

Proforma-I

Proforma for Deputation Abroad for attending Conferences, Symposia, Workshop, Meetings

Council of Scientific & Industrial Research
International Science & Technology Affairs Directorate (ISTAD), New Delhi
Application Proforma

PART A: GENERAL INFORMATION
(Part A&B to be filled by the Applicant)
(All columns are mandatory to be filled)

Attach recent Passport
size photo

(Please attach one page brief CV)

1. Name of the National Laboratory/Institute :
2. Name of the Candidate
Email :
Fax/Phone/Mobile :
3. OASIS Registration no. :
4. Designation :
5. Basic Pay & Scale of Pay with Pay grade :
6. Date of Birth :
7. Date of Joining the regular CSIR service :
8. Educational Qualifications :
9. Nature of Employment : *Permanent* *Contract/Temporary*
 Probation
10. If on probation or on contract,
please state the period
11. Area of specialization :
12. List of major R&D publications during :
the last 3 years (Attach sheet, if necessary)

PART B: Information about the Conference/Symposium/Workshop/Meeting

1. Title of the Conference/Symposium/Workshop/Meeting:*

a) Venue :

b) Period of the event :

c) Period of connected visits (if any) :

d) Purpose of visit (*Please (✓) tick mark*) :

- | | | |
|--|--|---|
| <input type="checkbox"/> <i>Chairman</i> | <input type="checkbox"/> <i>Keynote Speaker</i> | <input type="checkbox"/> <i>State-of-the-art-rapporteur</i> |
| <input type="checkbox"/> <i>Panelist</i> | <input type="checkbox"/> <i>Presenting a paper</i> | <input type="checkbox"/> <i>Any Other (Specify)</i> |
| <input type="checkbox"/> <i>Oral</i> | <input type="checkbox"/> <i>Poster</i> | <input type="checkbox"/> |

2. Relevance of the theme to the laboratory's thrust area or emerging area or network project/ supra project (*in not more than 50 words*) :

3. Particulars of any additional visit(s):

a) *Purpose* :

b) *Justification* :

c) *Sponsorship* :

4. Visits abroad during last 3 years, including fellowships, if any
(Use additional sheet, if necessary)

<u>Countries Visited</u>	<u>Period</u>	<u>Purpose</u>	<u>funding source</u>
a. _____			
b. _____			
c. _____			
d. _____			

a) If the funding is from the sponsored fund/project, kindly provide last **two years** visit details duly certified by COFA/ FAO of the Lab. **along with the details of the present deputation** as per table below:

Period	Country Visited	Purpose	Sponsoring Agency	Expenditure Details of the Project (Foreign Travel Component)		
				Total Allocation	Expenditure Incurred	Remaining Balance

Signature of the COFA/FAO of the Laboratory

5. Whether the report(s) on above visits were submitted? If yes, : Yes No
 Is the copy of the last deputation report attached? : Yes No

6. Itinerary/Flight details (arrival & departure to the place of conference) :

7. Whether applied to DST/DBT/INSA/other funding sources? Any outcome? (Please mention) :

Date:

Place:

**Signature of the Applicant
with designation**

PART C: FUNDING ARRANGEMENT

	<i>Requested from Lab/ CSIR</i>	<i>Committed by the Hosts/others</i>
1. (a) International Airfare (Rs.) :		
(i) Conference/Symposium :		
(ii) Associated Visits, if any :		
(b) Registration Fee (in equivalent Indian Rupees) :		
(c) Cash allowance ¹ : @ US \$ for no. of Days (in equivalent Indian Rupees)		
(d) Accommodation ² : @ US \$ for no. of Days (in equivalent Indian Rupees)		
(e) Part Cash Allowance ³ : @ US \$ for no. of Days (in equivalent Indian Rupees)		
Total :		

(f) Ratio of the external funding to the total expenditure:%

(g) In case of project fund, please indicate the **title(s) of the project(s), project number and name of the sponsor**. Also indicate whether provision exists for foreign tour in the project.

(h) Availability of Funds Yes No

“ All CSIR/GOI austerity measure circulars are being followed in our laboratory”

Signature with stamp of FAO/COA
(To be certified by FAO/COA)

¹ Cash allowance is calculated based on itinerary. Normally it is duration of conference or meeting plus ² Accommodation is to be calculated based on number of nights spent.

² Part cash allowance is 25% of the cash allowance - in case boarding & lodging is provided.

- (i) Whether all documents referred in checklist Part D has been attached? : Yes No Remarks, if any

- (j) Whether any vigilance case pending/ contemplated against him/her at the laboratory level. : Yes No Remarks, if any

- (k) Whether vigilance clearance certificate Issued by COA/AO has been attached. : Yes No Remarks, if any

Date:

Place:

**Name & Signature of Authorized Signatory with stamp
(COA/AO/SO)**

(2) Recommendation/Remarks of Chairman, of ISTAG

Signature of Chairman, ISTAG with date & stamp

(3) Director's Recommendation

- 1. I recommend/*do not recommend* the visit *: Yes No
- 2. Detailed justification from the Director

Date:

Place:

Signature of Director with Stamp

PART D: SUPPORTING DOCUMENTS

Following documents, to be attached along with the proforma while forwarding the application. Please attach all documents to enable ISTAD CSIR to process the deputation. *

Reference(s)

- a) Letter of InvitationFlag 'A'
- b) Conference Brochure with Registration Fee details Flag 'B'
- c) Acceptance of the paperFlag 'C'
- d) Accommodation cost/details Flag 'D'
- e) External Funding (attach relevant documents) Flag 'E'
- f) Funding from CSIR/its LaboratoryFlag 'F'
(Attach a certificate on availability of
funding from Administration/
Finance divisions of the laboratory)
- g) Copy of the last Deputation ReportFlag 'G'
- h) Visits made during last 3 years Flag 'H'
- i) *For Additional Visit(s)*
 - Invitation Letter(s)/e-mailsFlag 'I'
 - Funding arrangement(s)Flag 'J'
(Attach relevant documents)

* please tick (✓) whichever is applicable.

Bilateral Programmes of CSIR and Collaborative Projects

International Science & Technology Affairs Directorate

Council of Scientific & Industrial Research

PART A: To be filled by the Applicant

Attach recent Passport
size photo

1. (a) Name of the country to be visited :
(b) Item No. of the Programme/Work Plan :
(c) Title of the item :
2. Name of the Labs./Instts :
3. (a) Name of the Candidate :
(in block capitals)
(b) Designation, Basic Pay &
Scale of Pay
(c) Date of Birth :
(d) Date of appointment in CSIR :
(e) Whether permanent/ temporary :
4. Educational Qualifications :
5. Knowledge of any foreign language other :
than English
6. (a) List of Publications to be attached indicating :

- I. Title of the paper
- II. Names of the co-authors, if any
- III. Name of the Journal &
- IV. Page, volume, month & year of publication.

(Please do not include abstracts).

(b) Patents :

(c) Books :

7. Occupational/Professional Experience with :
specific achievements.

8. Details of study/training under collaborative :
project

a) Details of the collaborative works/study to be :
undertaken abroad

b) How it is related to the project at your :
Labs./Instts.

c) How the study/training proposed will benefit :
the project at the Labs/Instt.

d) Indicate the name & address of the Institutions in the host country where the candidate would like to work.

e) List of additional Institutions/University (ies) to be visited along with the duration of stay at each place.

Sr.No.	Name of Institution	Duration
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f) Proposed visit.

I Duration (in days including travel time):

II. From:- To:-

9. (a) Has the candidate been abroad before for study/training. If so, please furnish the following information:-

Duration & year of visit	Purpose of visit(s) & programme(s) under which visit(s) was/were made	Countries visited
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- (b) Has the candidate submitted the reports of the above visits? Yes No
 Is the copy of the last Deputation report attached? : Yes No
- (c) Whether vigilance clearance certificate Issued by COA/AO has been attached. : Yes No

10. a) Visits abroad during last 3 years, including fellowships, if any
 (Use additional sheet, if necessary)

Countries Visited Period Purpose funding source

- a. _____
 b. _____
 c. _____
 d. _____

b) If the funding is from the sponsored fund/project, kindly provide last **two years** visit details duly certified by COFA/ FAO of the Lab. **along with the details of the present deputation** as per table below:

Period	Country Visited	Purpose	Sponsoring Agency	Expenditure Details of the Project (Foreign Travel Component)		
				Total Allocation	Expenditure Incurred	Remaining Balance

Signature of the COFA/FAO of the Laboratory

Dated:

Signature of the Scientist/
Candidate

Place:-

PART B: To be filled by the Director

1. (a) Is the project in the priority area?

- (b) Programme of the Institute for expansion/
establishment of facility in the area
of the visit.

- (c) Exchanges so far under this item;
 - (I) Visits of your scientist
(Please indicate name(s) and period(s))

 - (II) Visits of their Scientists to your
Lab./Instit.

- (d) Up-to-date progress on the implementation of this
item alongwith justification for the present proposal
keeping in view (c) above.

- (e) If there have been no exchanges so far,
collaborative work envisaged
under the programme may be
indicated :

- i. Objectives
 - ii. Time frame
 - iii. Sharing of work
 - iv. Future exchanges envisaged
2.
 - (a) Has the candidate been sponsored previously under this collaborative project/ programme; If so, give details of the work done and follow up action.
 - (b) Follow up action on the recommendation/ work done by the Scientist during his previous visit/visits abroad.
3. Has the candidate been sponsored for training/vist abroad under any other programme? If so, give details.
4. Order of priority with reference to other candidates being sponsored under the same programme/item.
5. Certified that the particulars furnished by the scientist/candidate are correct & provision for expenditure on travel has been made in the Budget of the Lab./Instt.

Dated:-
Place:

Signature of the Director

Overseas Training - Proforma for Deputation Abroad

Council of Scientific & Industrial Research

International Science & Technology Affairs Directorate

-
1. Name of the National Laboratory/Institute :
 2. Name of the Candidate :
 3. Designation :
 4. Basic Pay and Scale of Pay :
 5. Area of Current Operation :
(Name the projects)
 6. Educational Qualifications :
 7. Date of Birth :
 8. Date of Joining the CSIR :
 9. Nature of Employment :
 Permanent *Probation* *Temporary* *Contract*
 Any other (Specify):
 10. If on Probation or on Contract, :
Please state the Period of Probation
or Contract
 11. Subject / Area of training course :
 12. Purpose & technical details of training :

Attach recent Passport
size photo

Place :

Sponsors :

Duration :

13. Is the training facility available in India? Yes No

14. Justification for the proposed training: :

15. Professional background related to the area of the proposed training :

16. Details of earlier visits for training (if any) :

17. If trained earlier, Whether the report was submitted? Yes No

If yes, when? Ref & Date of submission of the Report(s)

18. Is training provided in the purchase order? :
(If yes, a photocopy of the purchase order is desirable) :

19. (a) Has the candidate submitted the reports of the previous visits?

Is the copy of the last deputation report attached? :

(b) Whether vigilance clearance certificate Issued by COA/AO has been attached. :

Funding Arrangement

CSIR

Supplier/Manufacturer/
/Agent

Airfare (Rs.) Internal

Travel (Rs.) Daily

Allowance

Other Expenses (if any)

Total

- c) Visits abroad during last 3 years, including fellowships, if any
(Use additional sheet, if necessary)

Countries Visited

Period

Purpose

funding source

a. _____

b. _____

c. _____

d. _____

- a) If the funding is from the sponsored fund/project, kindly provide last **two years** visit details duly certified by COFA/ FAO of the Lab. **along with the details of the present deputation** as per table below:

Period	Country Visited	Purpose	Sponsoring Agency	Expenditure Details of the Project (Foreign Travel Component)		
				Total Allocation	Expenditure Incurred	Remaining Balance

Signature of the COFA/FAO of the Laboratory

Certificate by the Authorised Representative of the Laboratory

- | | | |
|--|------------------------------|-----------------------------|
| 1. The funding arrangement is as per the purchase order, and is covered under the financial guidelines | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. The proposal is also covered from the administrative angle e.g.,/age, length of service etc. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is a bond to be executed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. If the case is not covered under guidelines, justification remarks on departure from guidelines, if any | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Date

Name & Signature of the
Authorized representative of
the laboratory

Endorsement by the Director

Application for grant of Sabbatical Leave/EOL/Study Leave/ Special Leave abroad.

Council of Scientific & Industrial Research

International Science & Technology Affairs Directorate

1. Name of the Laboratory
2. (a) Name of the Candidate :
(b) Designation :
(c) Present Salary & Scale of Pay :
(d) Date of Birth :
(e) Date of appointment :
in CSIR and post
(f) Whether Permanent/
Temporary/ On contract:
3. Educational Qualifications:
4. Particulars of Assignment/
Fellowship/Scholarship etc.
including Place:
5. Salary/Emoluments/Scholarships/
Fellowships/Stipend:
6. Name of the Sponsors/Organisation/

Attach recent Passport
size photo

or

University/Nodal Ministry

7. How the Assignment/Fellowship/
Scholarship materialised

8. Nature of Leave required and duration
(indicate the period with
dates)

(a) Whether it is extension of leave:

9. Details of Funding CSIR Others

(i) Air fare

(ii) Subsistence

10. Details of EOL/Study leave/
Special leave/Sabbatical leave availed
of during last 6 years.

11. Has the candidate been abroad on
deputation/Foreign Service Terms for
any assignment/ Collaborative project
work etc.

12. Whether still under any bond for
deputation/EOL/Study/Special leave
availed earlier.

13. Proposed date of departure from India

- (a) Has the candidate submitted the reports of the previous visits? Yes No
 Is the copy of the last deputation report attached? : Yes No
- (b) Whether vigilance clearance certificate Issued by COA/AO has been attached. : Yes No

(c) Visits abroad during last 3 years, including fellowships, if any (Use additional sheet, if necessary)

Countries Visited Period Purpose funding source

- a. _____
 b. _____
 c. _____
 d. _____

a) If the funding is from the sponsored fund/project, kindly provide last **two years** visit details duly certified by COFA/ FAO of the Lab. **along with the details of the present deputation** as per table below:

Period	Country Visited	Purpose	Sponsoring Agency	Expenditure Details of the Project (Foreign Travel Component)		
				Total Allocation	Expenditure Incurred	Remaining Balance

Signature of the COFA/FAO of the Laboratory

Date:

Signature of Candidate

Director's Certificate/ Recommendation

14. (a) Is the proposal covered under the approved CSIR guidelines 1996.
- (b) Specific recommendation of the Director
- (c) Is the post held by the official in CSIR proposed to be filled during his stay abroad?
- (d) Certified that the particulars furnished by the candidate are correct and provision for travel expenditure has been made in the budget of the lab./Instt.

Yes

No

Date:

Signature of Director

Place:

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))

Attach recent Passport
size photo

or

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

(C) 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)

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 VP, 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) 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

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.a) Visits abroad during last 3 years, including fellowships, if any
(Use additional sheet, if necessary)

Countries Visited Period Purpose funding source

- a. _____
- b. _____
- c. _____
- d. _____

c) If the funding is from the sponsored fund/project, kindly provide last **two years** visit details duly certified by COFA/ FAO of the Lab. **along with the details of the present deputation** as per table below:

Period	Country Visited	Purpose	Sponsoring Agency	Expenditure Details of the Project (Foreign Travel Component)		
				Total Allocation	Expenditure Incurred	Remaining Balance

Signature of the COFA/FAO of the Laboratory

9) **Visits abroad during last 3 years:**

Period Purpose

10) **Whether report on above visit submitted to ISTAD:**

 Yes

 No

(a) Is the copy of the last deputation report attached?

 Yes

 No

(b) Whether vigilance clearance certificate Issued by COA/AO has been attached.

 Yes

 No

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

11. List of documents enclosed :

S.No.	Name of the document	Reference
(a)	Letter(s) of invitation	Annex No.
(b)	Conference Brochure with Registration Fee Details Accommodation cost/details	Annex No.
(c)	Acceptance of the paper	Annex No.
(d)	Certificate to the effect that the foreign visit does not involve private hospitality (cash or kind)	Annex No.
(e)	Personal data pertaining to the nature of employment (Contractual/Permanent/Temporary), Basic Pay, Date of Birth, Date of Superannuation, Date of Joining and Date of termination of the Contractual appointment, Educational Qualification	Annex No.
(f)	R & D Publication	Annex No.

Remarks, if any:

(Signature & Stamp of Chairman, ISTAG)

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 VP, 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.

General Guidelines for processing the proposals

1. Completeness of the application along with all the supporting documents according to the check is an essential pre – requisite to its prompt disposal.
2. It will be assumed that all proposals have undergone a thorough scrutiny the ISTAG of the laboratory, in close consultation and essential vetting and certification by the Finance Wing of the laboratory and the Director.
3. The proposals should reach at least four weeks in advance of the date departure.
4. Papers submitted for International Conference should have been formally accepted by the organizers.
5. If broad and lodge is provided by the hosts, part cash allowance towards incidents will be admissible, as per the existing rules.
6. Registration fee, Accommodation, intercity travel and local travel from airport to place of stay and back (in case of spilt rate DA only) is subject to production of receipt.
7. All inclusive DA is subject to the fulfillment of conditions laid down at para 3.52 of the Foreign Deputation Guide 1996.
8. The overseas deputation period will normally not exceed 45 days in a financial year. If the period has already exceeded, please state reasons.
9. Tour report (2 copies) of Directors must essentially be submitted within four weeks of return, or earlier. These are required to be sent to VP, CSIR, in each case.

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 VP, 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.

12. Impact of acquired knowledge on your work :
13. How your acquired knowledge/skill would benefit your institute and the Indian industries :
14. Major contacts made (*provide full address/ telephone & fax numbers*) :
15. Point-wise highlights of the visit with emphasis on S&T aspects and Recommended Follow up :
(*Please also attach a full length of the report for conferences, include organisers with addresses, duration of conference, different sessions etc.*)
16. Specific Recommendations :
(*a*) *For consideration at the Laboratory Level*

(b) For consideration at the CSIR Level

17. Indicate R & D institutions within and outside CSIR: and also industries who may find this report useful. Give complete names of the organisations please.

18. Give at least 10 key-words for your report :

Date

Signature of the Scientist

Remarks of the Director

Date

Signature of the Director

Place:

वैज्ञानिक और औद्योगिक अनुसंधान परिषद
अनुसंधान भवन, नई दिल्ली-110001
Council of Scientific & Industrial Research
Anusandhan Bhavan, 2 Rafi Marg, New Delhi-110001

अंतरराष्ट्रीय विज्ञान एवं प्रौद्योगिकी कार्य निदेशालय (इस्टैड)
International Science & Technology Affairs Directorate (ISTAD)

Date/दिनांक:

सतर्कता समाशोधन के लिए प्रोफार्मा
Proforma for Vigilance Clearance

सीएसआईआर के निम्नलिखित आधिकारिक विदेशी प्रतिनियुक्ति पर आगे बढ़ने के लिए योजना बना रहा है:

The following official of CSIR is planning to proceed on foreign deputation:

अधिकारी का नाम :
Name of the Officer

Designation :
CSIR Laboratory

प्रतिनियुक्ति के देश :
Place / Country of Deputation

प्रतिनियुक्ति की अवधि :
Period of deputation

धन के स्रोत :
Source of funding

अनुमानित व्यय :
Estimated Expenditure

सतर्कता प्रभाग जल्द से ऊपर के अधिकारी के लिए सतर्कता संबंधी मंजूरी देने के लिए अनुरोध किया है।

Vigilance Division is requested to kindly provide vigilance clearance for the above officer at the earliest.

अवर सचिव, इस्टैड
Under Secretary, ISTAD

अनुभाग अधिकारी (सतर्कता प्रभाग)
Section Officer (Vigilance Division)