

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
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File No. AB-CSIR/30/2024-ISTAD-CSIR HQ

Dated: 29<sup>th</sup> August 2024

OFFICE MEMORANDUM

**Subject: Financial Terms for Non-Representational visits under bilateral programs of CSIR coordinated by ISTAD.**

The undersigned is directed to inform that DG, CSIR with the concurrence of the FA, CSIR, has approved the financial Terms for Non-Representational visits of CSIR personnel abroad under international cooperation programs of CSIR coordinated by CSIR-ISTAD where His-His, Whose-Whose (the sending side meets all expenditure related to the visit) arrangement is followed.

The **Financial Terms** are enclosed at **ANNEXURE A (with 25% cut in the local expenses)**.

  
(VANDANA DIGVIJAY SINGH)  
UNDER SECRETARY ISTAD

Copy to:

1. All CSIR Labs/Institutes through CSIR Website
2. PS to DG, CSIR
3. PS to FA, CSIR
4. PA to JS(Admin), CSIR
5. Legal Advisor CSIR
6. IPU, CSIR
7. Dy FA CSIR HQ
8. IT Division CSIR HQ –for uploading this OM on the CSIR website under "Notifications".
9. Office Copy

**ANNEXURE A to CSIR OM No. AB-CSIR/30/2024-ISTAD-CSIR HQ dated 29<sup>th</sup> August 2024**

Financial Terms for Non-Representational visits under bilateral programs of CSIR, coordinated by ISTAD where His-His, Whose-Whose (the sending side meets all expenditure related to the visit) arrangement is followed

- (1) **Travel costs\***: The sending Party will bear the round-trip travel costs of their officials to the host Institution/s and back.

CSIR will provide for the CSIR applicant, the economy class fare for the round-trip air travel by shortest route, expenses on pick up and drop from/to the airport in host country/ inter-city travel in participating host countries and India, travel insurance and visa fee as per actuals (approximately INR 200000/-).

- (2) **Local Expenses\***: The sending party will bear the local expenses of their staff

Towards local expenses CSIR will provide DA (to meet out-of-pocket expenses) and accommodation (Guest-house/hotel accommodation) as per CSIR norms\*+.

To promote and expand international cooperation of CSIR while respecting financial implications, and to align the terms of CSIR's international cooperation programs with those of GOI science departments, **a financial cut of 25% is imposed on the local expenses (DA + accommodation) under CSIR's international cooperation programs coordinated by CSIR-ISTAD where His-His, Whose-Whose arrangement is applicable.**

- (3) **Work Place**: Working place shall be provided at the host institution.

- (4) **Registration Fee**: Registration fees for attending conferences and other national and international events will not be covered.

- (5) **Health Insurance\***:

- I. CSIR will provide medical coverage for minor ailments only. The scientists/official from partner organization will have access to a fee-based insurance package if they wish to do so.
- II. The CSIR official will be advised to carry a comprehensive health insurance for his/her stay to partner country(s) to be purchased from the authorized vendor of the Institute/CSIR. CSIR would reimburse the same as per actuals as per CSIR guidelines.

**\*As revised from time to time as per the prevailing practices/guidelines at GOI / CSIR, India.**

**\*\*CSIR order no E57967 AB-CSIR/1859/2023-ISTAD-CSIR HQ dated 12/02/2024**

**\*No additional TA/DA would be provided to the selected CSIR participant in addition to Travel costs / local expenses as indicated in Point 1 and 2 above.**

*29/8/2024*