

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

**E.Coord, North Block  
New Delhi**

**9<sup>th</sup> September, 2009**

**Office Memorandum**

**Subject: Instructions/guidelines on foreign travel-timely submission of cases.**

Reference is invited to detailed guidelines issued under this Department's OM of even number dated 5<sup>th</sup> July, 2007 on the above subject. These guidelines stipulate that proposals for consideration of the Screening Committee of Secretaries should be submitted 15 days prior to the scheduled date of departure and in case of delay, a delay report duly approved by the administrative Secretary and signed by an officer not below the level of Joint Secretary should be appended with such proposals, failing which proposals will not be processed and will be returned directly to the FA concerned.

2. It is observed that the above guidelines are not being followed and Ministries/Departments continue to submit proposals at the eleventh hour. Cabinet Secretary has therefore directed that, henceforth, delayed proposals will be returned unprocessed by M/o Finance and any deviation will only be with his **prior** approval. This will also apply to cases of travel abroad where the expenditure is not met by Government of India.

3. The above is brought to the notice of all concerned for strict compliance.

*Madhulika Prasad*  
(Madhulika P. Sukul)

**Joint Secretary to the Government of India**

**All Secretaries to the Government of India**

**All Financial Advisers**

Copy for kind information to :

Cabinet Secretary  
Finance Secretary