

## REVISED GUIDELINES FOR FOREIGN VISITS

### CATEGORIES OF VISITS

1. Study visits
2. Training
  - a. For long term – 6 months and more
  - b. For short term – less than 6 months
3. Consultancy
4. Delegation Visits
5. Invitation Visits
6. Exchange Programmes
7. Visits under Projects
8. Visits for Seminar/ Conferences and Workshops

### GUIDELINES

1. The number of teachers to be permitted for foreign deputation for attending Conferences / Seminars / Trainings etc., will be decided by the University with reference to the assistance available from ICAR and the provision made by the University in the Budget for each year, on the principle of first come first served basis.
2. Full financial assistance towards Air Travel, Accommodation, Registration Fee, Visa, Insurance Charges and Per diem Charges will be provided to the deputations on the availability of budget if it is beneficial to University:
  - For attending International Conferences/Symposia/Seminar etc., as Chairman of the session or to present lead paper or oral presentation of research paper.
  - For International Training Programmes relevant to the thrust areas of the University.
  - Preference will be given to applicants who obtain 50% funds from external agencies for attending International Conferences / Symposia / Seminar / Trainings etc.
  - Preference will be given to applicants who secure waiver of registration fee and other charges for conferences / trainings.
3. In those cases of participation in International Conferences / Seminars and trainings abroad where travel and other costs are funded entirely by outside organizations (i.e. other than ICAR / University) their cases will be considered on individual basis.
4. A teacher / scientist must possess not less than five years of service.
5. **Upper Age Limit:**
  - a. For Long Term courses the upper age limit shall be 50 years and for Short Term Courses, 55 years at the time of commencement of programme. However, in case where foreign Government/Institution prescribes a different upper age limit for a training programme, the same will prevail.

- b. For study tours/seminars/workshops abroad which are of less than 15 days of duration, the upper age limit of 55 years, applicable to short term training programmes, will not apply.

**6. Cooling off condition:**

- a. An officer having attended a foreign training programme of a duration of 15 days to one month will be required to complete a 'cooling off' period of two years before such an officer can be considered again for foreign training.
  - b. Officers deputed for training abroad of a duration of more than one month a up to six months are required to complete a 'cooling off' period of three years.
  - c. Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for a short term programme.
  - d. Only one long-term training programme can be availed during the service career.
  - e. The 'cooling off' condition will not apply for training programmes whose duration is less than 15 days.
  - f. Training related to projects/official visits abroad, irrespective of duration, are exempt from the provision of 'cooling off'.
7. The deputation proposal should be submitted in the enclosed format as the case may be along with necessary enclosures well in advance to the University through proper channel.
8. The deputation report is to be submitted within the prescribed time of 30 days.
9. The individual has to send tour reports along with relevant literature of the International Conferences / Workshops / Conventions etc., in hard and soft copy (CD) to the University and to the concerned center and to present through a Power Point Presentation and apprise the latest developments to the Board of Management as and when called.
10. Proper monitoring and follow-up of these reports should be done by concerned Deans / Directors to ascertain the impact of the visit and also monitor the action taken by ANGRAU on the recommendations/suggestions.
11. If the assessment on return of the foreign deputation is not satisfactory, the teacher will not be considered for further foreign deputation including conferences / symposia / workshops / conventions / trainings.
12. It shall be open to the University to permit a Teacher Scientist / Officer in the employment of the University for Participation in International Conferences / Seminars / Symposia / Workshops etc., or to decide otherwise as deemed fit.