

**International Science & Technology Affairs Directorate
Council of Scientific & Industrial Research**

**Format for submission of the Proposals for Deputation
Abroad of the Directors of National Laboratories**

1. **Name**
2. **Laboratory**
3. **Period of Proposed visit**
(Please annex itinerary)
4. **Countries/Places to be visited**
(Please annex itinerary)
5. **Nature of the visit**
 - Participation in Conference/Workshop etc
 - Business Development
 - Sponsored R&D Project
 - Consultancy Project
 - Sabbatical
 - Member/Leader of a Delegation
 - Short Term Assignment
 - Any other (specify)
 - Private Government Any other
6. **Host Organisation**
(Please attach letters of invitation and related correspondence)
7. **Purpose of visit**
(Please annex a comprehensive note underscoring the purpose, importance and benefits of the proposed visit to facilitate prompt drafting of note by ISTAD for the DG & VP (CSIR))

A proposal complete in all respect should reach at least four weeks before the date of departure. A complete and well written proposal usually requires that order of minimum time. Incomplete proposals doubtless entail delay, and if time available is less than 15 clear days, please assume that the proposal will not be processed, because no file can be sent to VO, CSIR if available time is less than one week clear. Therefore please be sure of the completeness of the proposal before forwarding it to ISTAD.

8. Funding Details

(a) CSIR budget

(b) Laboratory reserve fund

© sponsored/consultancy project fund

Item	Total amount (Rs.)	To be met from (a), (b), (c) in 8.	To be met by host of from other sources, please name
<ul style="list-style-type: none"> • International Travel • Internal Travel (Provide details) • Registration fee 			
<ul style="list-style-type: none"> • Cash allowance @ __ US \$ for __ days • Accommodation @ __ US \$ for __ days • Part cash allowance @ __ US \$ for __ days 			
<ul style="list-style-type: none"> • All inclusive DA @ __ US \$ for __ days 			
Total	(A)	(B)	©

Ratio of A to C =

Ratio of A to B =

(Note: All inclusive DA is subject to the fulfillment of the conditions laid down at para 3.5.2 of the Foreign Deputation Guidelines 1996. SFO/FAO and COA/AO of the laboratory ensure compliance of the said conditions)

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- 8) In case some amount is envisaged to be spent from (a), (b), (c), following detailed may be provided, which needs to be certified by SFAO/FAO, ISTAG and Director of the laboratory

Total amount Envisaged to be spent from CSIR budget for foreign travel (Item a in B refers)

- a) Budget allocation during last financial year:
- b) Actual expenditure during last financial year:
- c) If the actual expenditure is in excess of budget allocation, source from which such excess expenditure has been met:
- d) Budget allocation during current financial year:
- e) Expenditure up to the month (during current financial year) preceding the month of which proposal is being processed:
- f) Expenditure during corresponding month last financial year:

Total amount envisaged to be spent from lab reserve fund (Item b in B refers)

- a) Amount of Lab reserve fund at the beginning of the last financial year:
- b) Expenditure during last financial year:
- c) Expenditure towards foreign travel during last financial year:
- d) Amount of lab reserve fund at the beginning of current financial year
- e) Expenditure up to the month (during current financial year) preceding the month in which proposal is being processed
- f) Expenditure towards foreign travel up to the month (during current financial year) preceding the month in which proposal is being proposed

Total amount envisaged to be spend from sponsored/consultancy project (item c in b refers)

- a) Name of the sponsored project, its sponsor and duration:
- b) Total amount of the sponsored project:
- c) The date on which the sponsored project offer was made (or received)
- d) The amount received under the sponsored project (year wise)
- e) Is there any component towards foreign travel in the sponsored project. If yes what is the amount, and how much has already been spend. (provide document):
- f) If there is no component towards foreign travel in the sponsored project, whether specific approval obtained from sponsor to use project money for foreign travel (provide document):

CERTIFIED

(ISTAG Chairman)

(Signature)
SFAO/FAO of the laboratory

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- 9) **Visits abroad during last 3 years:** Period Purpose
- 10) **Whether report on above visit : Yes No**
submitted to ISTAD:
[If yes, please provide reference and
please report on the follow – up &
utilization of previous visit(s)]

During period of my absence on foreign visit _____, the senior most scientist shall look after my duties, except disciplinary ones, without any additional remuneration.

Place:

Date:

Signature & Stamp of Director

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