

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग
नई दिल्ली-110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRALI ROAD
NEW DELHI 110 016

Dated, the 09th December 2019

No. AI/1/56/2019

To
Heads of all AIs
(As per list attached)

Sub: Consideration and approval of foreign deputations of the employees of the Autonomous Institutes under Department of Science & Technology.

Sir/Madam.

I am directed to refer to this Department's Office Order of even number dated 21.11.2019 on the above subject and to say that two peer review Committees have been set up in the Department of Science and Technology to consider and recommend foreign deputations of the officers/scientists of the DST (copy enclosed). A mechanism for diligent consideration of the proposals by the Committees have also been prescribed. A similar committee has also been set up in DST for considering foreign deputations of the scientists/officers of the autonomous institutes vide the above referred to Office Order dated 21.11.2019.

2. It is understood that foreign deputations of the officers/scientists of the autonomous institutes are presently considered and approved by the AIs through their Governing/Executive Councils etc without referring them to the Department of Science and Technology. While this arrangement may continue, there is a need to set up an internal mechanism in the Autonomous Institutes for diligent scrutiny of foreign deputation proposals of their employees, similarly on the lines of the Peer Review Committees set up in the Department. The sanctioning of the foreign deputations shall be guided by the Government of India instructions, especially the instructions issued vide Department of Expenditure's OM No.4(4)/E.Coord/2015 dated 5.1.2016, which inter alia, stipulates that :

- Foreign visits shall not exceed 05 working days.
- The size of the delegation shall not be more than 05 members
- No officer shall undertake more than 4 official visits abroad in a calendar year.

3. Therefore, any proposal entailing deviation from the above three stipulations viz. foreign visits exceeding 5 working days and/or size of delegations more than 5 members and/or for undertaking more than 4 visits abroad in a calendar year by officers/scientists shall be submitted to this Department for consideration by the Committee set up vide Office Order dated 21.11.2019 and approval by the competent authority.

...2/-

O/C. issued with Enclosed

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10/12/2019

4. To ensure that all procedures of Government of India are followed and for demonstration of compliance during audit or when asked by the Ministry, you are requested to maintain relevant records of all such reviews/recommendations using same templates (Annexure-I and Annexure-II) used in the Ministry. You are also requested to furnish necessary information related to foreign travel of the scientists/officers of your Institute in the attached format at Annexure-III to the Department of Science & Technology every quarter of the financial years within one month from the end of the respective quarter.

Yours faithfully,

TLK
09/12/19

(Thingom Lalitkumar Singh)

Under Secretary to the Govt. of India

Email : tlk.singh@nic.in

Copy to :

- i. Head, AI – Chairman of the Screening/Review Committee
- ii. Members of the Screening/Review Committee
- iii. Sr. PPS to Secretary, DST — *TLK*
- iv. PS to AS&FA — *V2*

11/12/19



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No.AI/1/56/2019

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MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD
NEW DELHI-110 016

Dated, the 13th March 2020

To

Heads of all AIs
(As per list attached)

Sub: Consideration and approval of foreign deputations of the employees of the Autonomous Institutes under Department of Science & Technology.

Sir/Madam,

I am directed to refer to our letter of even number dated 09.12.2019 on the above subject and to say that all proposals for foreign visits of employees of the Autonomous Institutes in which the host foreign institute/universities will be bearing the total expenditure of the visit (which shall include return airfare, accommodation, per diem) except for medical insurance and/or visa fees shall need not be referred to DST for consideration. The Autonomous Institutes may exercise the discretion to sanction such visits as per the system/mechanism put in place at the Institute level. However, the expenditures on the items sponsored by the host foreign institutes shall not be supplemented by the Autonomous Institutes without the approval of DST. In addition, FCRA clearances from MHA etc shall be obtained wherever applicable.

2. All other cases of foreign visits covered under our letter of even number dated 9.12.2019 may be referred to DST in the enclosed proforma.

Yours faithfully,

(Thingom Lalitkumar Singh)

Under Secretary to the Govt. of India

Tel: 26590413

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