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From COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Office of Head, ISTAD Anusandhan Bhavan, Rafi Marg , New Delhi - 110001
No. 22/ISTAD/MISC/2018 Dated: 17th January,2020

To
The Directors of all National Laboratories/Institutes of CSIR
Subject: - Foreign visits from LRF/LHRF -reg.

Sir/Madam,

I am directed to invite your kind attention to Para 3(a)(iv) and Para 3(a)(v) of CSIR OM No. 13/54/LRF/2018-RPPBDD dated 18th December, 2019 (copy enclosed) and to inform that all foreign visits where expenditure is proposed to be met from LRF/LHRF may be processed under the existing CSIR Foreign Deputation Guidelines, 1996 and as per ceiling laid down under Para 3(b)(iii) of the aforesaid OM dated 18/12/2019.

The information related to LRF/LHRF may be obtained in the enclosed proforma for consideration by the relevant Peer Review Committee (PRC) and the approving authority. Further, information on LRF shall also be provided in the enclosed proforma by the concerned CSIR lab for all such proposals forwarded to CSIR Hqrs. for consideration and approval.

The enclosed proforma is an additional document to the existing standard proforma(s), where foreign visits are proposed from LRF/LHRF.

Encl. as above.

Yours faithfully

Ms. Bhawna Guglani
Under Secretary

Copy to:-

1. DS to DG, CSIR
2. Office of JS (A), CSIR
3. PA to FA, CSIR.
4. PA to CVO,CSIR
5. PA to LA,CSIR
6. Heads of all the Divisions of CSIR-Hqrs/Complex/ESD/RAB/HRDG/ IPMD/HRDC/Science Centre/URDIP
7. Head, IT with the request to upload on CSIR website.
8. Office copy.

— **कृष्ण श. ल. न के अनुकूल कार्यालयी विवाहिता** 17/10/2020
अर्थात् विवाहित कर्त्ता

Proforma for Meeting Expenditure on Foreign Visits from LRF/LHRF under Para 3(a)(iv) and
Para 3(a)(v) of CSIR OM No. 13/54/LRF/2018-RPPBDD dated 18/12/2019

Name of the CSIR Laboratory/Institute:

Name of Officer Visiting Abroad:

Country to be visited:

Duration of Visit:

Purpose of Visit:

Financial Year:

LRF/LHRF Details						
S.No.	Strength of Gr. IV Staff	Funds available under LRF/LHRF (A)	Expenditure to be incurred from LRF/LHRF for the above visit (B)	Balance of funds under LRF/LHRF (A-B)	Budget Ceiling of the lab (2% or 3% or 4%)	Are Proposed Expenses within annual expenditure limits of the lab

Signature and Stamp of COFA/Dy.FA/FAO

Approval of Director of CSIR Laboratory/ DG, CSIR for meeting expenses for above foreign visit from LRF/LHRF.

Signature and Stamp of Director of CSIR Laboratory/ DG, CSIR

वैज्ञानिकतथा औद्योगिक अनुसंधान परिषद्
Council of Scientific and Industrial Research
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2, Rafi Marg, New Delhi-110001

No.13/54/LRF/2018-RPPBDD

दिसंबर 18, 2019

कार्यालय ज्ञापन/ Office Memorandum

Sub: Amendment to guidelines issued vide earlier OM with regard to utilization of LRF/ LHRF

Ref. Laboratory Reserve Fund Scheme vide OM No. 1(11)/Accounts/2000-2001; dated. 4th September 2000 and OM No. 13/54/2004-RDPD; dated October, 1, 2004

1. The Governing Body of CSIR in its 191 meeting held on April 26, 2019 recommended additional activities for support under Lab Reserve Fund/ Laboratory & Headquarter Reserve Fund (LRF/ LHRF). The inclusion of additional activities was vetted by the Ministry of Finance vide letter No. 9(7)/E.Cood-2016 dated July 17, 2019.
2. A Committee was constituted by DG, CSIR vide OM of even number dated August 21, 2019 to develop Guidelines/ SOPs for utilization of LRF/ LHRF.
3. The Committee proposed the amendments to earlier Guidelines (Para#4.1, 4.2 & 4.3) for additional activities approved for utilization of LRF/ LHRF by CSIR Laboratories as below:

a) Additional activities included for support under LRF/ LHRF

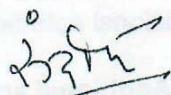
S.No.	Name of Activities
i.	Demonstration or deployment of a CSIR technology/ product in project mode
ii.	Construction of building to support R&D activities
iii.	Preparation of specialized reports through professional Consulting Organization/ Agencies
iv.	Training of Scientists and Technical officers in India and abroad
v.	Scientist and Technical officers for attending International Conferences, Seminar, etc.
vi.	Manpower charges in project mode
vii.	Hiring of Scientists/ Technologists in outsourcing mode for addressing the gaps in translational research, technology marketing and deployment

b) Guidelines & Procedure:

- i) Use of LRF/ LHRF funds will be as per applicable existing guidelines of Govt. of India (GoI) and CSIR for that purpose, such as those for procurement of equipment, consumables, manpower, consultancy, works & services;
- ii) To ensure compliance with annual expenditure limits on the additional activities and their purposes, monitoring mechanism at CSIR HQ will be through a Committee consisting of Head RPPBDD, Head MD, Head ISTAD, FA CSIR/nominee, chaired by DG CSIR/nominee. The committee will also determine competitive funds release from

HRF, monitor outputs from such funds, and maintain overall tracking of expenditure subject to annual limits via a dedicated portal;

- iii) LRF utilization for activities indicated in para#3 a) will be determined at the lab level and reported to the monitoring portal for compliance. Where annual expenditure limits are in place for CSIR, a lab-level budget ceiling is fixed at either 2%, 3% or 4% of the total limit based on Group IV strength of less than 100, 100-200, and more than 200. For expenditure beyond this limit, laboratories would seek permission from the committee, which would be granted based on reasonability/benefit of proposal and the availability of funds within the cap;
- iv) Authorization mechanisms from CSIR HQ would be applicable for lab expenditure beyond the ceiling from LRF (para#3 b.iii), or from HLRF/CIF. DG/CSIR would be the competent authority. Laboratory Directors would be delegated decision-making power for use of LR up to the ceiling limits provided, subject to consolidated quarterly reporting and case by case uploading to portal;
- v) Carryover to the subsequent year may be permitted at CSIR level, but not lab level, for any unutilized amount subject to caps;
- vi) Delegation of power will be as per applicable guidelines. Relevant CSIR/GoI guidelines will be followed as in para#3 b.i;
- vii) The time span of 3-6 months for bridging period between the projects for manpower charges should be strictly adhered to. All the expenditure on manpower charges during bridging period should be in project mode only;
- viii) Guidelines issued by International S&T Affairs Directorate to be followed for foreign visits;
- ix) All expenditures to be incurred as per CSIR Financial Rules;
- x) Permitted Budget heads for expenditure under the aforesaid activities will be as per guidelines issued vide above referred OMs.



(संदीप कुमार तिवारी)
वरिष्ठ प्रधानवैज्ञानिक

Copy to:

1. All laboratories for:

- a) Directors
- b) COA/AO
- c) Sr. F&AO
- d) Secretary RC & MC

2. At HQs. for:

- a) JS(Admn.)
- b) FA, CSIR
- c) Head, RPPBDD/
MD/ISTAD/IPD/USD/IT/HRDG/HRDC
- d) DS to DG, CSIR