



ए.आर. सेनगुप्ता
उप सचिव
A.R. SENGUPTA
DEPUTY SECRETARY

D.O. No. 08/02/2017-Coord

dated 16.01.2019

Dear Director/Incharge,

I am writing to you regarding a Module for Foreign Visits through which Scientists/Officers in ICAR can upload proposals for foreign visits to facilitate the processing of applications for visits of officials abroad for various purposes. The system will be launched by Hon'ble A.M. on 31.01.2019 and applicable from 1 st Feb. 2019 in DARE, ICAR Hq. and in all its Institutes.

2. The website/URL for Foreign Visits Management System (**FVMS**) is fvms.icar.gov.in

3. There will be four categories of visits in FVMS namely:-

- (i) Training
- (ii) Fellowship
- (iii) Adhoc visit
- (iv) Visits under approved projects

3. Three documents are attached with this letter:

- (a) Standard Operating Procedure (SOP) for FVMS
- (b) Applicant Flow Chart
- (c) Activity Diagram

4. The purpose of this letter is to inform you and familiarise your staff with the new System of submitting Foreign Visits proposals.

5. The backup support team for FVMS will be as follows:-

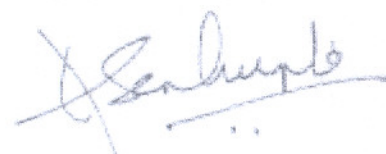
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5. If there are any questions/doubts/clarifications, please mail the IASRI Support Team.

Yours sincerely,



(A.R. Sengupta)
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To

All ICAR Institutes (Through E mail)