

**No.23(2)/2006-E.Coord  
Government of India  
Ministry of Finance  
Department of Expenditure  
E.Coord**

North Block, New Delhi

5<sup>th</sup> July, 2007

**OFFICE MEMORANDUM**

**Subject: Guidelines on Foreign Travel.**

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Guidelines and instructions on travel abroad of various categories of personnel have been issued from time to time by the PMO, Cabinet Secretariat and Ministry of Finance. In recent months it is observed that these guidelines/instructions are not being followed in the right earnest. It has, therefore, become imperative to reiterate some of the guidelines, as under, for compliance by all concerned :-

(i) Despite instructions to submit cases at least 15 days prior to the scheduled date of departure, most of the Ministries/departments are sending proposals at the eleventh hour, thereby leaving very little time for processing of the case for the consideration of the Screening Committee of Secretaries. This has been viewed very seriously by the Screening Committee of Secretaries. Ministries/Departments, particularly the respective Financial Advisers, are hereby advised to strictly ensure that the specified time limit for submission of cases for consideration of the SC of Secretaries is adhered to. Proposals received less than 15 days before the intended departure may be annexed with the specific reasons for late submission with the approval of Secretary of the Ministry/Department concerned. In the absence of delay report, to be signed not below the level of Joint Secretary, such cases will **not** be processed and will be returned directly to the FA concerned.

(ii) Vide this department's OM No.F.19036/4/91-E.IV dated 25<sup>th</sup> June, 1999, Ministries/departments were directed to submit **deputation proforma**, duly filled in, signed by JS(Admn.) and countersigned by the Financial Adviser, while submitting the case for consideration of the SC of Secretaries. It has been observed that the deputation proforma is usually left unsigned. Further, while filling up replies in the stipulated deputation proforma, a majority of the Ministries/departments often adopt a very casual approach and write 'NA' against most of the columns. Specifically, against point no. 14 viz. asking for details of any past participation, the column is either left blank or 'NA/Nil' is shown despite there being a history of past participation in that particular event. Ministries/Departments and in particular the FAs are, therefore, advised to ensure that clear and concise replies are given in respect of each point in the deputation proforma and the same is complete in all respect, before it is submitted for the consideration of the SC of Secretaries.

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(iii) It is observed that in respect of composite delegations comprising officers from the nodal Ministry as well as from other Ministries/departments, proposals are often not only sent at the last moment but also lack essential details viz. the name and other details of the officer so nominated by the participating Ministries/Departments (the nodal Ministry usually takes the line that the nomination is yet to be received from the concerned Ministry/department). As per extant instructions, in case of composite delegations, which also include officials from other Ministries/departments, it is the responsibility of the nodal ministry to obtain information viz. budget provision, number of foreign visits previously undertaken by the officer etc., in respect of each and every officer nominated and submit a single deputation proforma for consideration of the Screening Committee of Secretaries. **Incomplete proposals** viz. without indicating the name of the officer so nominated, budget provision etc. (as specified in the deputation proforma) of the participating Ministries/departments, **will not be processed and will be returned to the FA concerned.**

(iv) In the recent past, there have been instances of a Ministry/Department sending separate proposals (one after the other within a span of a few days) for participation of its officers for the same event. The FAs of the concerned Ministries/departments may ensure that such cases are clubbed and proposals in piecemeal are not sent for consideration of the SC of Secretaries. Further, as per extant instructions in case of composite delegation headed by Secy./Addl. Secy. and including officers of the level of JS and below, the **proposals should not be split.** A composite proposal in respect of all the officers so nominated for the same event may be sent for consideration of the SC of Secretaries.

(v) Ministries/Departments are advised to clearly indicate the budget provision for the current FY, expenditure already incurred, commitments made in the current FY and the balance available under their foreign travel head. Only those proposals as are covered by clear budget availability may be sent for consideration of SC of Secretaries.

2. This issues with the approval of Secretary(Expenditure).



(Meena Agarwal)

Joint Secretary to the Government of India

To

- (i) Secretaries of all Ministries/Departments
- (ii) All Financial Advisers