



भारतीय कृषि अनुसंधान परिषद्
Indian Council of Agricultural Research

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F. No. 38 (5) / 2019 – Per. IV

Dated: 23rd October 2026

OFFICE MEMORANDUM

Sub: Reiteration of instructions regarding prior approval of Tour Programmes i/r/o officials of ICAR HQs and Institutes – reg.

The undersigned is directed to invite reference to Council's Office Memorandum of even number dated 25th June, 2026 (and earlier OMs dated 05.03.2021, 30.09.2025, 15.05.2026 and 03.06.2026) regarding the procedure for prior approval of tour programmes and adoption of strict economy measures.

It has been observed by the Competent Authority that the instructions are not being followed by quite a few officials. Accordingly, these instructions are hereby strictly reiterated for rigorous compliance by all concerned

1. Prior approval of tour programmes (of any duration) is strictly mandatory before the commencement of the onward journey. No tour shall be undertaken without obtaining formal prior approval through electronic mode (e-Office / Email). *Post facto* approvals will not be entertained under any circumstances except for any emergency.

2. The approval hierarchy i/r/o all RMPs (including those working on acting basis) is defined as under:

(a) AS, DARE & Secretary, ICAR; AS&FA, DARE / ICAR; Deputy Directors General (DDGs) and Independent Assistant Directors General (ADGs) at ICAR HQs – Must obtain prior approval for their tour programmes directly from the Secretary, DARE & Director General, ICAR.

(b) Directors of National Institutes – Must obtain prior approval for their tour programmes from the Secretary, DARE & Director General, ICAR through their respective DDGs who shall forward with appropriate comments.

(c) ADGs under SMDs at ICAR HQs – Must obtain prior approval from their respective controlling DDGs.

(d) Directors of other ICAR Institutes / ATARIs / Bureaux / PDs / NRCs and Joint Directors of NIs – Must obtain prior approval from their respective controlling DDGs (in case of JDs of NIs through respective Directors).

(e) All Scientists posted in ICAR Headquarters – Must obtain prior approval from their respective Controlling Officers / DDGs.

Sushil Singh
23/10/2026

3. During Parliamentary sessions, visits of Parliamentary Committees or visits of higher dignitaries of the Central / State Government to the Institute or nearby field units, any absence from Headquarters (including on weekends) strictly requires the prior approval of the Hon'ble DG, ICAR (routed through respective DDGs).

4. All Senior Officers must keep themselves digitally ready at all times during their tour / absence from headquarters. It may be ensured that they are in a position to attend any important meeting, address urgent queries or handle critical administrative matters as and when such arise.

5. Submission of a detailed Tour Report immediately upon return from any tour to the respective Controlling Officer remains obligatory. Non submission of reports will lead to withholding of tour bill approvals.

6. A quarterly report regarding absence from headquarters on account of tour, leave, weekends / closed holidays, etc. must be submitted by all RMPs to the office of the DG, ICAR on or before 10th of subsequent month after close of each quarter. For the quarter July-September' 2026, the information may be furnished latest by 06.11.2026 without fail on mail ID: artibhatia@icar.org.in.

Any violation of these reiterated instructions will be viewed seriously and strict administrative action are liable to be initiated against defaulting officers.

This issues with the approval of the Secretary, DARE and Director General, ICAR.


23/10/2026
(SUSHIL KUMAR SINGH)
DIRECTOR (PERSONNEL)

Copy for kind information and / or strict compliance to:

- a. PSO to the Secretary, DARE & Director General, ICAR, Krishi Bhawan, New Delhi.
- b. Sr. PPS to the Addl. Secretary, DARE & Secretary, ICAR, Krishi Bhawan, New Delhi.
- c. PPS to the Addl. Secy. & Financial Advisor, DARE/ICAR, Krishi Bhawan, New Delhi.
- d. All the Deputy Directors General (DDGs), ICAR Hqrs., New Delhi.
- e. Directors of all the National Institutes.
- f. All Assistant Directors General (ADGs) / Independent ADGs, ICAR Hqrs.
- g. All Directors / Joint Directors / ATARIs of ICAR Institutes / Project Directorates / NRCs / Bureaux.
- h. The Jt. Secretary (F) / Sr. Comptroller / Comptroller / CFAO / SFAO / FAO and DS (Cash) / DDOs of all units of ICAR (Headquarters as well as Institutes).
- i. Information System Officer, DKMA, KAB-I, Pusa, New Delhi with the request to upload it on the ICAR website.
- j. e-Office Notice Board.