



भारतीय कृषि अनुसंधान परिषद्
Indian Council of Agricultural Research

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Dtd: 10.07.2026

OFFICE MEMORANDUM

Subject: Instructions regarding foreign visits on Ex-India Leave by Scientists and Officers (Group 'A' status) of ICAR during the currency of economy instructions – reg.

The undersigned is directed to invite attention to this Office Memorandum of even number dated 03.06.2026 regarding undertaking only essential foreign visits, issued in pursuance of the economy and austerity measures adopted by the Government for promoting resource conservation.

2. The aforesaid Office Memorandum, inter alia, stipulates that irrespective of the source of funds or budgetary provisions, foreign visits of Scientists and Officers of ICAR shall be permitted only where such visits are absolutely essential and directly linked to critical research activities, project deliverables, statutory obligations or unavoidable international commitments. It also advises that non-essential personal visits abroad may be deferred in the larger national interest.

3. It has, however, been observed that proposals for undertaking foreign visits on personal grounds during *ex India* Leave continue to be received from Scientists and Officers of the Council. Such proposals also require careful consideration in the light of the spirit and intent of the economy instructions presently in force so as to ensure uniformity, consistency and compliance with the advisory issued by the Council.

4. Accordingly, it has been decided that, until the economy instructions / austerity measures remain in force or until further orders, whichever is earlier, all proposals seeking permission for foreign visits on *ex India* Leave by Scientists and Officers of ICAR, irrespective of the purpose of such personal visit, shall invariably be submitted for consideration and approval of the Secretary, DARE & Director General, ICAR.

5. Before submission to the Secretary, DARE & Director General, ICAR, every such proposal shall be:

(i) examined in detail by the concerned Institute / Establishment with reference to administrative exigencies, availability of the Officer / Scientist during the proposed period and the overall spirit of the economy instructions;

(ii) scrutinized by the concerned Subject Matter Division (SMD) / Deputy Director General (DDG), who shall specifically record whether the proposal merits consideration in view of the prevailing economy measures and

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(iii) forwarded with a clear and reasoned recommendation as per attached SoP for consideration of the Competent Authority at least 20 days before proposed date of commencement of leave or departure from India, whichever is earlier.

6. No proposal for foreign travel on *ex India* Leave shall be treated as approved unless the prior approval of the Secretary, DARE & Director General, ICAR has been obtained. Institutes / Establishments shall, therefore, ensure that no permission is issued at their level in such cases without the approval of the Competent Authority.

7. The proposed arrangement is intended neither to prohibit genuine personal visits abroad nor to alter the existing leave rules governing Ex-India Leave. It seeks only to ensure that, during the period of economy and austerity measures, all requests involving foreign travel are subjected to a uniform and centralized scrutiny at the level of the Secretary, DARE & Director General, ICAR, so that the objectives of the Government's resource conservation measures are achieved in letter as well as spirit, while avoiding divergent practices across the Institutes and Divisions.

8. All the Directors of ICAR Institutes, NRCs, National Bureaux, Project Directorates, as well as all the Deputy Directors Generals, Assistant Directors Generals and other concerned Authorities are requested to ensure meticulous compliance with these instructions. Furnishing false information or suppression of any material information and any deviation from these instructions shall be viewed seriously besides inviting appropriate departmental actions.

9. These instructions shall remain in force during the currency of the economy instructions issued vide Office Memorandum dated 03.06.2026 or until further orders, whichever is earlier.

This issues with the approval of the Secretary (DARE) & Director General, ICAR.


10/07/2026
(SUSHIL KUMAR SINGH)
DIRECTOR (PERSONNEL)

Copy for information and / or further needful to:

1. All Scientists and Officers of Group 'A' status in ICAR through e-Office.
2. All the DDGs / ADGs, ICAR Headquarters.
3. All the Directors / Project Directors of ICAR Institutes, National Research Centres, National Bureaux and Project Directorates.
4. PPS to the Secretary, DARE & Director General, ICAR.
5. PPS to the Additional Secretary, DARE & Secretary, ICAR.
6. PPS to Additional Secretary & Financial Advisor, DARE/ICAR.
7. The JS (Pers. & TS) / JS (Finance) / Director (Admn.) / Director (GAC) / Legal Advisor, ICAR HQs, New Delhi.
8. The US (Pers. – I / II) US (Pers. – III) / US (Pers. – IV), ICAR HQs, New Delhi.
9. Information Systems Officer, DKMA for uploading on ICAR website.
10. Guard File.

Standard Operating procedure and Channel of Submission with Timeline

1. Submission of leave application by the applicant alongwith duly filled-in prescribed format for seeking approval of ex-India Leave – to be submitted at least 30 days before proposed date of departure.
2. Processing of Leave application by the concerned Establishment section after recording leave admissibility certificate and seeking Vigilance Clearance from the Vigilance Division of ICAR.
3. Remarks with appropriate justification by the concerned Controlling Officer and Director of the Institute in clear terms and forwarding the same to the concerned DDG through e-Office only – at least 20 days in advance.
4. It is mandatory to forward the application by clearly highlighting and commenting upon justification for the intended purpose, amount of foreign exchange outflow involved and whether any International seminar / symposia / conference / meeting, etc. is also scheduled in the intended nation of visit during the proposed *ex India* leave of applicant, to the best of knowledge of the forwarding authority.
5. Examination of leave application by the concerned SMD w.r.t. purpose, duration, amount of foreign exchange outflow involved, relevance and any other important parameter before submitting to the same to the Additional Secretary, DARE and Secretary, ICAR – within 03 days of receipt.
6. Seeking orders of the Secretary, DARE and DG, ICAR and sending back the e-file to the concerned Institute through respective SMD for further needful as per directions of the Competent Authority – within 3-5 days.



10/07/2026

(SUSHIL KUMAR SINGH)
DIRECTOR (PERSONNEL)