

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली - 110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001



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Dated: 16.03.2026

To

The Directors of all CSIR Laboratories/Institutes/Heads of Units of CSIR HQ

**Subject: Rationalization of Proposals for official Foreign Visits of CSIR S&T personnel and submission of deputation Reports thereof.**

Sir/Madam,

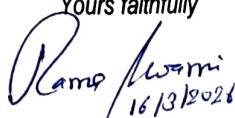
I am to inform you that the competent authority has observed that a considerable number of proposals for foreign visits of officials/scientists are being submitted to this office for seeking the approval of the Hon'ble Minister of Science & Technology (S&T) and Earth Sciences(ES) & VP, CSIR. In many instances, such proposals are received at the last moment, leaving very limited time for proper examination and processing before the scheduled date of travel. In this regard, the Hon'ble Minister of S&T and ES & VP, CSIR has expressed concern and has desired that the submission of such proposals may be rationalized and streamlined. **It has been emphasized that proposals for official foreign visits should be submitted only in cases where the visit is absolutely necessary, unavoidable, and clearly aligned with the objectives and priorities of the concerned CSIR Lab/Instt. All CSIR Labs/Instts are, therefore, advised to carefully examine the necessity, relevance, and expected benefits of the proposed visit before forwarding the proposal for approval.**

All official foreign deputation proposals must be processed with due diligence at Lab/Instt level, strictly in accordance with the extant CSIR Foreign Deputation Guidelines and instructions issued by the GoI from time to time regarding official foreign visits. **It may also be ensured that the proposals are submitted well in advance as per Timelines circulated by ISTAD time and again so that adequate time is available for scrutiny and for obtaining the requisite approvals from the competent authority.** CSIR Labs/Instts should also ensure that the proposal clearly indicates the purpose of the visit, the nature of the event/meeting/conference, the expected outcomes, and the relevance of the visit to the work and mandate of the CSIR Labs/Instts. In addition, details regarding the composition of the delegation, duration of the visit, source of funding, and the anticipated benefits to the CSIR should be clearly specified in the proposal.

**Further, it has also been directed that after completion of the visit, all the CSIR S&T personnel who were deputed for a foreign visit shall submit a comprehensive deputation Report within one week of the conclusion of the visit. The report should highlight the key discussions held, knowledge or experience gained during the visit, the expected outcomes, and the possible way forward in terms of policy inputs, collaboration opportunities, capacity building, or implementation of best practices that may benefit CSIR.**

All CSIR Labs/Instts are requested to strictly adhere to the above instructions while submitting proposals for foreign visits and while reporting the outcomes of such visits.

Yours faithfully

  
16/3/2026  
RAMA SWAMI BANSAL