

**DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION
KRISHI BHAWAN : NEW DELHI**

F.No. 8-15/2012-IC.II

Dated the 4th August, 2012

ADMINISTRATIVE CIRCULAR No. No.2/2012

It has been noted that in purchases of several equipments by various ICAR Institutes, a provision is in-built for training abroad. In this regard, the following instructions are hereby issued:

- (i) If a ICAR institute is purchasing an equipment for the operation of which training abroad will be required, then the Director will have to record, on file, a certificate containing the following:
 - (a) That there is no such equipment installed anywhere in India, and that the training is required on the equipment itself, and therefore, training abroad is necessary. OR
 - (b) If equipment is installed elsewhere in India, then the Director will have to record on file detailed reasons why training cannot be done on the already installed equipment in India, and has to be done outside India.
- (ii) In the EFC documents being prepared for the XII Plan, it should be clearly indicated that the proposed equipment may require training abroad, giving the likely period of training, the number of Scientists that would require to be trained and the likely expenditure.
- (iii) Before the tender for any such equipments which require training abroad is actually floated, the tender will require specific approval of the SMD concerned, and the SMD would record on file why that training abroad on the equipment is essential, and why training within India is not possible ?

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(iv) The rates quoted by the firms in their quotation must clearly and separately mention the cost of the equipment, various taxes thereon and the cost of visit of Scientists, if required. The cost inclusive quotations for training visits should not be accepted and be disqualified

In case the above process is not followed, then it will be the responsibility of the concerned officers of the Finance and Administrative wings of the Institutes, the indenter of the equipment, and the Director of the Institute.

The above instructions are issued with the approval of AS&FA and DG, ICAR and may be complied with strictly please.

(RAJESH RANJAN)
Director (DARE)

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9. Dr. B.N. Chattopadhyay, Media & Information Unit, ICAR with the request to post this on ICAR website.
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