

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI**

F.No. FIN/06/01/2007-CDN(A&A)-Vol-III

Dated the 5th March, 2021

Subject: Tour Programmes of Research Management Scientists – regarding

Reference: ICAR's letters (i) No.12(4)/98-Cdn.(A&A) dated 10.11.2000; (ii) No.38(5)/2010-Per.IV dated 21.5.2010, 17.3.2011 and 16.9.2015; (iii) Office Order No.6-2/2001-Cdn.(A&A) dated 21.9.2001 and (iv) FIN/6/1/2007-CDN(A&A) dated 14.8.2015

The matter regarding tour programmes of RMP Scientists of Council was recently deliberated upon in a meeting held under the chairmanship of Secretary, DARE & DG, ICAR on 17th February, 2021 in the light of instructions issued by the Council from time to time as referred to above. A need was felt to review these instructions in view of certain difficulties pointed out in undertaking tours, and desirability to reduce further the present limit of 7/10 days on domestic tours during a month given the experience gained in virtually holding meetings/seminars, etc. during COVID-19 pandemic. The following revised instructions are hereby issued for domestic tours:

1. Directors of ICAR Institutes/NRCs/Project Directorates/Bureaux/ATARIs

- (i) Directors of ICAR Institutes/NRCs/Project Directorates/Bureaux/ATARIs should plan their tours outside their headquarters in such a way that their total absence from headquarters including journey time does not exceed 5 working days, and including closed holidays, a total of 8 days in a month in any case.
- (ii) Tour programmes within the above limit shall not require prior approval by their respective controlling officers. The officers are required to forward their tour programmes by e-mail only to the concerned DDGs in the SMD.
- (iii) For exceeding the above limit of 5/8 days in a month, in exceptional circumstances, prior approval of the DDG will be required. The proposal in respect of exceeding the tour limit of 5/8 days in a month addressed to DDGs should clearly mention the number of days already availed on tour during that month.

- (iv) If the total number of days of tour exceeds the limits mentioned above without the permission of ICAR Headquarters, the Drawing & Disbursing Officer shall not pass the TA/DA bill of that officer, but would instead refer it to Headquarters for further directions. Passing of such TA/DA bills would be subject to such directions as received from the ICAR Headquarters.
- (v) All the Directors of ICAR Institutes/NRCs/Project Directorates/Bureaux/ ATARIs shall obtain prior permission from the ICAR Headquarters before proceeding on tours to participate/chair meetings/conferences which are not organised by ICAR as communicated earlier vide Council's letter No.38(5)/2010-Per.IV dated 16.9.2015.
- (vi) Further, no tours should be undertaken by the Directors of ICAR Institutes/NRCs/Project Directorates/Bureaux/ ATARIs, when the Parliament is in session unless they are unavoidable. Prior approval of DDG concerned may be obtained for undertaking tours during Parliament Session justifying the need for such tours.
- (vii) On return from tour, the officers are expected to forward a 'back to office report' by e-mail only, to the authority next higher to them. However, a quarterly statement of tours undertaken must be submitted as per proforma attached along with highlights of salient points that need attention to respective DDGs.

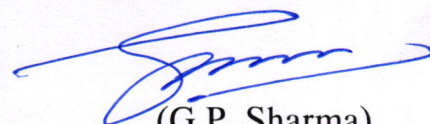
2. For DDGs/ADGs

- (i) The absence from ICAR Headquarters including journey time shall not exceed a total of 5 working days and 8 days in a month, if closed holidays are included. Wherever possible, virtual meetings may be convened.
- (ii) Tour programmes of DDGs within the above limit shall not require prior approval of DG, ICAR. However, a copy of the tour programme would be submitted to DG, ICAR for information. For exceeding the above limit of 5/8 days in a month, in exceptional circumstances, prior approval of the DG will be required. The proposal in respect of exceeding the tour limit of 5/8 days in a month submitted to DG, ICAR should clearly mention the number of days already availed on tour during that month. The tour programmes of ADGs and other officers of the Division would continue to be approved by the respective DDGs as per the above time limit. The tour programmes of

ADGs directly reporting to DG, ICAR will also continue to be approved by DG, ICAR.

- (iii) Cash-I Section of ICAR Headquarters will continue to keep a record of the total number of days of tour of each officer from Headquarters on a monthly basis, and in case a ticket is requested for, which will imply exceeding the time limits set without the approval of competent authority, then Cash-I Section shall not issue the tickets for such journeys.
- (iv) No tours would be undertaken while Parliament is in session. In exceptional cases, any absence from headquarters will require prior approval of the DDG/Secretary/DG, as the case may be.
- (v) Prior permission of DG, ICAR would be taken before proceeding on tours to participate/chair meetings/conferences which are not organised by ICAR.
- (vi) A quarterly statement of tours undertaken must be submitted as per proforma attached along with highlights of salient points to DG, ICAR.

This issues with the approval of Secretary, DARE & DG, ICAR.


(G.P. Sharma)
Director Finance

Distribution :

1. PSO to Secretary, DARE & DG, ICAR
2. PPS to AS (D) & Secretary, ICAR
3. PPS to AS & FA (DARE/ICAR).
4. Directors of ICAR Institutes/NRCs/Project Directorates/Bureaux/ ATARIs
5. All Directors, Dy. Secretaries and Under Secretaries at ICAR Headquarters
6. Guard file

PROFORMA FOR QUARTERLY STATEMENT OF TOURS

S. No.	Travel Date & Time	Destination Institute/ other office	Purpose	Duration of Leave, if any	No. of holidays included	Organization bearing the cost	Highlights of visit