

# BACKGROUND

## 1. BACKGROUND :

### 1.1 The need for the revision

The visits abroad of the CSIR Personnel are presently governed by the internal Guidelines for Visits Abroad of Csir Scientists first formulated in 1978, and later revised in 1987. The original guidelines were proposed by the committee under the Chairmanship of Dr. S. Varadarajan, the then Chairman EIL and IPCL. The revision was subsequently made in April 1986 by the committee under the Chairmanship of Dr. L.K.Doraiswamy, the then Director, NCL, Pune and adopted by CSIR in 1987.

The telling need and the mounting pressure for revising, shaping and veering the 1987 Foreign Deputation Guidelines round to the target CSIR 2001, are because of the :

- 1.1.1 Unprecedented demand raised by the proclamation of CSIR 2001- Vision and Strategy. It calls for marshalling all the resources, and putting these on to an optimal, effective and timely used, particularly in managing its International Science & Technology Arrairs.
- 1.1.2 Need to keep pace with the dynamics of change in a highly complex turbulent, competitive and rapidly changing international S&T domain
- 1.1.3 Rising hopes, aspirations and perception of the CSIR's highly qualified and trained manpower spread over its 40 national laboratories.
- 1.1.4 Increase in the movement of scientists and the growth in numbers & frequency expected due to plethora of new initiatives, including marketing of CSIR technologies, forging of new international business equations and research partnerships, signing & implementation of bilateral and multilateral collaborative programmes, and promotion of international training and retraining etc.
- 1.1.5 compelling need to deliver operational efficiency and speed effectiveness to net in opportunities which would have ordinarily been lost.
- 1.1.6 Desire to achieve a tight coupling between Research and its applications at the macro and the micro levels.
- 1.1.7 Need to learn from the past experience, and feedback obtained from the national laboratories during last 18 years of implementation of The Guidelines, Added to this is the need to streamline procedures and remove anomalies and bottlenecks.

The spacing of 9 years between the years of revision of Guidelines i.e. 1978, 1987 and 1996. turns out to be a hat trick.

## 1.2 Composition of the Foreign Deputation Committee (FDC)

In view of the above, a FDC was constituted by the Director General, CSIR in October 1995 under the Chairmanship of Dr. G. Thyagarajan, a former CSIR Director with the following membership:

Shri N.C. Aggarwal	Financial Advisor, CSIR
Dr.E.Desai	Director, national Institute of Oceanography
Shri K.N. Johry	Director, NAM S&T Centre
Shri Dilip Kumar	Jt. Secretary (Admn.), CSIR
Dr. T.S.R. Prasada Rao	Director, Indian Institute of Petroleum
Dr. P. Ramachandra Rao	Director, national Metallurgical Laboratory
Dr. R.K. Bhandari	Head, International S&T Affairs Directorate, CSIR- the member secretary

## 1.3 Terms of Reference (ToR) of the FDC

### 1.3.1 Formulate guidelines for visits abroad of CSIR Personnel with particular reference to:-

- 1.3.1.1 Participation in International Conferences, Workshops, Symposia, Trade Expositions and Trade Fairs.
- 1.3.1.2 Training, including equipment training.
- 1.3.1.3 Foreign visits on award of Fellowships/Scholarships.
- 1.3.1.4 Foreign visits and deputations connected with CSIR's research developments and business plans
- 1.3.1.5 Visits abroad as a part of delegations constituted by Government, Academies and Professional Bodies.
- 1.3.1.6 Overseas visits for higher studies and assignments.
- 1.3.1.7 Bilateral Exchange Programmes.
- 1.3.1.8 Joint R&D and other projects.

- 1.3.2 Make recommendations on the ways and means of boosting the capacity of the CSIR system in general and of the scientists in particular to derive the best advantage of overseas visits and deputations.
- 1.3.3 Make recommendations on the follow-up of visits and utilisation of feedback in strategic planning of future S&T programmes.
- 1.3.4 Simplify procedures for processing of cases of deputation abroad.
- 1.3.5 Critically examine the current rules and guidelines with particular reference to study/special leave, execution of bond, retention of staff quarters and such other issues.
- 1.3.6 Review the Guidelines on financial aspects of overseas visits including travel, daily allowance (DA) etc.
- 1.3.7 Formulation of Guidelines for visits of overseas scientists on invitation from CSIR.
- 1.3.8 Formulation of Guidelines on study tours.
- 1.3.9 Sabbatical leave.

The revised Guidelines designated as "Guidelines-1996 for Overseas Visits of (A) CSIR Personal (B) CSIR supported other Indian scientists (C) Foreign scientists to CSIR", this web site, has come into force with effect from July, 1996.

The Guidelines-1996 supercede Guidelines 1987, and other earlier instructions issued from time to time.

## OVERSEAS VISITS

### 2. OVERSEAS VISITS :

#### 2.1

Guidelines - 1996 for Overseas visits shall apply to visits abroad in the following cases.

2.1.1 Deputation.

2.1.2 Assignment.

2.1.3 Training including equipment training.

2.1.4 Fellowship/Scholarship.

2.1.5 Study leave.

2.1.6 Sabbatical leave.

## 2.2

For Overseas visits, the CSIR scientists are classified under following categories:-

2.2.1 Directors and Director's grade scientists	{Group IV(7)}.
2.2.2 Scientists-G&F	{Group IV(5&6)}.
2.2.3 Scientist-EII & below	{Group IV(1 to 4)}.

## DEPUTATIONS

### 3. DEPUTATIONS :

3.1 Deputation shall embrace the following cases of visits abroad undertaken in the interest of CSIR or at the instance of other national agencies;

3.1.1 As member(s) of leader of official delegation(s).

3.1.2 Under bilateral exchange programmes and bilateral or multilateral S & T programmes

3.1.3 For training, including equipment training

3.1.4 For training, including equipment training

3.1.5 For participation in conferences, seminars, symposia, workshops

3.1.6 For trade fairs / expositions

3.1.7 For study / business tours

3.1.8 Under fellowships recognized by the Government of India, CSIR, professional bodies and such other institutions

3.1.9 Short-term visits/consultancy taken for UN and other international agencies

The spading of 9 years between the years of revision of Guidelines i.e. 1978, 1987 and 1996. turns out to be a hat trick.

## 3.2 Eligibility

Two years of regular service in the CSIR.

## 3.3 Treatment of Period Deputation

3.3.1 The period of deputation shall be treated as on duty in cases covered under paras's 3.1.1, 3.1.4,3.1.5,3.1.6 and 3.1.7.

3.3.2 In case of deputation under para 3.1.2 and 3.1.3 the period of deputation shall be treated as on duty unless otherwise specified in protocol/agreement.

3.3.3 In case of deputation under para 3.1.8, the period of deputation will be regulated as under.

3.3.3.1 An employee will be entitled to deputation terms in following cases:

If he/she has been sponsored by CSIR for prestigious fellowships

Where he/she proceeds on deputation on fellowship/scholarship normally offered through nodal Ministers of Govt. of India. Deputation terms in these cases will be as per the terms and conditions attached to the fellowship/scholarship.

3.3.3.2 Where fellowship/scholarship has been obtained by an employee directly through his/her own efforts, deputation terms shall not be admissible even where his/her application had been forwarded through proper channel. Instead, he/she will be entitled to leave due and admissible as per CCS (Leave Rules), 1972, as amended from time to time.

3.3.4 In case of deputation under para 3.1.9, the period of deputation will be regulated as under (refer [Appendix I Annexure I](#))

3.3.4.1 Deputation terms shall be admissible only in cases where an employee has been sponsored by CSIR and paid only subsistence allowance (i.e. daily allowance) or consultancy fee/honorarium or both and no pay and allowance are paid to him/her by the Agency according to its rules.

3.3.4.2 Where an employee is paid pay and allowances by the Agency according to its own rules, the period of deputation shall be treated as on foreign service. During the period of foreign service, either the Agency or the employee himself//herself shall have to pay leave salary and pension contributions as per rules. In case leave salary and pension contributions are not paid either by the Agency or the concerned employee, the period spent on foreign service will not count as qualifying service for pension and for determining leave entitlement.

3.3.4.3 Cases not covered under paras 3.3.4.1 and 3.3.4.2 and where an employee is permitted by CSIR to take up short term assignment/consultancy with the UN and other international agencies and is paid by the Agency, only subsistence allowance or fee/honorarium or both for the period of assignment shall be treated as on leave due and admissible. No contribution is payable in such cases. Application of SR 12 in these cases will be governed by sub-para © of para 3 of DPAR OM at Appendix I, Annexure I.

### 3.4 Important Considerations

3.4.1 The overseas deputation period of Scientists in Category 2.2.1 and 2.2.2 will not normally exceed 45 days in a financial year.

3.4.2 For scientists under category 2.2.3 the total period of deputation will not normally exceed 90 days in a financial year, except in cases of fellowships/scholarships.

3.4.3 Deputation period, will not be combined with assignment period except for official business trips.

### 3.5 Daily Allowance

3.5.1 Wherever admissible the scientists/officials going abroad will be entitled to daily allowance, at all inclusive rates as per para 3.5.2 except in the following cases:

3.5.1.1 For participation in international conferences/delegations, workshops and symposia, daily allowance will be admissible at split rates as per para 3.5.3.

3.5.1.2 For training including equipment training daily allowance will be admissible at rates as per para 3.5.4.

3.5.2 All inclusive rates of Daily Allowance (CSIR OM No. 27(470)/87-ISC.II Dated 6.10.89(Appendix VII) and RBI OM No. EC.DEL.TR No. 2/B. 16-89 Dated 1.7.89(Appendix VIII))

Countries	Directors and Scientists in Director's Grade/Officers of equal or higher rank in CSIR (US \$)	Scientists/Officers drawing Basic pay of RS.2800/- and above ( US \$ )	Scientists/Officers drawing Basic pay of less than Rs.2800/- ( US \$ )
External Group 'A' Saudi Arabia, Japan, Kuwait & Nigeria	300	240	180

Group 'B' UAE, Qatar, Sultanate of Oman, Bahrain, Western Hemisphere (including West Indies) UK Contingent of Europe, Iran, Libya, Algeria	265	210	158
Group 'C' Other countries Bilateral Group	215 R 3000	185 R 2750	139 R 2063

The above mentioned all inclusive rates are subject to the following conditions:

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, beside the entitlement of 65% towards expenses on food tips, VAT, service charges, local travel and incidental expenses.

In case the officer does not produce vouchers in support of accommodation charges, his claim will be limited to 80% of the entitled rates.

In case the officer is provided free lodging alone, his claim will be limited to 65% of entitled rates.

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 traveling from one place of stay to another.

### 3.5.3 Split rates of Daily Allowance

For Scientists/officials going abroad for participation in international conferences/delegations, workshops and symposia abroad where accommodation is arranged by the organizers, 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. The charges for the accommodation will be reimbursed on actuals. It should, however, be ensured that the accommodation cost does not exceed the rate of cash allowance.

### 3.5.4 Daily Allowance for training including equipment training

3.5.4.1 Following rates of daily allowance are admissible w.e.f. 28.1.1991: (CSIR OM No. 27/470/87/ISC-II Dated 28.1.1991 Appendix-X)

For Training upto 15 days	US \$ 150 per diem
For 16th day to 30th day	US \$ 125 per diem

	Beyond 30th day and upto 6 months	US \$ 100 per diem
	Beyond 6 months	Flat rate of \$ 1500 per month

3.5.4.2 The rates of daily allowance will be as under w.e.f. 24.2.94 where no hospitality is provided to the trainees abroad.  
(RBI OM No. EC.DEL.ST/201/Misc./93-94 dated 24.2.94 Appendix-XI)

First 60 days	Not exceeding US \$ 200 per diem
Next 120 days	Not exceeding US \$ 150 per diem
For subsequent periods	Not exceeding US \$ 75 per diem

3.5.4.3 The daily allowance at the rates mentioned in paras 3.5.4.1 and 3.5.4.2 will be admissible subject to the following conditions:

Where the training authorities do not provide the trainee with any DA, pocket money, Scholarship or other cash assistance.

Where the training authorities provide any cash assistance by way of pocket money etc. the entitlement of daily allowance will be reduced by the monetary benefit so received.

Where the employee is treated as guest, the entitlement towards miscellaneous expenses will be limited to the extent permitted by RBI.

3.5.5 CSIR Scientists participating in overseas delegations constituted by professional bodies, IIT's, Universities, INSA, INAE, Industry, etc, If and when funded from CSIR, will be paid at CSIR rates, if the sponsoring agency has no objection. This is with a view to overcoming delays in ascertaining parity of DA with the members of the delegations.

### 3.6 Entertainment Allowance

3.6.1 The "leader of the S&T delegation" going abroad may be permitted to incur expenditure on entertainment upto a ceiling of US \$500 (for all countries). Separate rules should be formulated for a business delegation. This ceiling is subject to regulation in accordance with the circulars issued by the Reserve Bank of India on the subject.,  
(Earlier ceiling was US \$ 250 as per CSIR OM No. 27/470/86-ISC-II dated 10/8/87 Appendix XII)



### 3.7 Foreign deputation of CSIR personnel engaged in support systems

Committee strongly feels that opportunities should be created to enhance the knowledge and skill

3.7.1 levels and morale of support systems like planning, Marketing, Business Development, International Collaboration, Human Resource Development, Administrative and Financial Management so as to make them more responsive to the new S&T demands of the CSIR and the dynamics of change. This shall be accomplished by all possible means such as

by widening the scope of bilateral exchange programmes

by availing of training slots offered by the International organizations, Universities and management Institutions

by building tailor - made training programmes around Indian and foreign specialists visiting CSIR, and

by creating special slots for deputations within the projects

## ASSIGNMENTS

### 4. ASSIGNMENTS :

#### 4.1

Assignments could either be short-term or long-term. Assignments not exceeding 90 days shall be termed as "Short-term Assignments" and those exceeding 90 days shall be termed as "Long term Assignments".

#### 4.2 Eligibility

4.2.1 Two years of regular service in the CSIR.

#### 4.3 Long Term Assignments

##### 4.3.1 Long-term Assignments on Foreign Service Terms

In following cases long-term assignments shall be allowed on foreign service terms only :-

4.3.1.1 Government to Government level assignments

4.3.1.2 Assignment through the Department of Personnel and Training and Ministry of External Affairs

4.3.1.3 Assignments through UN agencies and International organizations

#### 4.3.2 Long-term Assignments on Extraordinary Leave

(Para 8 of DPAR OM No. 16013/1/Allowance dated 11.2.1980 - Appendix - I)

Long-term assignments on extraordinary leave can be allowed to a scientist, technologist and medical, who in the overall interest of research and development are permitted to take up full time assignments as visiting professors, students etc. in universities or scientific / medical institutions. These assignments are subject to the following conditions:

For a period of assignments extraordinary leave is granted.

Assignments should not exceed two years duration at a time.

Pension contributions are paid to the CSIR by the employee sent on deputation. In case an employee is governed by Contributory Provident Fund Rules they should contribute employers share of contribution with reference to the emoluments which he/she would have drawn had he/she been on duty in India.

#### 4.4 Short-term Assignments/Consultancy with the UN and other International Agency

(Appendix - I Annexure - I)

##### 4.4.1 Short-term Assignment on Foreign Service

Where an employee is paid pay and allowances by the UN / International Agency according to its own rules the period of short-term assignment shall be treated as on "foreign service".

##### 4.4.2 Short-term Assignment on leave due and admissible

Where an employee is paid by UN/ International Agency only subsistence allowance or fee / honorarium or both, the period of short-term assignment shall be on leave due and admissible. Application of SR 12 in such cases shall be governed by sub-para © of para 3 of DPAR OM No. 16011/3/81-Estt. (Allowances) dated 15.10.1983 (Appendix - I, Annexure - I).

## TRAINING INCLUDING EQUIPMENT TRAINING

### 5. TRAINING, INCLUDING EQUIPMENT TRAINING

#### 5.1 Eligibility

5.1.1 Two years of regular service in the CSIR.

5.1.2 At least three years of service should be left on completion of training.

5.1.3 Normally to be restricted upto the level of Scientist E.II for equipment training.

## 5.2 Terms

5.2.1 To be treated as on deputation.

5.2.2 Execution of bond is compulsory in all cases.

## 5.3 Procedure

5.3.1 Component of training, where applicable, should be built in the project programme and equipment purchase deal.

5.3.2 Proposals should be made in the format prescribed in Appendix XIII (ii) and processed through the laboratory for approval.

# PARTICIPATION IN INTERNATIONAL CONFERENCES

## 6. PARTICIPATION IN INTERNATIONAL CONFERENCES

### 6.1

Proposals for participation in international conferences and meetings of international scientific organizations will normally be considered where half of the expenditure is met by the organizers of the conference and or national sponsors an CSIR has only to meet the conference is indeed sponsored by recognized academic, professional bodies or research societies.

### 6.2

Notwithstanding what is stated in 6.1 above, CSIR Scientists below the age of 45 years may be eligible for attending one international conference abroad every three years even at 100% cost to he CSIR, subject to fulfillment of the following requirements.

6.2.1 The international conference figures in the approved list of the laboratory or evidence is provided that the conference is sponsored by recognised academic bodies and professional institutions.

6.2.2 The theme of the conference is of high relevance to the project in which the scientist is engaged.

6.2.3 The record of performance of the scientist is good, consistently for a period of three years, as judged from the monitoring system applicable to the laboratory, and no vigilance case is pending against the scientist.

### 6.3

While prioritizing and short listing the nominations for participation in International Conferences following points will merit consideration at the laboratory level.

6.3.1 Role to be performed at the conference: e.g. chairman, state-of-the-art rapporteur, panelist, author, observer etc.

6.3.2 Level of funding offered/committed by the conference hosts/other fund granting Agencies.

### 6.4

A Scientist could be considered to attend more conferences, if he/she is able to attract not less than 50% funding from external sources.

### 6.5

Visits envisaged under para 6.2 above, however, shall be facilitated / regulated with in the special budget allocation for such visits.

### 6.6

Proforma for submission of proposals for conferences is at Appendix XIII (i)

## FELLOWSHIPS SCHOLARSHIPS

### 7. FELLOWSHIPS/SCHOLARSHIPS

#### 7.1 Eligibility

7.1.1 Two years of regular service in the CSIR.

7.1.2 Persons deputed on fellowships/scholarships should have at least two years service left on completion of such fellowships/scholarships. For those reaching superannuations before the expiry of bond period, requisite period of service is mandatory in order to fulfill bond obligations before superannuation.

#### 7.2 Prestigious Fellowships recognised by the CSIR

The following are some examples of scholarships offered after global selection. These and similar others shall be awarded on deputation terms.

7.2.1 WHO Fellowships / Research Grants.

7.2.2 Humboldt Fellowships.

7.2.3 DAAD Fellowships for International Seminar on Chemical Engineering and Physical Chemistry at the University of Karlsruhe, FRG.

7.2.4 UNESCO Science Fellowships.

7.2.5 Fellowships for study visits and higher training awarded and funded by Govt. of India, eg. DBT Overseas Fellowships.

7.2.6 Japanese Govt. Scholarships through Ministry of Human Resource Development.

7.2.7 Any other fellowship(s) of equal merit - to be approved by DGCSIR.

7.3 Fellowships/Scholarships offered through nodal Ministries of Govt. of India

These shall carry the terms and conditions attached to such fellowships/scholarships.

7.4 Fellowships/Scholarships which do not fall under paras 7.2 and 7.3

All such fellowships/scholarships directly secured or offered by the sponsors even though applied for through proper channel shall be considered on 'leave due and admissible'. The period of leave in such cases will ordinarily not exceed one year.

7.5

Directors are authorized to forward the applications for fellowships/scholarships directly to nodal Ministries/foreign Ministries and agencies.

## STUDY LEAVE

### 8. STUDY LEAVE

#### 8.1 Eligibility & Entitlement

As per study leave rules, as amended from time to time except for exception stated in para 8.1.2.

##### 8.1.1

8.1.2 Should have completed at least 3 years of service in CSIR with consistently good record of performance against the requirement of having completed five years regular, continuous service as in sub-rule 5(l) of Rule 50 of the Study Leave Rules.

## 8.2 Period

The maximum permissible period of study leave shall be two years. However, extension of leave may be considered under leave dye/EOL as per rules. (Reference :Rule 52(2) of Study Leave Rules)

# SABBATICAL LEAVE

## 9. SABBATICAL LEAVE

Sabbatical leave shall be granted subject to the following Rules and Regulations:

- 9.1 The sabbatical leave would be exclusively for scientific or academic work at any relevant institution in India or abroad. The facility of sabbatical leave be extended to include work on other activities of the innovation chain with industry, consultancy organizations, financial institutions, project engineering firms, technology marketing/transfer agencies, etc.;
- 9.2 The sabbatical leave would be admissible to Scientists "C" and above who have rendered not less than six years service in CSIR;
- 9.3 Sabbatical leave should be granted once in six years, provided, the Scientist concerned has not gone on one year or longer deputation or assignment or study leave during the preceding six years;
- 9.4 Sabbatical leave could be availed by a Scientist while receiving Fellowship or the like from CSIR or any other organization;
- 9.5 The leave will be limited to a maximum period of one year; it may be taken for shorter duration;
- 9.6 The scientist must have at least three years service after completion of Sabbatical leave;
- 9.7 Sabbatical leave cannot be combined with any other leave;
- 9.8 During the period of Sabbatical leave, the Scientist concerned will be paid full salary and allowance as would have been otherwise admissible to him'
- 9.9 Scientist concerned will furnish a letter of acceptance from the Host Institution for undertaking advanced study/research;
- 9.10 Scientist concerned will give an undertaking before proceeding on Sabbatical leave that he/she will utilize it for the bonafide purpose for which it is sanctioned and will not accept any commercial

employment during the period of leave; If after rejoining duty, he/she resigns within three years he/she shall refund the salary paid to him/her during the period of his/her Sabbatical leave;

9.11 During the period of Sabbatical leave, the Scientist will continue to retain accommodation on the same terms and conditions as are applicable to other Council employees;

9.12 For all purposes the period of Sabbatical leave will treated as a period spent on duty without entitlement to TA and DA;

9.13 In case the Scientist proceeds abroad, the laboratory where he/she is employed or CSIR will have no financial obligations including medical expenses;

9.14 All applications shall be forwarded by Laboratories to CSIR in case Sabbatical Leave is out of the Country;

9.15 On completion of Sabbatical leave, the Scientist will submit a detailed report on the work done and objectives accomplished;

9.16 Sabbatical Leave Rules referred to above were approved by the Governing Body of CSIR at its 124th Meeting held on 24th of September, 1991 with the modification made in its 13th meeting held on 29th July ,1993;

9.17 For the Rules and Regulations, refer Appendix II;

9.18 Note: The revised MANAS (effective since 1/4/92) vide para 0.6.9 states that "The period spent on Sabbatical Leave will count for normal assessment". If accepted by GB, an addendum would be provided to the Guidelines on Sabbatical Leave already approved in the 124th GB meeting.

## **BUSINESS DEVELOPMENT INITIATIVES COMBINED WITH OTHER OFFICIAL VISITS**

### **10. BUSINESS DEVELOPMENT INITIATIVES COMBINED WITH OTHER OFFICIAL VISITS**

**10.1** Every effort shall be made to compress as much of an activity in a foreign visit as possible not only to bring better yield from the visit, but equally importantly to cut down on number of overseas visits and the associated costs.

**10.2** The Directors would, therefore, ensure that the Scientists visiting abroad on official visits plan out their trips imaginatively and mesh their visits well with the business Development initiatives in and around the places to be visited.

**10.3** The tours which combine visits for Business Development with those for other purposes will invariably call through planning and considerable spade work well in advance of the visit.

Proposals without enough home-work and full justification will not be entertained.

**10.4** Directors are empowered to sanction deputation abroad of Scientists upto and including the level of Scientist "G" for Business Promotion/Development subject to the conditions that:

10.4.1 Deputation abroad should be clearly defined objectives of business development/promotion;

10.4.2 Selection and the period of deputation to be decided by a committee of three persons comprising Director, Area /Project Leader and another person nominated by the Director;

10.4.3 The period of deputation shall not exceed two weeks at a given time;

10.4.4 Expenditure on such deputation will be met from the laboratories reserve fund;

10.4.5 The expenditure connected with such deputations viz; DA, Visa Fee, Airport Tax, Medical Certificate will be regulated as per CSIR instructions/orders;

10.4.6 Prior clearance from Ministry of External Affairs from political angle will be obtained for such deputation. In case any assistance is needed from CSIR Hqtrs. in obtaining clearance from the Ministry of External Affairs, the proposal may be sent to Head, ISTAD, CSIR three weeks in advance from the date of departure of the Scientist;

10.4.7 Other conditions regarding eligibility, restriction of number of visits etc. may be regulated as per CSIR guidelines on the subject;

10.4.8 The deputationists will be governed by the relevant provisions of medical attendance/treatment rules as contained in Min. of External Affairs Circular No. Q (GA)/653/1/74 dated 5.3.79 while on deputation abroad;

10.4.9 The report of the visit will be sent to CSIR within one month of the return of deputationists to India. No further visit be approved pending receipt of a report of earlier visit.

10.4.10 Four copies of the formal orders issued for deputation in exercise of these powers shall be endorsed to Head, ISTAD, CSIR Hqtrs. within one month of the issue of such orders, clearly specifying the objectives of deputation.

**10.5** Proposals in respect of Directors/Heads of National Laboratories/Institute shall be sent to CSIR for approval of DG, SIR.

**10.6** For the powers delegated to Directors, refer Appendix III.



## EXECUTION BOND

### 11. EXECUTION BOND

#### 11.1 On Deputation

11.1.1 No bond is required to be executed by a permanent/confirmed employee or a temporary employee with three years service in CSIR except in cases of deputation on fellowships/scholarships.

#### 11.2 On fellowship/scholarships, training, study leave

11.2.1 Execution of bond is compulsory for all categories of employees irrespective of their status, viz. permanent / confirmed / temporary/ contract.

#### 11.3

On leave under CCS (Leave Rules) 1972 and extraordinary leave under DPAR dated 11.2.1980. Execution of bond is compulsory for all contract and temporary employees irrespective of years of service rendered in CSIR.

#### 11.4 Value of Bond

11.4.1 The value of bond shall be equal to the amount of expenditure incurred / to incurred during the period of visits abroad by CSIR towards international air fare, pay and allowances etc.

11.4.2 Where no expenditure is incurred / to be incurred by CSIR on the visits abroad, the value of bond will be Rs. 20,000/-.

#### 11.5

The bond is required to be executed complete in all respects, wherever required, before proceeding on foreign visit.

#### 11.6

CSIR will have option either to take surety or a bank guarantee for the value of the bond.

## EXTENSION

### 12. EXTENSION

- 12.1** No extension while on deputation/assignment abroad shall be granted. A clear undertaking to this effect in terms of a Bond shall be taken from all concerned before according permission for deputation / assignment.
- 12.2** In the event of overstay by an employee on deputation / assignment (unless extension is allowed in advance of the expiry of sanctioned deputation / assignment on valid reasons by competent authority), the individual will attract the provision of CCS (CCA) Rules, as applicable to the employee of CSIR.
- 12.3** In case of violation, CSIR will have the right to invoke the bond.

## LEAVE DURING DEPUTATION ABROAD

### 13. LEAVE DURING DEPUTATION ABROAD

- 13.1** Scientists, at their own request, be permitted to avail leave while abroad for a period not exceeding the period of deputation or 15 days whichever is less. The current rules limits the permitted leave to half the deputation period, which has found to hurt especially for very short period of deputations, for example, less than one week. Since International travel has become expensive, the suggested provision will enable scientists to avail of the opportunity to visit other places of professional interest.
- 13.2** Securing prior approval of leave will, however, be an essential requirement and exclusively the responsibility of the Scientist concerned.

## AIR TRAVEL

### 14. AIR TRAVEL

- 14.1** International travel by other Airlines in dispensation of the requirement to travel by national carrier, (i.e. Air India/Indian Airlines) may be permitted, provided the passage cost does not exceed, and a convincing justification for more effective time utilization is advanced in terms of:

14.1.1 better link between connecting flights and consequent economy of time.

14.1.2 adoption of short route

14.1.3 saving on passage costs.

## RETENTION OF STAFF QUARTERS

### 15. RETENTION OF STAFF QUARTERS

15.1 Scientists / Employees on deputation abroad shall be governed by the CSIR Staff Quarters Allotment Rules as applicable from time to time.

## INITIATIVE FOR IMPROVED OPERATIONAL EFFICIENCY

### 16. INITIATIVE FOR IMPROVED OPERATIONAL EFFICIENCY

#### 16.1 Establishment of ISTAD

The newly established International Science & Technology Affairs Directorate (ISTAD) should, inter alia, address the following functions:-

16.1.1 To build and fortify bridges of understanding between the CSIR and all its major overseas Science & Technology partners to develop synergies and leverage CSIR's capabilities in core areas of S&T interest.

16.1.2 To reinforce CSIR's existing S&T base through international scientific and technological collaborations, twinning of institutions and such other initiatives.

16.1.3 To vitalize CSIR's inputs through engineered training and retraining of scientists in core sectors (to be pinpointed from time to time), and at the same time help exploit the enormous trainer potential of the CSIR laboratories to forge and reinforce international partnerships.

16.1.4 To serve as an international clearing house of information on Indian Science and Technology, especially in the major areas of tactical national, regional and international interests to the CSIR.

16.1.5 National and international networking and forging new international partnerships.

ISTAD will network with International Science & Group (ISTAG) in a laboratory

16.1.6	
16.1.7	ISTAD will consolidate reports from ISTAG's to publish a Newsletter for dissemination, image building and forward planning.
16.1.8	ISTAD will maintain a computerized data base of all deputations and visits for preparation of analyses and retrieval in the Format as maintained by ISTAG.

16.2 Establishment of International Science & Technology Affairs Group (ISTAG) in the Laboratories.

	Structure
16.2.1	While considering the question of devolution of Power to the laboratories, the Science Advisory Committee to the Cabinet (SACC) suggested that of a small Screening Committee be constituted by the Head of the Agency to look after International Scientific Collaboration. This recommendation was reiterated at the advisory Board meeting of CSIR held on 5.4.1990. It was expected that each laboratory will create a nodal point/Group for interaction with Hqtrs. The foreign deputation committee, while underscoring the above recommendation, urges that;
16.2.1.1	An International Science & Technology Affairs Group (ISTAG) be established in each laboratory, either as an independent Group or as an arm of the office of the Director, or of a Technical Secretariat. Or such other Division of the laboratory most suited to fit into the expanded role of efficiently managing the S&T affairs of the laboratory.
16.2.1.2	ISTAG will comprise a core of at least two full time scientists (to be designated as core strength), and the Group could be strengthened from time to time as per the felt needs of the laboratory.
16.2.1.3	ISTAG will be Chaired either by the Director himself, or by a senior scientist of the level of Scientist "F" and above, to be nominated to deputise for the Director.
16.2.1.4	Every laboratory will name one of the core members of ISTAG as the focal point for the laboratory to liaise with ISTAD particularly to take care of day to day matters.
16.2.1.5	The proposals emanating from the laboratories and all other important correspondences will be signed by the Director himself/herself, or by the Chairman, ISTAG, (Where Director is not the Chairman), or by a prenamed officer authorized by the Director, Proposals not signed by the Director, must state that the proposal in question issues with the approval of the Director.
	Roles and responsibilities of ISTAG in each Laboratory
16.2.2	The following will invariably be included in ToR of ISTAG:

16.2.2.1	To interface with ISTAD on all matters connected with International Science & Technology Affairs of the Laboratory.
16.2.2.2	To project, present and future International S&T demands and need of the laboratory in terms of Trainings / Fellowships / Deputations.
16.2.2.3	To ensure that all proposals originating from the laboratory are complete in all respects.
16.2.2.4	To furnish a "Quarterly Report" of the highlights of the S&T Affairs of the laboratory to ISTAD for dissemination, image building, forward planning, etc.
16.2.2.5	To critically review the Foreign Deputation Reports of the Scientists and have these forwarded to CSIR within four weeks of the return of the scientist, with clear recommendations for implementation & follow up.
16.2.2.6	To alert and caution the Scientists on Deputation of the date of expiry of their deputation period in advance, and to remind them of the implications of unauthorized overstay.
16.2.2.7	To maintain a computerized database of all overseas deputations and visits for the purpose of analysis, synthesis and retrieval, in the format in conformity with those maintained by ISTAD.

## FORMULATION AND PROCESSING OF PROPOSALS

### 17. FORMULATION AND PROCESSING OF PROPOSALS

- 17.1 The exception according to the guidelines 1987 is that "proposals complete in all respects must be submitted to the CSIR at least two months in advance and that proposals received not before one month from the date of deputation will require relaxation by DG, CSIR. Proposals received just less than 15 days from the date of departure may not be processed at all". (ref. CSIR letter no. 21(3489)/92-ISC II of 23rd December 1992). This situation needs to be improved as far as possible.
- 17.2 The improved procedure introduced in the present guidelines aims at CSIR clearance of proposals within one week, provided:
- 17.2.1 The proposals will be furnished to the CSIR HQ., strictly in the prescribed format (Appendix XIII) well in advance for timely processing. For emergent cases, proposals must be received at the CSIR at least seven working days prior to the scheduled date of departure. The proposals for Directors will continue to require approval of VP, CSIR and their deputation

proposals must therefore reach at least four weeks in advance of the date of departure.  
Note: Where acceptance from host is received well in advance, such proposals should be sent to CSIR HQ without delay for timely processing.

17.2.2 No major changes will be introduced / entertained while the proposal is already under processing. In such cases it would be essential to submit a fresh proposal.

17.2.3 Deputation report for the previous visit was received within the prescribed time.

## REPORT ON FOREIGN VISITS

### 18. REPORT ON FOREIGN VISITS

**18.1** Submission of a foreign deputation report on the conclusion of the mission is mandatory for every visit. It should be made in triplicate as per the format at Appendix XIII (vi) within a month of the return from abroad. Non-submission of the report in time will disqualify a scientist for further deputation, especially because such neglect does deprive CSIR of the timely benefit of the visits.

**18.2** All the foreign deputation reports shall be critically reviewed both at the laboratory level and at the CSIR level. Information gathered, lessons learned, and recommendations made shall be speedily made of. It would be the responsibility of the laboratory to follow up, and implement the recommendation.

**18.3** It is recommended that after the visit the scientist should give a presentation on the visit for the benefit of his/her colleagues.

## ATTRACTING FOREIGN SCIENTISTS TO WORK IN CSIR LABORATORIES

### 20. ATTRACTING FOREIGN SCIENTISTS TO WORK IN CSIR LABORATORIES

CSIR's initiatives to attract foreign scientists to our Laboratories are still to bear fruit for a variety of reasons. It is the demand of time that we press on with our effort to improve global connectivity. The following initiatives be taken in the first instance, and situation reviewed after two years or so.

#### 20.1. Joint Research & Development Programmes

20.1.1 CSIR laboratories shall endeavor to establish joint R&D programmes with their foreign S&T partners. The influx of foreign experts under such programmes, besides being intellectually stimulating, will help strengthen the laboratories particularly in the newly emerging, S&T areas.

#### 20.2 Visiting Distinguished Scientists

20.2.1 Six Chairs will be established by CSIR either in the priority areas or in the newly emerging areas, or both, and globally advertised.

20.2.2 These Chairs will be identified with the Laboratories best connected with the identified fields.

20.2.3 The nominations received against the advertisement will be critically reviewed by a High Powered Selection Committee to be constituted by the DGCSIR, keeping in view the specialties involved.

20.2.4 The selected Visiting Distinguished Scientists will be offered the Chairs, for periods of 2 to 6 months in a year, to suit mutual convenience.

20.2.5 The package to be offered to the Distinguished Scientists shall include the following:

20.2.5.1 Salary equivalent to INSA Professor and an equal amount in hard currency subject to the approval of RBI.

20.2.5.2 Free furnished family accommodation

20.2.5.3 Local travel facilities

20.2.5.4 Medical & Insurance cover

20.2.5.5 Business class round trip air ticket for self (including multiple visits, if necessary)

20.2.5.6 Internal travel in India

20.2.5.7 Contingency grant

20.2.6 The concerned Laboratory will be expected to develop a suitable workplan in consultation with the Visiting Distinguished Scientists and meet the requirements of infrastructure, and scientific & technical staff, to be associated with the Scientist.

20.2.7 Number, Emoluments and Facilities will be reviewed from time to time.

### 20.3 Visiting Senior Scientists

20.3.1 It is equally essential to attract middle level scientists from abroad particularly in the newly emerging S&T disciplines of interest to CSIR to work in the CSIR Laboratories.

20.3.2 CSIR would like to have six Visiting Senior Scientists to start with. The number shall be reviewed every two years.

20.3.3 The duration of visit will range from a minimum of six months, to a maximum of twelve months.

20.3.4 The visiting middle level scientists shall be offered the following package:

20.3.4.1 Salary @Rs.8000/-p.m. and an equal amount in hard currency subject to the approval of RBI.

20.3.4.2 Free furnished family accommodation

20.3.4.3 Medical & Insurance cover

20.3.4.4 Economy class round trip air travel

20.3.4.5 Internal & local transport

20.3.4.6 Contingency grant

20.3.5 The visiting scientists will be required to submit a workplan which will be reviewed by the Research Council of the Laboratory from the point of view of the merit of the workplan, and availability of adequate infrastructure & manpower to support the visit, before an offer is made by the CSIR.

20.4 General

20.4.1 Wide global publicity will be given to the Scheme especially through Indian Missions abroad and counterpart scientific bilateral partners and Indian & Foreign research journals, scientific societies.

20.4.2 Special efforts should be made to attract talented scientists from CIS countries.

20.4.3 Appropriate budgetary provisions for creating the Chairs (initially six), for six senior fellows as well as for six middle level Fellows be made in the ventral budget at the CSIR Headquarters. Funds will be released to the concerned laboratories upon approval of their respective proposals.

20.4.4 DGCSIR in consultation with Chairman of the Advisory Board would approve establishment / creation of Chairs in the CSIR Laboratories, as well as decide on the selection procedure.

20.4.5 CSIR should endeavor to create an endowment fund in association with corporate sector, especially organizations like FICCI, IPCL & CII to sustain the six chairs. Till such time the endowment fund is established, an annual budgetary provision of RS.60 lakh shall be made in the Central budget of CSIR.



20.4.6	An annual budgetary provision of Rs.40 lakh shall be made for instituting six middle level fellowships, and the budgetary requirement should be reviewed every two years.
20.4.7	The intellectual Property Rights (IPR) will be jointly owned by the CSIR, incumbent and sponsor. Further, marketing of the technology, system, product, process, computer software etc. will be jointly exploited and profit shared equally.
20.4.8	In the event of non-availability of furnished official accommodation, leased accommodation shall be provided.

## COMMERCIAL WINDOWS OUTSIDE INDIA

### 21. COMMERCIAL WINDOWS OUTSIDE INDIA

CSIR shall selectively establish its overseas nodal points / centers not only to serve as overseas S&T and commercial windows of CSIR, but equally importantly to serve as powerful antenna to track down global S&T developments and breakthroughs in the real time. Initially two or three centers may be opened and funded from the earnings of the CSIR, and later made self sustaining say within a period of about five years.

### 22. INSURANCE COVER

All CSIR personnel deputed abroad shall be provided with a satisfactory medical insurance cover.

## EXEMPTION UNDER SR 12

### 23. EXEMPTION UNDER SR 12

<b>23.1</b>	As per instructions existing at present, following payments received by Scientists /Employees will not be subject to deduction under SR 12
23.1.1	The premium awarded for any essay on plan in public competitions
23.1.2	Any reward offered for the arrest of a criminal or for information on special services in connection with the administration of justice
23.1.3	Any reward payable in accordance with the provisions of any Act, Regulation of Rue framed thereunder,

23.1.4	Any reward sanctioned for services in connection with the administration of the Customs and Excise laws.
23.1.5	Any fee payable to a Council employee for duties which he is required to perform in his official capacity under any special or local law or by order of CSIR,
23.1.6	Unearned income such as income from property, dividends and interest on securities.
23.1.7	Income from literary, cultural, artistic, scientific or technological efforts
23.1.8	Sales proceeds or royalties on a book which is a mere compilation of Government rules, regulations and procedures. However, the provisions contained in SR 12 can be relaxed, with the concurrence of Department of Personnel and Administrative Reforms, provided that a certificate is furnished by the Ministry / Department concerned at the level not below the rank of Joint Secretary, to the effect that such a book is not a mere compilation of Government rules, regulations and procedures but it reveals the author's scholarly study of the subject. If the officer in whose case the exemption under SR 12 is sought is himself of the status of a Joint Secretary, the Certificate should be furnished by a next higher officer;
23.1.9	Income derived by performing clerical, administrative or technical functions for private bodies including those engaged in literary, cultural, artistic, scientific, charitable or sports activities.
23.1.10	Scholarships or stipend during study leave or otherwise by a Council Employee from a source other than Consolidated Fund of India or that of a State. Union Territory for the purpose of prosecuting a course of study or receiving specialized training in professional or technical subjects;
23.1.11	<p>Writing of reports, papers or study reports on selected subjects for international bodies like the UNO, UNESCO, etc.</p> <p>Payments received by Council Employee for writing of reports, papers or study reports or selected subjects for International bodies like UNO, UNESCO, etc., are not subject to crediting one-third of the amount under SR 12 to the general revenues. The matter has been further considered and it has been decided, in consultation with the Ministry of Finance, that in cases where a council Employee writes a paper or a report, etc., aided by knowledge acquired by him in the course of his service on behalf of the United Nations and other International Agencies and such report has been written as an outcome of short-term consultancy, the amount paid by the agency on account of such work shall also be exempted from the cut under SR 12.</p>
23.1.12	Fees received by a Council Employee from recognized universities and other statutory

bodies like Institute of Chartered Accountants for the performance by the Council Employees of work connected with the examinations conducted by these bodies or for delivering lectures; fees received by a Council Employee in connection with similar services from public sector undertakings or autonomous bodies which are wholly or substantially owned or controlled by the Government.

23.1.13 Fees received in the form of traveling, conveyance, daily or subsistence allowance, etc., if the competent authority is satisfied that the amounts received by the Council Employee are not a source of profit;

23.1.14 Income derived by a Council Employee from exploitation of patent or invention taken out by him with the permission of competent authority;

23.1.15 When a Government department undertakes the work for a non-Government organization and in its turn, assigns the work to the officials suited for the purpose and pays them at the rates approved by Government;

23.1.16 Income from books, articles, papers and lectures on literacy, cultural, artistic, technological and scientific subjects including management sciences; and

23.1.17 Income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams.

**23.2** Except for the payments received and exempt from application of SR 12 as above, all other cases shall be examines on their merit subject to the application or Rules and Regulations.(For detailed orders, refer Appendix I)

## DELEGATION OF AUTHORITY FROM VP,CSIR TO DG,CSIR

### 24. DELEGATION OF AUTHORITY FROM VP, CSIR TO DG, CSIR

The competent authority for approvals of the overseas depositions of CSIR personnel is Vice-President, CSIR. The question of delegation of authority for approval of depositions was considered by he Scientific Advisory Committee to the Cabinet (SACC). The SACC recommendations (Appendix IV) led to the Vice-President delegating power for approval of deputation of certain categories of visits to the DG, CSIR. (Appendix V)

## DELEGATION OF POWERS TO DIRECTORS

### 25. DELEGATION OF POWERS TO DIRECTORS

- 25.1 Directors may approve the revised dates of short term and long term deputations within the duration already approved by the competent authority (please see Appendix VI)

## INTERPRETATION AND RELAXATION

### 26. INTERPRETATION AND RELAXATION

- 26.1 Cases / proposals not covered under the guidelines shall invariably be referred to the CSIR HQ
- 26.2 Although efforts have been made to make these guidelines self-contained, powers for interpretation of the provisions thereof and relaxation from operation of any of the clauses, if and when felt necessary, shall vest with the DG, CSIR.