

**Section  
11  
DEPUTATION/ASSIGNMENT ABROAD  
COPIES OF CSIR DECISIONS**

**1**

*Copy of CSIR O.M.No.21/Dir/97-ISTAD dated 15.10.1997*

**Sub: Procedure for processing of proposals for constitution of CSIR delegation.**

The Director General, CSIR has been please to approve of the following procedure for processing of proposals for constitution of CSIR delegation:

1. The proposals for all overseas CSIR delegations will emanate from or through ISTAD, prepared in consultation with all the key players, including the concerned laboratories, and bilateral partners, as the case may be.
2. These proposals will be vetted by FA CSIR.
3. The proposals would, then, be considered by the following committee:

DGCSIR	Chairman
Head ISTAD	Member
JS(A)	Member
FA	Member.

4. The proposals as cleared by the above committee would then be put up to the VP., CSIR for his formal approval.

**2**

*Copy of CSIR letter no.27/470/87-ISTAD dated 17.10.97*

**Sub: Grant of Daily Allowance to Scientists/Officials deputed abroad.**

I am directed to invite attention to CSIR Circulars of even number dated 1<sup>st</sup> April, 1987, 6<sup>th</sup> October 1989 and 14<sup>th</sup> June 1990 (Copies enclosed) and para 3.5 of Foreign Deputation Guidelines 1996. Based on the instructions contained in the circular letters and the provision made in the guidelines, daily allowance at all inclusive rates, split rates and for training including equipment training is payable as per the conditions laid down in sub paras 3.5.2, 3.5.3 and 3.5.4 of para 3.5 of the guidelines. As the grant of daily allowance is subject to the specified conditions as laid down under these paras, it is reiterated that the same are followed scrupulously in all cases while paying advances to the deputationists on their visits abroad and the subsequent adjustments are carried out in conformity with the instructions and necessary vouchers as prescribed are produced invariably in all cases. In the event of non-production of vouchers with the adjustment bills, the claims are restricted to the reduced rates admissible.

The following conditions for grant of all inclusive rates of Daily Allowance as per para 3.5.2 of the Foreign Deputation Guidelines 1996 should be strictly followed while settling the dues :-

- (1) In case vouchers are produced in support of accommodation charges, these will be admitted subject to a maximum of 35% of the per diem rates, besides the entitlement of 65% towards expenses on food tips, VAT, service charges, local travel and incidental expenses.

- (2) In case the officer does not produce vouchers in support of accommodation charges, his claim will be limited to 80% of the entitled rates.
- (3) In case the officer is provided free lodging alone, his claim will be limited to 65% of entitled rates.
- (4) In case the officer is provided free boarding and lodging, his claim will be limited to 30% of the entitled rate. In addition, he will also be allowed the actual expenses incurred on hire of car, railway fare or air fare while travelling from one place of stay to another.

With regard to the provisions made at para 3.5.3 of the guidelines that split rates of daily allowance as per Govt. of India, Ministry of External Affairs, FD section order NO. Q/FD/695/1/90 dated 28.3.95 (Appendix IX) as amended from time to time will be admissible, copies of the latest circulars of even No. dated 20<sup>th</sup> August 1996, 11<sup>th</sup> November 1996 and 4<sup>th</sup> July 1997 are enclosed for regulating daily allowance etc. as envisaged in these orders. However, the revised rates as contained in these orders shall be effective from the date of issue of this letter.

### 3

*Copy of CSIR letter no.27/389/86-ISC.II dated 20.8.1998*

**Sub:- Delegation of powers to the Directors to approve the revised dates of long term visits already approved by the Competent Authority.**

DGSIR has been pleased to decide that the Directors of CSIR labs/ Instts may approve, without referring to CSIR, Hqrs. any revision in the dates of long-term visits of the duration exceeding 90days/3 months, in respect of scientists upto the level of 'F' whose deputation have already been approved earlier. This is in continuation of CSIR circular of even No. dated 30.9.1994 and shall be subject to the same conditions as in the case of short term visits which are reiterated below:

1. The duration of the revised visit is the same as earlier approved by the Competent Authority.
2. Supporting documents of the host institution/ organisation are produced consenting to the revised visits.
3. The revised dates will not devolve any extra expenditure on CSIR.
4. The revised visits are under taken within three months from the dates earlier approved by the CSIR.
5. In case revised visits are undertaken in the next financial year then provision of budget should be ensured at Laboratory level.
6. OM regarding revision of dates of visits should be issued before the departure of the official concerned and a copy endorsed to CSIR invariably alongwith reasons/ justifications for the revision of the dates of the visits.
7. The cases of scientist 'G' and above will continue to be referred to CSIR as before.

### 4

*Copy of CSIR letter no.27/470/87-ISTAD dated 25.8.1999*

**Sub: Daily Allowance rates in Foreign Countries while attend Int'l Conference, Seminars etc.**

In continuation of this office letter of even number dated 17.10.97, kindly find enclosed a copy of each of the following MEA orders which are self-

explanatory. A copy of these orders may please be circulated to Chairman ISTAG, COA, AO, Sr. F&AO, F&AO and all concerned of your Lab./Instt. for their records/information and necessary action.

1. MEA Order No. Q/FD/695/1/90 dated 11.11.96
2. MEA Order No. Q/FD/695/1/90 dated 4.7.97
3. MEA Addendum No. Q/FD/695/1/90 dated 11.8.97
4. MEA Corrigendum No. Q/FD/695/1/98 dated 15.9.98
5. MEA Addendum No. Q/FD/695/1/90 dated .6.1.99

**NOTE:** The CSIR has published Guidlenes-1996 for overseas visits of CSIR Personnel which were already circulated amongst all the national Labs/Instts. Besides the rules and regulations on the subject the booklet also contains several useful Appendices and Annexures. A list of GOI/CSIR orders which are included in the Appendices is given as under:

1	Min./ Dept.	OM/Letter No.	Date	Subject	Reference
2	GoI/ DPA R	16011/3/81 -Estt	15.10.83	Terms of deputation etc for Govt. officials who are permitted to take up short term foreign assignment/consultancy with UN and other Int'l Agencies like World Bank, Asian Bank, ESCAPE etc.	Annex.-1
3	GOI D S T	DST/JSF/17 (3)/1/83	28.12.83	Simplification of administrative procedure for Scientific Departments/Organisations- Delegation of enhanced financial powers.	App.-IV
4	CSIR	9(122)/85-E.II	18.1.85	Delegation of powers to DGSIR to sanction visit/deputation abroad of CSIR Scientist in certain cases.	App.-V
5	CSIR	27/470/86-ISC-II	10.8.87	Grant of Entertainment allowance to leaders of Delegation on deputation abroad.	App.-X II
6	CSIR	27/470/86-ISC-II	6.10.89	Grant of Daily Allowance to the Scientist/Officials deputed abroad-Revision of Rates	App.-VII
7	CSIR	27/470/86-ISC-II	28.1.91	Gradation of Officers for the purpose of payment of all inclusive DA and Cash Allowance for visits abroad on deputation.	App.-X
8	CSIR	Nil	16.12.91	Provision of Sabbatical Leave for Scientist of CSIR	App.-II
9	CSIR	27/470/87-	3.2.94	Delegation of powers to the	App.-III

		ISC-II		Directors to approve deputation abroad of scientist for Business Promotion/Development	
10	CSIR	CSIR/SK/S L/91/HRD G	13.7.94	Provision of Sabbatical Leave for Scientist of CSIR	Annex.-II of App .II
11	CSIR	27/389/86- ISC-II	30.9.94	Delegation of powers to the Directors to approve of the revised dates of short-term deputation already approved by Competent Authority.	App.-VI
12	GoI., MEA	Q/FD/695/ 1/90/	28.3.95	Revised Daily Allowance for journeys to other countries.	App.-IX

