

CHECK-LIST FOR NOMINATIONS OF ICMR SCIENTIST VISITING ABROAD TO PARTICIPATE IN THE WORKSHOP/CONFERENCES/ SYMPOSIUM/ SEMINARS ETC. -

1.	a) Name, designation and address of the official visiting abroad b) Scale of Pay c) Date of Superannuation				
2.	Purpose of visit (Detailed reason, copies of the Agenda etc. to be enclosed)				
3.	Title of Conference/ Symposia/ Workshop/ Meetings/ Seminars etc. and its relation to functions of the Institute/Centre				
4.	The role of the scientist (as Chairman, rapporteur, invited key note speaker, author of contributory papers or oral presentation				
5.	The importance of his/her contribution to the subject of the Conference/Symposia/ Workshop/ meetings/Seminars, if attended in the past etc.				
6.	Whether the paper has been accepted for oral presentation. If so, a copy of abstract may be attached.				
7.	Country/Countries to be visited (City and address of all places to be shown)				
8.	a) Period/duration of the Visits (per country)	<u>Country</u>	<u>From</u> dd-mm-yy	<u>To</u> dd-mm-yy	<u>Days</u>
	b) Including/excluding journey time to & fro				

Contd.....2/-

9.	(A) <u>Estimated expenditure on the proposed visit -</u> (a) Air fare (b) Class to be travelled (c) Whether entitled (d) DA etc. (e) Entertainment Allowance, if any required. (f) Contingencies, if any required (g) Hotel accommodation (h) Excess Baggage (i) Gifts (j) Any other (please specify) (i) Total estimated expenditure in Indian Currency (ii) Total Foreign Exchange component (iii) Total (i)+(ii) : Rs. (B) Source of funding for the visit	
10.	Details of visits abroad during the last three years with full particulars of the organization agency including whether the organization is part of the Govt. or it is a private. - Source of Funds/Grants received during the programme. - Whether Tour Report submitted/not submitted.	
11.	Likely benefits to India on the proposed visit	

Date:

Signature of applicant

12. Director/Officer-in-Charge may also indicate the following informations :-

a)	Do you agree with the statements of the officer made against cols (4),(5),(6),(10) & (11)	
b)	Whether the visit is likely to cause dislocation of work in the Institute/Centre	

Contd.....3/-

c)	Whether the visit has direct relevance to the area of interest/work of the Scientist concerned	
d)	Whether the Institute or the Organization which is conducting the Workshop, meeting etc. is of International repute and there will be value added in attending such meetings	
e)	Name of an alternate Scientist may also be indicated wherever possible in case the concerned Scientist is not in a position to go abroad due to official exigencies	
f)	Whether any vigilance case is pending or contemplated against the official visiting abroad	
g)	Whether the visit involves any Security/ Sensitivity aspect	
h)	(i) Why the number of delegates can not be reduced ? (ii) Why the proposed foreign visit can not be avoided ?	
i)	Were deputations/delegations sent in the past for similar purpose? If so, the names of the officers deputed together with period of deputation and a copy of the report submitted on return to be enclosed.	
j)	Has an increase been proposed in the number of delegates over what was at the last occasion? If so, why?	
k)	Why can not the purpose be served by utilizing the services of (i) our Mission abroad or (ii) of another officer already abroad in the same or neighboring country in an office of/under the Ministry/Department or (iii) any other officer being sent abroad?	
l)	Whether approval of the nodal Ministry has been obtained in case the subject matter is the concern of some other Ministry also	
m)	Whether any other officer is being sent for the same purpose (Details may please be given separately)	
n)	In case the proposal is being sent in less than the prescribed time/date before the date of departure, justification duly approved by the Director may be annexed.	
o)	Recommendations of Director/Officer-in-Charge	

Date :

Director/Officer-in-Charge

.....4/-

13. POSITION TO BE FILLED BY Sr.AO (concerned Division) AT HEADQUARTER, ICMR -

i.	Actual expenditure incurred on foreign visits during the last financial year	
ii.	Budget provision for foreign visits for the current year (i.e. _____)	
iii.	Revised Budget allocations for foreign visits for the current financial year (i.e. _____) (limited to 75% of the actual expenditure in the last financial year i.e. _____ or the current year's budget provision, whichever is less).	
iv.	Actual expenditure incurred so far (courses/visits to be stated) (Details to be given in respect of all foreign visits in a statement to be enclosed)	
v.	Commitment already made for the current financial year (visits/courses supported excluding the proposed visit and including hotel charges/bills not received etc).	
vi.	Balance for the current financial year	

Date :

Sr.AO(_____)