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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./2014-Pers.(Pt.I)

Dated, 26th Nov., 2014.

To,

All Director/Director-in-Charge (by name)
of permanent Institutes/Centre of the Council.

Sub : Visits abroad to attend various International Conferences/Training programmes/ Seminars/
Symposium etc. – Submission of Tour Report in new Format – regarding –

Sir/Madam,

I am directed to invite your kind attention to this office letter No. ICMR/FV/06/2001-
Pers.(Pt.) dated, 29/30th June, 2010 and to state that in future, the Tour Report of Scientists visiting
abroad for participation in International Conferences/Seminars/training/fellowship, etc. shall be
submitted in the attached revised format within a period of 3 months on return from abroad.

This issues with the approval of Director General, ICMR.

Yours truly,

(T.S. Jawahar)
Sr.Deputy Director General(A)

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/
Director General