



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी. रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110 029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

No. ICMR/FV/Tour Reports/Sc./2017-Pers.

Dated, 18 June, 2018.

To,

All Director/Director-in-Charge of
permanent Institutes/Centre of the Council -

Sub : Scientists visiting abroad to attend various International
Conferences/Training programmes/ Seminars/Symposia etc. - Submission of
Tour Report in NEW Format - regarding -

Sir/Madam,

I am directed to state that the Director General, ICMR is permitting
scientists to visit abroad to attend International Conferences/Seminars/
Training/Symposia/Fellowship etc. from time to time. The Scientists are required
to submit their tour reports on their visit within a period of two weeks on return
from abroad.

You are requested to forward tour report of Scientists as per Annexure-I
(New brief report to be submitted to HFM) & Annexure-II (Detailed report to be
submitted to DHR and Ministry of External Affairs) (copy enclosed). Tour Reports
of the Scientist duly signed by the Director-in-Charge/Director will be sent for
review by the Hon. Health & Family Minister after evaluation of Director General.

This issues with the approval of the Competent Authority, ICMR.

Yours faithfully,

(Rajiv R. Singh)
Asstt. Director General(Admn.)

Encl : As above.

Copy to :

- 1) Admn.-I, ICMR for necessary action please.
- 2) Foreign Visit Guard file.
- ✓ 3) BIC - with a request to place it one the ICMR Website

ANNEXURE-T

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 – 2 lines 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 ON FOREIGN VISIT

1.	Name & 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. (Please attach extra sheets if required)	
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 scientists will be utilized is enclosed ?	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

Signature of Scientist

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