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From

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
Anusandhan Bhavan, Rafi Marg, New Delhi - 110 001.

Office of Head

Int'l S & T Affairs Directorate

File No. 22-2(NIIST)09

Date:01.10.2015

To,

All Directors of CSIR-National Labs/Instt.

Subject: Abroad Deputation Proposal – Mandatory information required.

Sir,

This is in reference to proposals for deputation abroad in respect of Chief Scientist and above. DG, CSIR has taken the view that henceforth all proposals forwarded to CSIR-HQ for approval, should invariably contain the following details duly certified by CoFA/FAO of the laboratory:

a) Last **two years** visit details:

| Period | Country Visited | Purpose | Sponsoring Agency | Expenditure Details of the Project<br>(Foreign Travel Component) |                      |                   |
|--------|-----------------|---------|-------------------|--|----------------------|-------------------|
|        |                 |         |                   | Total Allocation   | Expenditure Incurred | Remaining Balance |
|        |                 |         |                   |  |                      |                   |

- b) Time frame in sending the proposal to CSIR-HQ should strictly be adhered to as per clause 17 of Foreign Deputation Guideline 1996, or the proposal will not be processed.
- c) This information is in addition to existing performa.
- d) Copy of original project approvals/sanction.

Yours faithfully,

  
(J.R. Singh)

Section Officer

Copy to:-

1. Computer Division with the request to upload on CSIR website.
2. Office Copy.