

**DEPARTMENT OF AGRICULTURAL RESEARCH & EDUCATION
MINISTRY OF AGRICULTURE
KRISHI BHAWAN : NEW DELHI -110114**

Administrative Circular No 8/2011

F.No.12-80/2011 IC.CG

Dated the 12th July, 2011

Subject: Deputations/delegations abroad – acceptance of invitations from foreign bodies/international organisations etc., for delivering lectures or presenting 'papers' at conferences/seminars/organisations etc., - reg.

With reference to the subject above, attention is invited to Min. of Finance OM dated 27th October, 2008, which briefly provides as under:

- (i) If the invitation is received by the Government of India and the Government of India selects an officer to attend such a workshop/to present papers/to deliver lectures etc., the officer may be treated as on official deputation;
- (ii) In cases where the invitation is received by the officer directly in his personal capacity, the officer should be treated as on a personal visit and he may be asked to proceed on leave.

2. In view of the above, visits made in response to invitations received in personal names, cannot be treated as official invitations at all, and officers/scientists desirous of responding to such invitations would have to be on leave during such visits, if at all they are permitted to undertake.

3. In the case of ICAR, an exception has been made for scientists when they are invited to read their own papers. The exception has been communicated within ICAR vide OM dated 24.2.2011, which briefly provides that such visits can be treated as official provided that:

- (i) The research papers etc. have been submitted through proper channel, viz., with the approval of the competent authority in the ministry/department/organisation, by the scientist;

(ii) The subject matter of the conference/research paper is relevant in the context of the official duties entrusted to the officer/scientist.

4. On all other occasions conferences, meetings, etc. will require representation of ICAR, and not of a particular person. In such cases, the invitation should be addressed to the DG, ICAR and it is up to the DG, ICAR to nominate the ICAR representative. Therefore, in cases where ICAR is required to be represented as an organisation, invitations by name will not be entertained, or they will be treated as invitations to ICAR, rather than invitation to the individual concerned, subject to the conditions mentioned in subsequent paras.

5. In case, cases covered by para 2 above are accompanied by an offer of funding by the host, then, if time permits, it will be ascertained from the host whether they would fund the nominee of DG, ICAR, and a decision taken accordingly, subject to compliance of other requirements. If that is not possible, nor is it possible to nominate the person in whose name the invitation has come, deputation against such invitations will not be permitted.

6. Even departments within the Ministry of Agriculture and, sometimes, Ministries within the Government of India, call ICAR officers for meetings/conferences by name. Such invitations would also be treated as invitations in the name of DG, ICAR, and DG, ICAR will suitably nominate the officer who should attend the meeting/conference. Therefore, such invitations should be put up by the concerned officer to the DG for nomination/orders of the appropriate ICAR representative.

7. The orders are issued with approval of competent authority and are to be complied with strictly.



(RAJIV MEHRISHI)

Addl. Secretary, DARE & Secretary, ICAR

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