



भारतीय कृषि अनुसंधान परिषद्

Indian Council of Agricultural Research

305, कृषि भवन, डा. राजेंद्र प्रसाद मार्ग, नई दिल्ली, 110001

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F. No. 38 (5) / 2019 – Per. IV

Dated: 25th June, 2026

OFFICE MEMORANDUM


Subject: Prior approval of Tour Programmes in respect of officials holding Research Management Positions in field units of the ICAR – reg.

The undersigned is directed to invite reference to the Council's OM No. FIN / 06 / 01 / 2007 – CDN (A&A) – Vol-III dated 5th March, 2021 and F. No. 38 (5) / 2019 – Per. IV dated 30.09.2025 regarding tour programmes of incumbents holding Research Management Positions which *inter alia* mentioned that the tour programmes of the Directors of ICAR Institutes / NRCs / Project Directorates / Bureaux / ATARIs within the prescribed time limit shall not require prior approval of their Controlling Officers. Further, attention is also invited towards recent instructions dated 15.05.2026 and 03.06.2026 issued by the Council w.r.t. taking due economy measures for saving / conserving national resources.

Accordingly, in partial modification of instructions on the matter, it has been decided that tour programmes of all the ADGs of ICAR HQs and the Directors / Joint Directors of ICAR Institutes / NRCs / Project Directorates / Bureaux (including those of Directors of National Institutes) shall be approved by the DDGs of concerned SMD (DG, ICAR in case of independent ADGs) in following manner:

- i. Respective Directors / Jt. Directors of ICAR Institutes / NRCs / Project Directorates / Bureaux / ATARIs and ADGs in ICAR headquarters shall submit their tour programmes outside their headquarters to the concerned DDGs in the SMD for approval via electronic mode (e-Office / Email). In respect of independent ADGs, the same shall be submitted to the DG, ICAR.
- ii. Prior approval of tour programmes (of any duration) is mandatory by their respective Controlling Officers, before commencement of onward journey.
- iii. During Parliamentary sessions, visits of Parliamentary Committees or higher dignitaries of the Central / State Govt. to the Institute / nearby Institutes, any absence from Headquarters (including on weekends) shall require prior approval of the DG, ICAR (through respective DDGs) in all the cases.
- iv. On return from tour, the Tour Report is mandatorily required to be submitted by the Directors / ADGs / Joint Directors to their respective Controlling Officers.

This is for information and strict compliance and is issued with the approval of the Secretary, DARE and Director General, ICAR.


25/06/2026
(SUSHIL KUMAR SINGH)
DIRECTOR (PERSONNEL)

Copy for kind information and / or further needful to:

1. All the DDGs / ADGs of ICAR Hqrs., New Delhi.
2. All the Directors of ICAR Institutes / Project Directorates / NRCs / Bureaux.
3. PSO to the Secretary, DARE & DG, ICAR, Krishi Bhawan, New Delhi.
4. PPS to the Additional Secretary, DARE & Secretary, ICAR, Krishi Bhawan, New Delhi.
5. PPS to the Additional Secretary, DARE & Financial Advisor, ICAR, Krishi Bhawan, New Delhi.
6. Information System Officer, DKMA, KAB – I, Pusa, New Delhi for uploading on ICAR website.
7. E-office Notice board.