



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

F.No 38-5/2019-Per IV

Dated the 10 April, 2019

To

All the Directors of ICAR Institutes/NRCs/Project Directors/ Bureaux/Zonal Project Directors/Project Coordinators.

**Subject: Tour Programmes of Research Management Position Scientists- Reg.**

A reference is invited to Council's communication no. 38(5)/2010-Per.IV dated 21.5.2010, according to which DDGs, ADGs, Directors, etc. are expected to plan their tour outside the headquarters in such a way that the total absence from headquarters does not exceed 7 days in a month, and tours in excess of this limit can only be undertaken with the specific prior approval of the next higher authority. Despite this, cases have come to light where last minute sudden absence has created administrative issues. In order to streamline the entire process, the following instructions are reiterated below:

**1. For other than DDGs/ADGs**

- (i) Directors, Project Directors of National Institutes/ Centers/ Project Directorates/ NRCs/ Bureaux should plan their tours outside their headquarters, for the whole month, in such a way that their total absence from headquarters including journey time does not exceed 7 working days, and a total of 10 days if intervening holidays are included in a month in any case.
- (ii) However, tour programmes for the month, within the above limit, shall be sent to the respective controlling officers. The Officers are required to forward their tour programmes by e-mail only to the concerned DDGs in the SMD. No hard copies of tour programmes are required to be sent.
- (iii) For exceeding the above limit of 7/10 days in a month, in exceptional circumstances, prior approval of the DDG or DG, as applicable, will be required.
- (iv) On return from tour, the officers are expected to forward back to office a tour report by e-mail only, to the authority next higher to them. The specific action taken and proposed to be taken on actionable items should be clearly identified and before submitting the next tour programme, the action taken status on those actionable points should be listed while taking approval. No hard copies of these reports are required to be sent. However, a quarterly statement of tours undertaken must be submitted, along with highlights of salient points that need attention.

## 2. For DDGs/ADGs

- (i) Tour programmes are to be planned so that the weekly meeting by Hon'ble Agriculture & Farmers welfare Minister, SMG, SOC and other meetings convened by DG are taken note of and tour on such dates are avoided. If the tour is essential on such dates, prior approval of DG will be required. Otherwise, tour Programmes, for the month, will continue to be approved as hereto before, and the time limits will also be the same, i.e., absence from headquarters including journey time shall not exceed a total of 7 working days and 10 days in a month, if intervening holidays are included. In case of DDG's each tour planned is to be submitted to DG, ICAR for information prior to the due date of commencing of tour.
- (ii) For exceeding the above limit of 7/10 days in a month, in exceptional circumstances, specific prior approval of the DDG/Secretary/DG, as the case may be, will be required.
- iii) If the total number of days of tour exceeds the limit of 7 days in a month, or a total of 10 days in a month including closed holidays then the instructions issued vide F.no. 38(05)/2010-Per.IV dated 17<sup>th</sup> March' 2011 are to be complied by the DDO of the institute or Cash-I section in ICAR HQ, as the case may be,
- iv) When Parliament is in session and during closure of the financial year, any absence from headquarters will require prior approval of the DDG/Secretary/DG, as the case may be.
- v) On return from tour, the officers are expected to forward back to office a tour report by e-mail only, to the authority next higher to them. The specific action taken and proposed to be taken on actionable items should be clearly identified and before submitting the next tour programme, the action taken status on those actionable points should be listed while taking approval.

Yours sincerely,

  
(Sushil Kumar)

**Addl. Secretary, DARE & Secretary, ICAR**

Copy to:-

- 1. PSO to Secretary, DARE & DG, ICAR
- 2. PPS to AS, DARE & Secretary, ICAR
- 3. PS to AS&FA, DARE
- 5. All DDGs/ADGs
- 6. PD, DKMA
- 8. Director on Special Duty/Directors/Deputy Secretaries/Under Secretaries at ICAR Hqrs.
- 9. Information System Officer, DKMA, KAB-I for putting in the ICAR website
- 10. All Officers/ Sections at ICAR Hqrs./KAB I and II