Airfare, Registration Fee and usual daily allowance as per the rates fixed by the Government of India.

- (3) The participation of Scientists/Officials for scientific Conference/Symposium / Seminar / Workshop etc., or course in India and abroad will be considered on duty leave;
- (4) A post-visit tour report indicating the outcome of the visit should be submitted to concerned authorities immediately within 15 days of completion of the foreign visit, in case of official visit as per the proforma enclosed in Form I.
- (5) For submitting the proposal for any subsequent visit abroad, efforts made to realize the intended outcome of the earlier visit and the result thereof should also be mentioned;
- (6) Form FC- 2 for obtaining FCRA clearance from MHA should also be sent.
- (7) While sending such proposals, Director/ Officer-in-charge may also indicate the following:-
- (i) Whether the visit is likely to cause dislocation of work in the Institute/ Centre;
 - (ii) Whether the visit has direct relevance to the area of interest/ work of the scientist concerned;
 - (iii) Whether the Institute or the Organization which is conducting the Workshop, meeting etc, is of International repute and that there will be value addition in attending such meetings;

(iv) Name of an alternate scientist may also be indicated wherever possible in case the concerned scientist is not in a position to go abroad due to official exigencies.

8. It should be ensured that the same Officer is not deputed to attend all meetings and there is adequate rotation amongst scientists working in the Institute/ Centre so that everybody gets an exposure to the International Organizations. Care should also be taken that during Parliament Session and other periods of activities like Budget preparation, etc. scientists do not go out of the country for attending Conference/ Symposium / Seminar/ Workshop etc;

9. It may be ensured that proper handing /taking over charge takes place whenever any Scientist goes on long leave including EL/study leave etc., including bond whenever necessary and 50% of officers are available at any given point of time and there is an alternate officer available to look after the work of the concerned scientist;


10. wherever the expenditure on the visit is to be met by ICMR and for which advance is given by the Institutes / Centers, bill must be preferred within one month of return from foreign tour and sent to the Council, failing which action will be taken for the recovery with penal interest;

● II. PERSONAL VISIT

While submitting the proposal of the employees for foreign visit seeking approval of the competent authority, complete details may be furnished in Form II.

This issues with the approval of DG, ICMR.

Encl: As above



(Agnes Xalxo)

Assistant Director General (Admn)

To

1. Director/Director-in-Charge of all ICMR Institutes/Centres
2. Heads of all Divisions, ICMR HQs

Copy:

1. Admn.1/Admn.II/Personnel Sections
2. Sr AO
3. ADG (AX)/ADG(RR)
4. PS to Sr. DDG(A) /PS to Sr. FA
5. PS to Addl. DG, ICMR
6. PS to DG, ICMR

Handwritten signature and date: 15/7/19

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**PROFORMA FOR ICMR SCIENTIST VISITING ABROAD FOR ATTENDING
OFFICIAL MEETING/CONFERENCE/ SYMPOSIUM/ SEMINAR/
WORKSHOP/TRAINING/FELLOWSHIP ETC.**

PART - I

a) Name, Designation & Pay Level	
b) Full Address, Email & Mobile No.	
c) Date of Superannuation	
d) Passport No., its Validity & Place of issue	
e) Educational Qualifications & Fields of Specialization	
f) List of Official meeting/Conference/ Symposium/ Workshop/ Trainings/Seminar/fellowship attended abroad in during the last three (3) years	
g) Are the efforts made to realize the intended outcome of the earlier visit and the result thereof?	
h) Total no. of duty leaves including official meeting/Conference/ Symposia/ Workshop/ Seminars/training/fellowship in India/ Abroad & Private Foreign Visits (the total duty leaves is restricted to 45 working days in a financial year)	
<u>Details about Official meeting/Fellowship/Conference/ Symposia/ Workshop/ Seminars at abroad</u>	
1.	Details of event including date, venue, role of applicant and justification of the usefulness of visit to the Council
2.	Documentary proof for participation or lecture/ paper/oral presentation/ delegate/ nomination (attach copy of documentary proof)
3.	Country/Countries to be visited enroute (Name of the country, date/ duration & purpose)
4.	(A) Estimated expenditure on the proposed visit-
(a)	Air Fare
(b)	D.A etc
(c)	Contingencies, if any required (Registration fees, visa fee, local transport, insurance, etc.)
(d)	Hotel accommodation
	Total (Rs)
	(B) Details of foreign hospitality availing, if any
5.	Do you require grant from ICMR? Details of grant received from other agency, if any.

Please note that if the adjustment bill of the advance taken from ICMR by the applicant not sent to the Council within a month of return from foreign tour, action may be taken for the recovery with penal interest.

Date _____
Place _____

Name & Signature

PROFORMA FOR PRIVATE FOREIGN VISIT

a) Name, Designation & Pay Level	
b) Full Address, Email & Mobile No.	
c) Date of Superannuation	
d) Passport No., its Validity & Place of issue	
<u>Details about Private Visit to Abroad</u>	
Countries and place/s proposed to be visited alongwith dates	
Complete address & contact details while staying abroad	
Duration of the Visit (including journey time to & fro)	
Type and period of leave applied	
Declaration stating that extension of leave would not be sought for any period beyond which leave is sanctioned	
Undertaking to the effect that he/she will not accept any salary/ stipend/ assignment etc. from outside during the period abroad.	

Please note that ICMR Headquarters will require minimum 15 days time to process before the date of proposed private visit

Date _____

Place _____

Name & Signature

Director/ Officer-in-Charge/ Divisional Head (Headquarters) format for Recommendation of Foreign Visit of Applicant

1)	Date of proposed visit.	
2)	Is the Scientist not availing earn leave/ half pay leave more than 21 days? Kind of leave granted?	Yes/No
3)	Whether any vigilance case is pending or contemplated against the official visiting abroad?	Yes/No

I am in agreement with the facts given by the applicant or I would like to modify or add :

Recommendations of the Director/Director-in-Charge :

Date _____

Place _____

Name & Signature

Director/Officer-in-Charge/ Divisional Head (Headquarters) format for Recommendation of Foreign Visit of Applicant

1)	Date of proposed visit	
2)	Date of application submitted by the applicant	
3)	Is the sufficient time left for processing the foreign visit? (The proposal should reach the ICMR Headquarters at least 45 days before the date of the proposed visit.)	Yes/No
4)	Is the total duration of all the visits in India and abroad not exceeding 45 days including present visit in the current financial year?	Yes/No
5)	Is the participants likely to make a valuable contribution at Conference/ Symposium/ Seminar/ Workshop etc. , projecting the image of the Council abroad and his work at the Council is likely to get facilitated?	Yes/No
6)	Is the proposed lecture/ paper and the summary of the same approved by Competent Authority? (For Divisional Heads/Directors, approval of DG ICMR should be sought and for the rest of the employees approval of Divisional Heads/Directors may be taken.)	Yes/No
7)	Is the Form FC-2 for obtaining FCRA clearance from MHA sent?	Yes /No/ NA
8)	Whether any vigilance case is pending or contemplated against the official visiting abroad?	Yes/No
9)	Were deputations/delegations sent in the past for similar purpose? If so, the names of the officers deputed together with period of deputation and a copy of the report submitted on return to be enclosed.	Yes/No

I am in agreement with the facts given by the applicant or I would like to modify or add :

Recommendations of the Director/Director-in-Charge :

Date _____

Place _____

Name & Signature

Concise and bulleted tour report of ICMR Scientists on foreign visits [Must be forwarded by the visiting Scientist with signature DG/ Director/ Director-in-Charge]: for review by Hon'ble HFM, Govt. of India

1	Name and designation of the Scientist	
2.	Period of visit	
3	Name of the meeting/conference/ event and country	
4	What are the benefits of the visit to the scientist on a personal level? [Max. 2-2 lines each]	1. 2.
5	What are the benefits of the visit to the scientist to the Institute? [Max. 2-2 lines each]	1. 2.
6	Which of the scientist's objectives were not achieved? and reason/s thereof..[Max. 4 lines]	
7.	Relevance of the visit to the Department/Ministry/ Govt. of India [Max. 3-2lines each]	1. 2.
8	Remarks by Competent Authority: Authentication and relevance [3-4 lines]	

Name and Signature of Scientist

Signature and seal of Competent Authority

TOUR REPORT OF FOREIGN VISIT

1	Name and designation of the Scientist	
2.	Name of the Institute/Centre	
3	Actual Date of meeting	
4	Date of visit	
5	Period of visit	
6	Place of visit	
7.	Purpose of the visit	
8	Source of sponsorship of the visit	
9	Whether a brief report on the meeting (in about 500 words) is enclosed	Yes / No
10	Relevance of the meeting to India/Ministry of Health/Deptt. Of Health Research/ICMR	
11	Whether Scientist's Contribution in about 200 words (please attach copies of relevant presentation(s) is enclosed	Yes / No
12	Whether a write up (in about 500 words) on how the skills acquired by the Scientist will be utilized	Yes / No
13	Whether a write up (in about 500 words) on the positive outcome of the visit is enclosed?	Yes / No
14	Whether the comments of Director/OIC on the Tour report is enclosed	Yes / No.

Name and Signature of Scientist

Signature of Director/Director-in-Charge/Addl. Director-General/Director-General/ and seal of Competent Authority