

No.4-2/2002-IC-I
Government of India
Ministry of Agriculture
Department of Agricultural Research & Education
Krishi Bhavan, New Delhi

Dated the 8th September, 2004

OFFICE MEMORANDUM

Subject: Revision of checklist to be submitted for deputation abroad, in connection with attending workshop, symposium, congress, including training, visits related to bilateral programmes of DARE/ICAR and collaborative projects, etc., by all the officers/staff of DARE/ICAR and SAU – Regarding.

The undersigned is directed to state that the question of revision of the existing checklist used for the purpose of deputation abroad, has been under consideration in this Department. As a sequel to this, this Department have decided to bring out three categories of checklists compared to the lone existing category. Checklist-I is to be used in connection with attending conference/symposium/workshop/congress/meeting, etc., abroad. Checklist-II is meant for cases relating to training abroad. Checklist-III is for bilateral programmes of DARE/ICAR and collaborative projects. If the training period is for more than two weeks under a project, however, Checklist-II shall be used. This has also been specified in Checklist-III.

2. These checklists will also be available on DARE website. Only one copy of the checklist is required to be filled up and forwarded to this Department in each case of deputation abroad.
3. The new checklists will come into effect from **15th October, 2004**.
4. Deputation proposals which are not submitted in accordance with the revised checklists after the date of effect, i.e., **15th October, 2004**, will not be entertained.
5. This issues with the approval of Secretary, DARE and DG, ICAR.

Sd/-
(Rajeev Kumar Jain)
Deputy Secretary to the Govt. of India
Tel.No.23382375

DISTRIBUTION

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9. PPS to Additional Secretary, DARE and Secretary, ICAR
10. PS to Additional Secretary & Financial Advisor, DARE
11. All the Under Secretaries/Desk Officers/Section Officers, DARE
12. Technical Director, NIC, DARE

Checklist – I

**CHECKLIST FOR ATTENDING CONFERENCE/SYMPOSIUM/WORKSHOP, ETC.,
ABROAD**

Part – A

GENERAL INFORMATION

(Applicant to fill in Part A & B of the checklist)

1. Name of the Candidate:
2. Designation:
3. Post held and the date from which held:
4. Name of the Institute/Project Directorate/
Centre/ Regional Station/SAU where working:
5. Area of current operation:
(name the project/projects)
6. Scale of Pay and Pay Drawn (Basic):
7. Date of Birth: DD/MM/YYYY
8. Category to which the applicant belongs: SC/ST/OBC/Genl.
9. Date of joining the ICAR/SAU/Govt. Service:
10. Nature of Employment: On Probation/Temporary/On
contract/ Permanent/Any other (to be
specified)
11. If on probation or on contract please state the
period of probation or contract:
12. Educational qualifications and field of
specialization:
13. List of major R & D publications during the last
three years:
(sheet to be attached, if necessary)

Part – B

**INFORMATION ABOUT THE CONFERENCE/SYMPOSIUM/WORKSHOP/CONGRESS,
ETC.**

1. Title of the Conference/Symposia/Workshop/
Congress, etc.:

- (a) Venue:
- (b) Period of event:
- (c) Period of connected excursion visit or
visits (if any):
- (d) Nature of visit:
- (e) Purpose of visit:

Chairman/Key Note Speaker/State-
of-the-art Rapporteur/Panelist/
Presenting Paper as (i) Author, (ii)
Co-Author, (iii) Oral, (iv) Poster, Any
other (to be specified)

- (f) Details of the paper to be presented:
- (g) (i) Expected date of departure from India:
(ii) Expected date of return to India:

2. Relevance of the theme to the Institute's thrust
area or emerging area or project and the benefit which is
likely to accrue to the system through application of
experience gained in the field:

3. Whether the conference is sponsored by
recognized academic bodies or professional institutions:

4. The name of the authority/agency sponsoring the
visit:

5. If the authority/agency sponsoring the visit is
other than the Government, whether there would be
reciprocal liability:

6. Any other additional visit/visits in conjunction
with/continuation of the present visit:

Yes/No

- (a) Purpose:

- (b) Justification:
- (c) Sponsorship:

7. Details of foreign visits undertaken by the officer over the last three years:
(additional sheet may be used, if necessary)

Country visited	Period		Purpose
	From	To	
1	2	3	4

8. Whether deputation report on each visit submitted: Yes/No

9. If yes, please furnish reference and report on the follow-up and utilization of previous visit/visits:

Date:

Signature of the Applicant

Part – C

Funding Arrangement Etc.

(to be completed by the Institute's Office)

Item of Expenditure	Expenses to be borne by DARE/ICAR/Institute, if any	Fund committed by the sponsor/hosts/others
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1. International Air fare:

(a) Conference/Symposia/Workshop/Congress:

(b) Associated visits:

2. Internal travel (to provide details):

3. Other expenses: -

(a) Registration fee, if any:

(b) Per diem:

(at the rate prescribed by MEA)

(c) Accommodation:

(d) All inclusive DA (for additional visit, in case the total expenses are to be borne by DARE/ICAR/Institute:

Total:

4. Ratio of the external funding to the total expenses (expressed as %):

5. Availability of Funds:-

(to be certified by F&AO/CAO/SAO/AO/Director)

Yes/No

6. Whether the deputation is covered under the existing guidelines from the administrative angle (w.r.t. age, service, duration of absence, etc.):

Yes/No

7. Whether the officer is free from vigilance/disciplinary angle: Yes/No

8. Whether arrangements will be made to look after the work of the officer during the period of absence:

9. Whether other officials are also going and if so the details thereof:

10. (a) Sanctioned strength of scientists:
(b) Number of scientists in position:
(c) Number of scientists on deputation/
training abroad:

11. Whether all the documents referred to in **Part – D** of the checklist have been attached: Yes/No

12. Remarks, if any:

Date:

Name & Signature of the concerned officer of the Institute with designation

Part – D

Recommendation of DG/DDG/Director, as the case may be, with reference to the following aspects, namely, (a) technical suitability of the candidate, (b) content of the paper to be presented, (c) IPR issue involved, if any, and (d) sensitive issue involved, if any.

Signature of the DG/DDG/Director

Date:

Part – E

SUPPORTING DOCUMENTS

Documents	Whether annexed		
	Yes	No	Not required
1. Letter of Invitation			
2. Conference Brochure with Registration Fee details, if any			
3. Acceptance of the paper			
4. External Funding (relevant documents may be attached)			
5. Funding from ICAR/Institute (certificate on availability of funding from Institute Administration/finance to be attached)			
<u>In respect of Additional visits</u>			
1. Invitation letter(s)			
2. Funding arrangement(s) (attach relevant documents)			

CHECKLIST FOR TRAINING ABROAD

Part – A

GENERAL INFORMATION

(Applicant to fill in Part A & B of the checklist)

1. Name of the Candidate:
2. Designation:
3. Post held and the date from which held:
4. Name of the Institute/Project Directorate/
Centre/Regional Station/SAU where working:
5. Scale of Pay and Pay Drawn (Basic):
6. Date of Birth: DD/MM/YYYY
7. Category to which the applicant belongs: SC/ST/OBC/Genl.
8. Date of joining the ICAR/SAU/Govt. Service:
9. Nature of Employment: On Probation/Temporary/On
contract/ Permanent/Any other (to be
specified)
10. If on probation or on contract please state the
period of probation or contract:
11. Educational qualifications and field of
specialization:
12. Area of current operation
(name the project/projects):
13. List of major R & D publications during the last
three years:
(sheet to be attached, if necessary)
14. Whether conversant with any foreign language Yes/No
or languages other than English:

Part – B

INFORMATION REGARDING THE TRAINING PROGRAMME

1. Physical Details of the Training Course
 - (a) Subject:
 - (b) Venue:
 - (c) Duration of the training:
2. Technical details of the Training Course:
3. Purpose/specific objectives of the Training Course:
4. Whether the training facility/study material is not available in India: Yes/No
5. If yes, please give justification for the proposed training (on a separate sheet):
6. Whether the applicant has the professional background related to the area of the proposed training:
7. Whether the training is connected with the purchase of any equipment for research purposes:
8. Whether the training is under any MoU/Work Plan:
9. The name of the authority/agency sponsoring the training programme:
10. If the authority/agency sponsoring the training programme is other than Govt., whether there would be reciprocal liability:
11. Relevance of the training programme to the Institute's thrust area or emerging area or projects being carried out in the Institute and the benefit likely to accrue to the system through application of skill/experience gained during the training:

12. Requirements in respect of infrastructure for following up the research on the lines of training:

13. Is there any likelihood of developing a farmer friendly technology out of the visit, specially the following:

- (a) PHT, better utilization of crop and residues
- (b) Reduction in the cost of harvesting
- (c) Reduction of drudgery and toil in agriculture operations, particularly of women
- (d) Enhancing the fertility of soil by other than fertilizers
- (e) Innovative methods of pest and disease control
- (f) Innovative methods of water harvesting and utilization
- (g) Innovative concepts in preservation of ecology

14. Details of trainings undertaken on an earlier occasion or occasions, if any:

15. Whether deputation report of earlier training has been submitted?

Yes/No

16. If yes, please furnish reference and report on the follow-up and utilization of the training undertaken on an earlier occasion or occasions:

Signature of the Applicant

Date:

Part – C

Funding Arrangement Etc.

(to be completed by the Office)

Item of Expenditure	Expenses to be borne by DARE/ICAR/Institute, if any	Fund committed by the sponsor/hosts/others
1. International Air fare:		
2. Internal travel (to provide details):		
3. Other expenses: -		
(a) Per diem: (at the rate prescribed by MEA)		
(b) Accommodation:		
	Total:	
4. Ratio of the external funding to the total expenses (expressed as %):		
5. Fund availability:		Yes/No
6. Whether the deputation is covered under the existing guidelines from the administrative angle (w.r.t. age, service, duration of absence, etc.):		
7. If the case is not covered under the existing guidelines, justification/remarks for departure from the guidelines may be given:		
8. Whether the officer is free from vigilance/disciplinary angle:		Yes/No

9. Whether the applicant is free from bond/obligation: Yes/No

10. (a) Sanctioned strength of scientists:
(b) Number of scientists in position:
(c) Number of scientists on deputation/
training abroad:

11. Whether all the documents referred to in **Part – D** of the checklist have been attached: Yes/No

12. Remarks, if any:

Date:

Name & Signature of the concerned officer of the Institute with designation

Part – D

1. Monitorable output of post training
(only those columns which are relevant/applicable may be filled in)

Output	Year 1	Year 2	Year 3	Year 4	Year 5
i) Utilization of new skills/techniques/technology					
ii) Development of new projects/initiatives					
iii) Development of innovative procedures					
iv) Number of training programmes likely to be organized and number of persons to be trained					
v) Publications					
vi) Seminars/conference/presentation					
vii) Professional collaborations with individuals/organizations					

2. Proforma for Assessment of preparedness to utilize trained human resources
(only those columns which are relevant/applicable may be filled in)

- (i) Name of the Institute:
- (ii) Subject Matter Division concerned:
- (iii) Priority area:
(to be filled and certified by the Director of the Institute)

Infrastructure facilities	Available	New planned with schedule	How required fund for optimal use of new skills will be ensured			What linkages exist already, and what more will be established?	Any additional remarks
			Core (NP) Funds	Contract Research	Ad hoc scheme		
1. Equipment							
2. Contingency							
3. Space/lab/field, etc.							
4. Support staff (RA, SRF, etc.)							

Part – E

Proforma for Evaluating the Impact of Foreign Training

(to be submitted every year for five years on return from foreign training)

1. Name of the Institute:
2. Subject Matter Division concerned:
3. Name of the Scientist:
4. Discipline:
5. Core Research areas for foreign training:
6. Institute/Lab/University where trained:
7. Field of Training:
8. Duration and date:
9. Funded by:
10. Skills acquired:
11. Abstract of training:

Assessment on return

(Fill all the items below and write NA against an item that is not applicable)

1. Trainings organized on return:
2. Number of persons trained:
3. New research initiatives/projects:
4. Publications in journals:
5. Papers presented in seminar/conference:
6. Improvement in communication/presentation:
7. Professional collaborations developed with individuals/organizations:
8. List new facilities like labs/instruments/techniques established etc.:
9. List new/innovative procedures developed:
10. List of resource materials brought from abroad:
11. Resource materials shared with others:
12. Professional recognition/award/patents achieved:

Part – F

SUPPORTING DOCUMENTS

Documents	Whether annexed		
	Yes	No	Not required
1. Letter of Invitation			
2. Conference Brochure with Registration Fee details, if any			
3. Acceptance of the paper			
4. External Funding (relevant documents may be attached)			
5. Funding from ICAR/Institute (certificate on availability of funding from Institute Administration/finance to be attached)			
<u>In respect of Additional visits</u>			
1. Invitation letter(s)			
2. Funding arrangement(s) (attach relevant documents)			

Checklist – III

**CHECKLIST FOR BILATERAL PROGRAMMES OF DARE/ICAR AND COLLABORATIVE
PROJECTS**

(If the training period is for more than two weeks under a project Checklist-II shall be used)

Part – A

GENERAL INFORMATION

(Applicant to fill in Part-A & B of the checklist)

1. Name of the Candidate:
2. Designation:
3. Post held and the date from which held:
4. Name of the Institute/Project Directorate/
Centre/Regional Station/SAU where working:
5. Scale of Pay and Pay Drawn (Basic):
6. Date of Birth: DD/MM/YYYY
7. Category to which the applicant belongs: SC/ST/OBC/General
8. Date of joining the ICAR/SAU/Govt. service:
9. Nature of Employment: On Probation/Temporary/On Contract/
Permanent/Any other (to be specified)
10. If on probation or on contract please state
the period of probation or contract:
11. Educational qualifications and field of
Specialization:
12. Area of current operation
(name the project/projects):
13. (a) List of publications to be attached
indicating: -
 - (i) Title of the paper:
 - (ii) Name of the Co-author, if any:
 - (iii) Name of the journal;
 - (iv) Page, volume, month and year
of publication (abstracts not
to be included):
- (b) Patents:
- (c) Books:

Part –B

**INFORMATION REGARDING THE BILATERAL
PROGRAMME/COLLABORATIVE PROJECT**

1. Details of the study/training proposed to be undertaken abroad:
2. How is it related to the project/work in the Institute:
3. How is it going to benefit the project/thrust area/emerging area of the Institute:
4. Indicate the name and address of the Institutions in the host country where the scientist would like to work/visit:
5. Occupational/professional experience with specific achievements:
6. Name of the programme under which the visit is proposed to be undertaken:
7. Name of the authority/agency sponsoring the programme:
8. If the authority/agency sponsoring the programme is other than Govt., whether there would be reciprocal liability:
9. Name of the country to be visited:
10. Duration of visit:
11. If the scientist has been deputed abroad for study/training under bilateral programme/ collaborative project, the following information may be furnished: -

Duration of visit		Purpose of visit and programme under which the visit was made	Country visited
From	To		
1	2	3	4

12. Whether the scientist has submitted the requisite deputation report or reports in respect of the visit/visits undertaken by him

Yes/No

13. If yes, please furnish reference and report on the follow up and utilization of the visit undertaken:

Date:

Signature of the Applicant

Part – C

Funding Arrangement

(to be completed by the Institute's Office)

Item of Expenditure	Expenses to be borne by DARE/ICAR/Institute, if any	Fund committed by the sponsor/hosts/others
1	2	3

1. International Air fare:

2. Internal travel (to provide details):

3. Other expenses: -

(a) Per diem:

(at the rate prescribed by MEA)

(b) Accommodation:

Total:

4. Ratio of the external funding to the total expenses (expressed as %):

5. Availability of funds:

(to be certified by F&AO/CAO/SAO/AO/ Director in respect of projects only)

Yes/No

6. Whether the officer is free from vigilance/disciplinary angle:

Yes/No

7. (a) Sanctioned strength of scientists:

(b) Number of scientists in position:

(c) Number of scientists on deputation/ training abroad:

8. Whether all the documents referred to in **Part – E** of the checklist have been attached:

Yes/No

9. Remarks, if any :

Date:

Name & Signature of the concerned
officer of the Institute with
designation

Part – D

(to be filled by the Director/Head of the Institute)

1. Is the project in the priority area?
2. Programme of the Institute for expansion/
establishment of facility in the area of the visit:
3. Exchanges so far under this item:
 - (i) Visits of your scientist:
(Please indicate name(s) and period(s))
 - (ii) Visits of their scientists to your Institute:
4. Up-to-date progress on the implementation
of this item along with justification for the present
proposal keeping in view (3) above:
5. If there have been no exchanges so far,
collaborative work envisaged under the programme
may indicate:
 - (i) Objectives:
 - (ii) Time frame:
 - (iii) Sharing of work:
 - (iv) Future exchanges envisaged:
6. Has the candidate been sponsored previously
under this collaborative project/programme? If so,
give details of the work done and follow up action:
7. Follow up action on the recommendation/
work done by the scientist during his previous visit/
visits abroad:

8. Has the candidate been sponsored for training/visit abroad under any other programme?
If so, give details:

9. Order of priority with reference to other candidates being sponsored under the same programme/item:

10. Certified that the particulars furnished by the scientist/candidate are correct and provision for expenditure on travel exists in the Project:

Date:

Signature of the Director

Part – E

SUPPORTING DOCUMENTS

Documents	Whether annexed		
	Yes	No	Not required
1. Letter of Invitation			
2. Conference Brochure with Registration Fee details, if any			
3. Acceptance of the paper			
4. External Funding (relevant documents may be attached)			
5. Funding from ICAR/Institute (certificate on availability of funding from Institute Administration/finance to be attached)			
<u>In respect of Additional visits</u>			
1. Invitation letter(s)			
2. Funding arrangement(s) (attach relevant documents)			