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No.21/1/7/94-Cab.  
GOVERNMENT OF INDIA (BHARAT SARKAR)  
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)

New Delhi, the 30th March, 1995  
9 Chaitra, 1917(S)

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OFFICE MEMORANDUM

Subject:- Instructions/guidelines regarding foreign travel of (i) Government Officials (ii) Ministers of the Central Government on official duty (iii) Members of Parliament and non-officials as members of Government, sponsored delegations and (iv) Ministers of the State Government and Union Territories, Members of the State Legislature & Union Territories & State Government Officials.

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Guidelines and instructions about travel abroad of different categories of personnel have been issued from time to time. It has been found necessary to update these and issue a comprehensive set of guidelines and instructions on the subject. Accordingly, in supersession of earlier instructions/guidelines, the following instructions/guidelines are issued for compliance:-

1. FOREIGN TRAVEL BY CENTRAL MINISTERS/PERSONAL STAFF OF MINISTERS.
  - (i) Proposals relating to visits abroad of Central Ministers (Cabinet Ministers, Minister of State holding independent charge, Minister of State or Deputy Ministers) require prior approval of the Prime Minister.
  - (ii) Such proposals should be submitted to the Prime Minister directly after obtaining political clearance from the Ministry of External Affairs. The visits should be coordinated through Ministry of External Affairs to avoid duplication of visits and for effective presentation of our view points with foreign Governments.
  - (iii) Minister-level visits abroad should be undertaken only in response to formal governmental invitations from the country concerned.
  - (iv) Minister-level visits should be proposed only if the minister concerned has to attend an international conference abroad, and it has been certified by our Embassy/High Commission concerned that attendance at that conference is going to be at the level of ministers.
  - (v) Minister-level visits can also be undertaken for meetings of bilateral joint commissions, where the minister concerned from our side happens to be the co-Chairman.

- (vi) Minister-level visits in response to invitations from various non-governmental bodies would not be advisable unless specifically recommended by MEA and our Embassy/High Commission concerned.
- (vii) Proposals for minister-level visits for other reasons - e.g. attracting foreign investment; negotiating economic/commercial arrangements; "study tours"; etc - are not advised.
- (viii) Deputation proposals in no case be initiated by direct contact with our Missions abroad or Foreign Missions in India without consulting the Ministry of External Affairs.
- (ix) Ministers and Secretary level officers and above may travel by First Class. Ministers may be provided suites in hotels.
- (x) Ministers of Cabinet rank are entitled to take their Private Secretaries along with them.
- (xi) A Minister of State, holding Independent Charge, is entitled to take his Private Secretary along with him except when (i) he is accompanied by officials in a delegation which include an officer of the rank of Director or below; and (ii) when he is accompanied by other Ministers and he is not leading the delegation.

Private Secretaries and other personal staff are not intended to replace technical officials of the Department.

Request for departure from this policy should not be made.

- (xii) Proposals for the deputation of a Private Secretary or members of the personal staff of Ministers should be sent to the Prime Minister for his approval along with the proposals for the deputation of the Minister concerned. In no circumstances should the proposals for the deputation of the Private Secretary or any member of the personal staff be considered under the delegated powers of the Ministry/Department.
- (xiii) The exact date of departure from India and return from abroad should be indicated clearly in the note put up to the Prime Minister.
- (xiv) Instructions issued by the Ministry of Finance and Ministry of External Affairs regarding the ceiling on gifts, entertainment, class of travel and hotel accommodation should be followed. It is important that the choice of gifts be decided in consultation with the Mission/Territorial Division/MEA Protocol. Such consultation would avoid the choice of inappropriate gifts.
- (xv) In regard to expenditure on entertainment and contingencies etc., to be incurred by the Minister, the extant orders of the Ministry of Finance would apply.

- (xvi) Deputation proposals should be submitted at least 15 days before the scheduled date of departure. A copy of the previous tour report of the concerned Minister and information regarding funding of such tour etc. should be attached.
- (xvii) Last minute cancellations of bilateral visits cause serious embarrassment and may be avoided.
- (xviii) Requests for visa notes shall be processed by the Ministry of External Affairs and kept ready for issue. They may, as a general rule, be transmitted to the Embassy concerned by the Ministry of External Affairs only after all clearances, including PM's approval, where necessary, are obtained for the visit. Only in exceptional cases visa notes may be issued in anticipation of PM's approval, if the schedule of the visit is likely to be jeopardised for want of such advance action.
- (xix) In the event of a convention being organised abroad by NRI Institutions, the representation may normally be limited to the Mission in that country and in the case of a Conference organised by NRI in India, where a Minister's participation on substantive issues becomes unavoidable, a brief on the issues, may be obtained from the administrative Ministry/ Ministry of External Affairs. The offer of a membership of any Committee, constituted by NRI organisations, may be politely declined.

2. GOVERNMENT OFFICIALS

- (i) In respect of deputation abroad of officials and non-officials, the guidelines of the Ministry of External Affairs (Annexure I) and the instructions issued by the Ministry of Finance from time to time should be strictly followed.
- (ii) Cases of deputation abroad of officials at the level of Joint Secretary and below will be decided by Ministries/Departments in consultation with the Financial Adviser and with the approval of Minister-in-Charge. However, in cases of composite delegations being led by Secretary/Additional Secretary and comprising officers of the level of Joint Secretary and below, the proposals should not be split but the complete proposals should be sent to the Screening Committee.
- (iii) Cases of deputation abroad of officials of the rank of Secretary and Additional Secretary are required to be sent to the Screening Committee of Secretaries for prior approval, except visits to SAARC countries which may be decided by Ministries/Departments in consultation with Financial Advisers. In case of Secretary to the Government of India, approval of the Minister-in-Charge should be taken in advance and wherever proposal of the Administrative Ministry/Department is not concurred in by the Screening Committee of

Secretaries, such case may be submitted to the Minister-in-Charge and the Finance Minister for orders.

Cases of deputation of Secretaries to the Government of India which are fully financed by International organisations or Foreign Governments etc. should also be submitted to the Screening Committee of Secretaries for approval.

- (iv) In cases relating to deputation abroad, on training or scholarship, the procedure as in sub-para (ii) above shall apply.
- (v) The proposals of foreign travel of officers should be sent simultaneously to the Ministry of External Affairs for political clearance and to the Ministry of Finance for obtaining Screening Committee of Secretaries' approval. However, where foreign hospitality is proposed to be availed of, clearance in terms of the Foreign Contribution Regulation Act (FCRA) should be obtained from the Ministry of Home Affairs before referring the proposal for consideration of the Screening Committee of Secretaries. Clearance from FCRA angle as well as political clearance shall not be required in cases where the Government delegates receive invitations in their capacity as Chairman/members, delegates, advisers/consultants in the International bodies of which India is a member.
- (vi) While sending the proposal to the Ministry of Finance for consideration of the Screening Committee of Secretaries, the Ministries/ Departments should fill in the proforma prescribed by the Finance Ministry duly signed by the Joint Secretary-in-Charge and the Financial Adviser, alongwith a list of foreign trips undertaken by the officer during the last 3 years.
- (vii) In case of composite proposals in which officers from different Departments are required to be deputed, the proposal should be coordinated by the nodal Ministry. The nodal Ministry will obtain the list of officers from different Ministries on the prescribed proforma duly signed by the Joint Secretary (Administration)/ Financial Advisers concerned and submit a consolidated proposal to the Screening Committee. The names of all officials including those whose cases are proposed to be cleared under the delegated powers should be mentioned alongwith the other relevant information like the number of tours undertaken by these officers during last 3 years and the availability of funds under the foreign travel budget etc.
- (viii) Delegations should be compact in size, comprising only the technical personnel and senior official(s) directly connected with the subject matter. The practice of including, as a routine, representatives from the nodal Ministries and the Ministry of External Affairs should be avoided. If need be, assistance from our Missions may be obtained.

- (ix) Presentation of gifts and entertainment should be restricted to the minimum possible. In this regard instructions issued by the Ministry of Finance vide their O.M.No.19036/1/92-E.IV dated 31st January, 1992 (Annexure II) should be followed. The gifts should be well chosen and must also reflect the quality and image of our technologically advanced sectors as well as the excellence of our traditional arts and crafts.

The provision for entertainment should not be made as a matter of course. If in any particular case the ceiling limit of entertainment allowance is considered inadequate to further the objective of the delegation/deputation, the proposals for adequate provision may be made indicating the detailed justification and the amount required should be placed for clearance before the Screening Committee. The amounts proposed could be determined in consultation with the Embassies to reflect local costs and condition. When sanctioned, it should be obligatory to support it with original vouchers in TA claims in the absence of which the claim would be disallowed.

- (x) Normally, the expenditure on deputation of Government Officers should be debited to the Ministry/Department concerned, unless the journey is undertaken specifically in connection with the affairs of public sector undertakings. In case of the latter the expenditure may be borne by the public sector enterprise concerned, the entitlement of the officer remaining the same as his entitlement under the Government Rules. Specific reasons for charging the expenditure to the PSU must be spelt out in the proposal.
- (xi) After each visit, a detailed report indicating also the follow up action required on the nature of substantial work undertaken must be submitted as soon as possible and forwarded to the Ministry of External Affairs as well as to the Cabinet Secretary.
- (xii) The officers of the Government of India should accept invitations from foreign agencies only after approvals from the Screening Committee of Secretaries or the Prime Minister as the case may be, have been obtained.

3. COMPOSITE DELEGATION CONSISTING OF CENTRAL MINISTERS AND OFFICIALS.

- (i) In the case of composite delegations consisting of Central Ministers and officials, the proposals relating to officials proposed to be included in the delegation should first be examined in the nodal Ministry/Department in consultation with other Ministries and thereafter the matter should be referred to the Screening Committee after getting the clearance of the Ministry of

Home Affairs and Ministry of External Affairs from FCRA/Political angle. If the delegation is to be led by a Central Minister, it should be clearly mentioned in the proposal for the Screening Committee that the delegation will be led by the Minister and names of all the Officers proposed to be deputed including those coming within the purview of the delegated powers should be mentioned.

- (ii) In respect of a Central Minister and his Private Secretary, the proposal will require the approval of the Prime Minister. Simultaneously, the proposal of the accompanying official delegation (if the officers of Additional Secretary and above level are to be deputed) should be sent to the Ministry of Finance for obtaining the concurrence of the Screening Committee. If Secretary is also to be included in the delegation, prior approval of the Minister-in-charge should be obtained. After the clearance of the proposal by the Prime Minister in respect of Minister and his Private Secretary and by the Screening Committee in respect of officers accompanying the Minister, the nodal Ministry will issue a combined financial sanction stating clearly therein the terms of deputation of the members of the delegation.
- (iii) The Minister and the Secretary should not, normally, be away from the Headquarters at the same time. If, however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Minister may be brought out clearly for consideration of the Screening Committee of Secretaries.
- (iv) The Secretaries to the Government of India should not be normally away from the Headquarters for a period of more than 7 days.

4. NOMINATION OF MEMBERS OF PARLIAMENT AND NON-OFFICIALS WHICH INCLUDE EMINENT PERSONS FROM PUBLIC LIFE.

- (i) No Administrative Ministry/Department should propose the name of any member of Parliament for inclusion in a Government sponsored delegation. The selection of MPs to be deputed is to be made by the Minister for Parliamentary Affairs in consultation with Minister incharge of the Administrative Ministry and the Minister for External Affairs and with the approval of the Prime Minister. Name of any officer to be included in the delegation should be suggested by the nodal Ministry after following the Screening Committee procedure.
- (ii) In respect of non-officials in respect of whom the expenditure is being borne by the Government of India, the approval of the Prime Minister will be required even if their names are included in a

composite delegation. Such cases should be submitted to the Prime Minister through the Screening Committee. The objectives of including the non-officials should be clearly mentioned and the expenditure likely to be incurred on the visit indicated. It should also be mentioned if the same non-official was sponsored by the Government for a visit abroad during the last 3 years.

5. COMPOSITE DELEGATION CONSISTING OF CENTRAL MINISTERS/MEMBERS OF PARLIAMENT & CENTRAL GOVERNMENT OFFICIALS.

(i) Proposals relating to delegations of this category are first to be examined in the nodal Ministry/Department sponsoring the delegation in consultation with other Ministries/Departments as may be necessary. The procedure of clearance in respect of Ministers, Members of Parliament and Government officials may be followed as indicated in the preceding paragraph.

(ii) All proposals requiring approval of the Screening Committee and the Prime Minister (if necessary) should be sent to the Ministry of Finance at least 15 days before the schedule departure, for submission to the Screening Committee or the Prime Minister, as the case may be.

6. MINISTERS OF THE STATE GOVERNMENT AND UNION TERRITORIES, MEMBERS OF THE STATE LEGISLATURE AND UNION TERRITORIES AND STATE GOVERNMENT OFFICIALS.

All proposals for visits of members of State Government abroad in official capacity will be sent by the State Government addressed to Secretary to Government of India in the Ministry of Finance, Department of Economic Affairs for approval and release of foreign exchange and copies of the letter would be endorsed to Ministry of External Affairs. Ministry of Home Affairs and the Central Administrative Ministry concerned with the subject matter of the visit. The detailed procedural guidelines are at Annexures III, IV and V.

7. ACCEPTANCE OF FOREIGN HOSPITALITY.

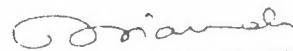
(i) Generally, no Government functionary shall accept free passage or hospitality from a foreign Government/Organisation for visits abroad except under the circumstances mentioned in the succeeding paragraphs.

- (ii) Officers of the Government of India should not accept invitations from foreign agencies particularly private commercial organisations, private bodies or trusts etc. Such an invitation should be accepted only after the requisite approval of the Screening Committee or the Prime Minister has been obtained. Even in such cases, the entire expenditure should be met from Government of India's funds.
- (iii) Where an invitation has been received without specifying a particular name or designation and the choice of nominating someone is left to the Government, there should be no objection to accept to and fro international fare and hospitality offered by the foreign Government provided the concerned Ministries/Departments are satisfied that the participation of the officer concerned is essential.
- (iv) If the deputation abroad is covered under a bilateral agreement or under a regular exchange programme, the cost of travel, etc., could be met by foreign sponsors.
- (v) Similarly, there should be no objection in accepting international fare and hospitality from an International Body, of which India is a member.
- (vi) In case where the invitation is accepted and the officer is sponsored on deputation, the terms and conditions of deputation cannot be further supplemented with the terms and conditions on deputation offered by the Government of India. In other words, the mode and class of travel, payment of cash allowance and other allowances including local travel and stay in hotels would be as per the terms offered by the foreign Government/sponsors.
- (vii) In cases where foreign hospitality is proposed to be accepted, clearance of the Ministry of Home Affairs under the Foreign Contributions Regulation Act (FCRA) will be necessary. FCRA clearance shall not, however, be required when the Government delegates receive invitations in their capacity as Chairman, Members of the Committee in International bodies or are delegates, advisers/consultants to the International Bodies of which India is a member.



8. BRIEFING OF DELEGATIONS.

- (i) The Ministry of External Affairs will supply Country Notes and political briefs whenever required. The sponsoring Ministry should ensure that the members of the delegation are properly briefed on the subject of discussions/negotiations. The Ministry concerned should ensure that the Embassy is advised of the purpose of the delegation and the Embassy in turn should ensure that proper arrangements are made for the briefing of the delegates.
- (ii) The leader of the delegation should send immediately on return from tour abroad a brief note to inform his Minister all the major achievements of his Mission and a copy of the report should be sent to the Cabinet Secretary. A copy should also be sent to the Ministry of External Affairs. This has to be in addition to the detailed reports of the delegation.
- (iii) The members of the delegation should ensure that they are medically fit and physically capable of undertaking journey, specifically to those countries where medical care is not up to the mark and evacuation is not easy due to lack of direct flights to India. Those with chronic problem should carry sufficient quantities of the required medicines.



(B.B. TANDON)

Additional Secretary to the Cabinet.

To

All Secretaries to the Government  
of India by name.

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Copy, also forwarded to the Chief Secretaries to the State  
Governments/Union Territories.


(B.B. TANDON)

Additional Secretary to the Cabinet.

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GUIDELINES FOR MINISTRIES / DEPARTMENTS OF GOVT. OF INDIA  
FOR CONDUCT OF OFFICIAL VISITS ABROAD AND RECEIVING OVERSEAS  
VISITORS IN INDIA

FOR VISITS ABROAD

- 1) Ministry of External Affairs should be kept informed while planning for visits/exchanges. Copies of communications to/from our Missions abroad should be marked to the concerned Territorial Division in the Ministry of External Affairs (list of Territorial Divisions is enclosed).
- 2) Details of visits must be finalised 6-8 weeks in advance. These details should include the list of delegation; port of embarkation and disembarkation; special interests, if any etc. These details should not be altered, as far as possible, especially at the eleventh hour.
- 3) Clearance from Committee of Secretaries, Ministry of Home Affairs for acceptance of foreign hospitality under FCRA, if required, Ministry of External Affairs from political angle must be applied for well in advance, say 6-8 weeks prior to the commencement of the visit.
- 4) The Ministry of External Affairs will supply Country note and political briefs whenever required. Speeches, if any, are to be sent to MEA for vetting atleast 3-4 weeks before the commencement of the visit. MEA will guide the concerned Ministry/Deptt. on local protocol practices, local ranks and designations, etc.
- 5) Booking of airline seats, hotel and transport arrangements, if any, should be undertaken well in advance and the concerned Indian Mission should be informed directly by the sending MIN/DEPTT. giving flight details and listing the arrangements required to be made abroad.
- 6) Sanction must clearly and in some details mention all entitlements of the delegation members during the period of their stay abroad, such as hotel rent, DA (must mention the grade of the officials concerned), incidental expenditure, entertainment allowance, etc., including any expenditure envisaged en route to the final destination. The foreign exchange component of pre-determined entitlements such as DA, entertainment allowance, etc., should be arranged for in India, especially in the case of large delegations, since the concerned Mission will not have sufficient funds to cater to the entire needs of the delegation. In case where it is not possible to arrange for the foreign exchange component of the delegation to be collected prior to their departure from India, the concerned Min/Deptt. must ensure that sufficient funds are transferred to the account of the Mission concerned, after ascertaining details like Bank name, account number, etc., from the Head of Chancery (HOC) of the Mission.
- 7) Delegations who require our Mission abroad to arrange for lunch/dinner/reception for their local hosts must ensure that sufficient funds are earmarked for the purpose in the sanction and funds carried with them/transferred to the Mission, after consultation with the Mission.

- 8) Booking for use of restricted/ceremonial lounge and also security passes for the restricted areas of the airport must be made well in advance by the sending Min/Deptt. in consultation with the Protocol Division of MEA.
- 9) MEA and/or our Missions abroad will try to make arrangements for Indian delegations and request for programme as indicated in advance by the Indian side, by making suitable representation with the host Government/Embassy in New Delhi. The concerned Min/Deptt. may also directly correspond with our Mission abroad/concerned Embassy in Delhi, but must keep MEA informed at all stages. There is no guarantee that all requests made by the Indian side with regard to their programme/arrangements abroad will be acceded by the hosting side. Before departure from India the delegation should be fully aware of what is possible and not possible and not make unreasonable demands after reaching their destination.
- 10) As far as possible one member of the Indian Embassy/High Commission concerned should be included as a member of the Indian delegation. Where it is not possible for the Head of Mission (HOM) to be on the delegation, he may assign one other member of the Mission to do so.
- 11) Missions abroad will receive official Indian delegations, including those transiting through, with due courtesy. Use of the VIP lounge in airports abroad are guided by local protocol practices and so sometimes it may not be possible for the Mission to receive the delegation through this channel, even though the delegation may have availed of this facility when departing from India. Costs incurred by our Missions abroad for such reception/seeing off at airport, travel within the country of their jurisdiction, etc., including booking of cars/taxis for use by members of the delegation will be debited to the Min/Deptt. concerned. Indian Missions abroad will try to fulfil the requirements of the delegation as far as possible and within the constraints placed by the country of their accreditation. However, our delegations should not expect them or their officials to go beyond normal protocol or ethical practices and any other such act as would be damaging to the interests and the image of India in the country of their accreditation.
- 12) Indians travelling abroad are all ambassadors of our nation. Delegations must ensure a minimum dignity and decorum in the conduct of their business abroad. Requests for changes/alterations in the programme mid-way through the visits should be avoided and should be made only in consultation with our Mission.
- 13) Delegation members must ensure that they are physically capable of undertaking journeys abroad, especially to those countries where medical care is not up to the mark and evacuation is not easy due to lack of direct flights to India. Those with chronic problems should carry sufficient quantities of the requisite medication. Delegation members should not expect Indian/home-type food wherever they travel and may consider avoiding such travel, if they are extremely particular about their dietary habits.

FOR VISITORS COMING TO INDIA

- 1) Ministry of External Affairs/Indian Missions abroad should be kept informed about the official visits to India from abroad including details of delegation members. The passport details of the members of the delegation should be sent to Indian Missions abroad for issue of visas. The concerned Ministry/Deptt. should also inform the sending side to get in touch with the Indian Mission along with this information.
- 2) A letter of invitation is required by the sending side which should be sent by the host Ministry/Deptt. at the earliest through MEA or through our Mission abroad. The letter should clearly specify the number of people invited, duration stay in India, terms of offer of the invitation - whether both local hospitality and international airfare is being offered or the invitation is confined to local hospitality only.
- 3) The programme in India should be drawn up keeping in mind the type and level of treatment meted out to a similar Indian delegation, if any, that might have visited that country earlier. For example, other than for Head of State/National level visits, there is no need to provide special aircraft for internal travel within the country which should be done on commercial air flight or train. The level at which the delegation should be met and the VVIP visitors the delegation may call on should be finalised in consultation with MEA.
- 4) MEA will provide on request, country note and political briefs for all level of visitors. For very high-level visitors MEA may even suggest talking points and points to be included in speeches, if any. For other visitors, the concerned Ministry/Deptt. will have to formulate talking points according to the subject of the discussion and incorporating the points mentioned in the political brief supplied by MEA. Any agreement/MOU/Protocol/Memorandum of Consultation envisaged during the visit abroad should first be cleared by MEA and MEA must be kept fully in the picture for any agreement which have any bilateral or multilateral implications.
- 5) All arrangements at the international and national airports, hotels, air bookings, cars, etc., for the visitors, will have to be made by the receiving side, and if necessary, in consultation with Protocol Division of MEA (for Delhi only) and with State Government Protocol for places outside Delhi.
- 6) MEA must be consulted on level of the visitor/visitors and its advice on these matters is binding even if the Embassy/High Commission of the visiting delegation feels otherwise.

CONTACTS WITH FOREIGN EMBASSIES/HIGH COMMISSIONS/  
CONSULTATES IN INDIA

- 1) Ministries/Departments of the GOI as well as of State Governments and Union Territories must follow the guidelines laid down from time to time by Cabinet Secretary regarding contacts with foreign missions and diplomats in India.

2) As a general rule it is good to keep the concerned Territorial Division informed prior to meeting with diplomats of foreign Embassies/High Commissions in Delhi.

TERRITORIAL DIVISIONS

IPA DIVISION: Pakistan, Afghanistan and Iran.

BSM DIVISION: Bangladesh, Myanmar, Sri Lanka and Maldives.

ASEAN-SOUTH EAST ASIA DIVISION: Indonesia, Singapore, Malaysia, Thailand, Philippines, Brunei, Laos, Cambodia and Vietnam.

ASIA-PACIFIC-DIVISION: Australia, New Zealand, Japan, North Korea, South Korea, Fizi and Pacific Islands.

NORTH-EAST-DIVISION: Nepal, Bhutan, China, Hong Kong and Mangolia.

CENTRAL ASIA DIVISION: Kazakhstan, Kyrghyzstan, Uzbekistan, Turkmenistan, Tadzhakistan and Turkey.

GULF DIVISION: Kuwait, Iraq, Baharin, Qatar, Oman, Saudi Arabia, Yaman and U.A.E.

WANA DIVISION: Syria, Lebanon, Jordan, Israel, Libya, Egypt, Tunisia, Algeria, Morocco, Somalia, Sudan, Djibouti, Sharawi Arab Republic and State of Palestine.

AFRICA DIVISION: African countries excluding countries of North Africa under WANA Division.

EUROPE EAST DIVISION: Poland, Hungary, Czech Republic, Slovak Republic, Russia, Bulgaria, Romania, Latvia, Lithuania, Estonia, Azerbaijan, Ukraine, Moldova, Belarus, Georgia, Armenia and countries of former Yugoslavia.

EUROPE WEST DIVISION: UK, Portugal, Spain, France, Germany, Belgium, Nitherlands, Denmark, Luxembourg, Switzerland, Austria, Italy, Greece, Cyprus, Finland, Sweden, Norway, Ireland and Iceland.

AMS DIVISION: Canada and the USA.

LAC DIVISION: Mexico, Central American countries, Carribean countries and South American countries.

UN DIVISION: Matters related with UN.

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ANNEXURE II

No.F.19036/1/92-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
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New Delhi, the 31st January, 1992.

OFFICE MEMORANDUM

Subject:- Deputation of officials abroad - instructions regarding.

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In continuation of this Ministry's O.M. of even No. dated the 21st January, 1992, delegating powers to the Ministries/ Departments to clear deputation cases of officials upto the level of Joint Secretary and below, the undersigned is directed to say that each Ministry/Department would, hereafter be required to submit for each quarter a report on deputation cases cleared under the delegated powers - starting from the quarter ending 31st March, 1992 - as in the proforma enclosed. Report in the proforma should reach Secretary (Expenditure) with a copy to Cabinet Secretary within a week of the completion of each quarter.

2. The Report should also indicate details of cases even where the expenditure is not borne by the Government of India but is being borne by an outside agency, wholly or partially.

3. In case of a composite delegation headed by Secretary/ Additional Secretary and comprising officers of the level of Joint Secretary and below, the proposal should not be split. In such cases, proposal of the composite delegation should be referred to the Screening Committee as in the proforma prescribed vide this Ministry's O.M. No.19036/4/91-E.IV, dated the 25th June, 1991 through concerned Financial Advisers.

4. It is further clarified that all cases of deputation of Secretary/Additional Secretary level officers including those where the expenditure is to be borne by an International Agency fully or partially, would continue to be submitted to the Screening Committee for their approval atleast 15 days before the intended date of departure through the concerned Financial Adviser.

5. Cases of all non-officials as also the composite delegations which include non-officials and in whose case the expenditure is to be borne by the Government of India would continue to be referred to the Screening Committee for approval for obtaining the orders of the Prime Minister.

6. All cases of deputation falling within the delegated powers will be considered only after obtaining the advice of the Financial Adviser concerned. Similarly, all cases of deputation should be referred to the Screening Committee through the Financial Advisers.

7. From time to time, standard D.A. rates as admissible in different countries have been laid down by the Ministry of External Affairs. While issuing sanctions these rates should be kept in view. The scale of entertainment allowance, contingencies and excess baggage have also been laid down by this Department. It may, kindly be ensured by the respective Financial Advisers that while issuing sanctions these limits are not exceeded. For sake of convenience the rates are mentioned below:-

Where it is obligatory to host lunch/dinner by the delegation, the rate of entertainment allowance admissible will be as under :-

Minister	Rs.7,500/-
Secretary to the Government of India	Rs.6,000/-
Additional Secretary	Rs.4,500/-

Contingencies

If the delegation is headed by Minister/Secretary Rs.200/- per day for the delegation as a whole. In case the delegation is led by Additional Secretary/Joint Secretary the amount will be restricted to Rs.100/- per day. No additional amount would be admissible for inland travel.

Excess baggage

Only 5k.g. is permitted in genuine cases where the duration of stay abroad exceeds 7 days.

8. Hindi version of this O.M. is enclosed.

sd/-  
(J.P.PATI)  
DIRECTOR (EG)  
Tel:3012744

To

All Ministries/Departments of Government of India.

Copies for information to all the Financial Advisers (by name). They are requested to ensure that while considering cases under the delegated powers or otherwise the above set of instructions are scrupulously followed and under no circumstances the sanctioned budget for foreign travel should be exceeded.

sd/-  
(J.P.PATI)  
DIRECTOR (EG)  
Tel:3012744

SECRET

No.21/1/1/82-Cab.  
 GOVERNMENT OF INDIA (BHARAT SARKAR)  
 CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)

New Delhi, the 16th August, 1982  
 25 Sravana, 1904(S)

To

The Chief Secretaries to the State  
 Governments/Union Territories.

Subject : Guidelines regarding foreign travel of Ministers of State Government and Union Territories, Members of State Legislatures and Union Territories and State Government officials.

Sir,

I am directed to say that reference are received from time to time from State Governments for giving clearance to visits abroad of Ministers of State Governments in their official capacity or of Members of State Legislatures or of officials as members of official delegations or on invitation by foreign Governments or organisations. In this connection the following guidelines are being indicated which may be followed in the future in all such cases in respect of travel abroad of the aforesaid categories of persons:-

- (i) All proposals for visits of members of State Governments abroad in their official capacity will be sent by the State Government addressed to Secretary to Government of India in the Ministry of Finance, Department of Economic Affairs for approval and release of foreign exchange, and copies of the letter would be endorsed to:-

1. Ministry of External Affairs;
2. Central Administrative Ministry concerned with the subject matter of the visit; and
3. Ministry of Home Affairs.

It may be noted that MHA have also to consider applications under FCRA specifically when foreign hospitality or financial assistance is involved. It is the responsibility of the person concerned to obtain this clearance where such hospitality is involved.

This procedure will be applicable even in the case of proposals where the expenditure is borne by State Public Sector Undertakings or Corporations.

- (ii) In case of official delegations their composition and background of the members may be indicated.
- (iii) The work proposed to be transacted in each place of visit together with duration may be indicated, specially where official meetings are to take place with functionaries of foreign Governments. It would be appreciated that keeping in view the need for conserving foreign exchange, the duration of stay abroad should be the minimum necessary.



- (iv) On receipt of recommendations from the different concerned Ministries, Department of Economic Affairs will consolidate the case and issue final orders regarding clearance of the visit, the number of persons to go abroad, the places to be visited and duration of visit at each place.
- (v) Department of Economic Affairs will thereafter issue instructions to the Reserve Bank of India for release of foreign exchange towards personal incidentals. Simultaneously, Ministry of External Affairs would be advised to issue instructions to the Missions for release of Daily Allowance and other allowance as per rates prevalent in the country of visit and also for extending appropriate courtesies to the official delegations.
- (vi) On the basis of formal clearance from the Deptt. of Economic Affairs, State Government would issue necessary formal deputation orders endorsing copies thereof to all concerned Ministries of the Central Government and our Missions in the places to be visited. The number and date of clearance received from the Department of Economic Affairs should be quoted in the deputation orders. Without the Department of Economic Affairs reference number, the Missions will not be in a position to honour these deputation orders.
- (vii) 1. In places of visit where there are no Missions, or if otherwise DA etc. is required to be released in India itself, a certificate of entitlement may be obtained from the Ministry of External Affairs and forwarded to the Department of Economic Affairs for release of foreign exchange.
2. In making a reference to the Department of Economic Affairs, the name of the branch of the Reserve Bank of India from where the foreign exchange is required to be released should be clearly indicated.
- (viii) Within three weeks of the completion of the visit, the leader of the delegation should send a report to the Ministry of Finance, Department of Economic Affairs with copies to the Ministry concerned with the subject matter of the visit.

2. Attention is drawn in this connection to the provisions of the Foreign Contribution (Regulation) Act of 1976 which lays down certain restrictions on acceptance of foreign hospitality. Prior permission of the Central Government is necessary before such hospitality (which includes travel assistance or concession) can be accepted by a Minister, Member of Legislature, office bearer of a political party, Government servant or employee of a Corporation. In cases where foreign hospitality is involved, including travel expenses, therefore, specific and prior clearance of the Ministry for Home Affairs is required before any acceptance is conveyed. A separate reference in the prescribed form FC.2 indicating the source from which the travel and stay expenses are proposed to be met should be made directly to that Ministry well in time.

3. The above instructions may please be brought to the notice of the Chief Minister, all Ministers and other officials.

Yours faithfully,

sd/-

(Prem Kumar)

Additional Secretary to the Cabinet

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CONFIDENTIAL

No.21/1/1/82-Cab.  
 GOVERNMENT OF INDIA (BHARAT SARKAR)  
 CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)

New Delhi, the 12th May, 1983  
 22 Vaisakha, 1905(S)

Subject : Payments by Indian Missions abroad delegations/  
 deputations of State Governments.

The undersigned is directed to refer to Ministry of External Affairs O.M. No.Q/757/119/Accounts II/82 dated 15th April, 1983 on the above subject wherein it has interalia been mentioned that despite the instructions contained in this Secretariat O.M. No. 21/1/1/82-Cab. dated the 16th August, 1982 in respect of foreign travel of Ministers of State Governments and Union Territories, Members of State Legislatures and Union Territories and State Government officials, the Governments sometimes send delegations abroad in anticipation of the approval of the Ministry of Finance and the Indian Missions have to perform to make payments so that there is no embarrassment to the VVIPs/senior officers and the Missions are not unnecessarily blamed for discourtesy and poor performance.

2. The Ministry of External Affairs had also brought to our notice the views expressed by the Ministry of Finance on the suggestion of the Ministry of External Affairs that the Head of Missions may be authorised to make interim payments to delegations/deputations sponsored by the State Governments which proceed abroad in anticipation of the approval of the Ministry of Finance. This suggestion was examined in this reference to the instructions on the above subject. This Secretariat agree with the Ministry of Finance that the payments to the State Government's Ministers or members of State Legislatures should be made only on receipt of specific instructions from them and it would not be advisable for delegation of this authority to our Missions. Apart from other reason this would tend to detract from the procedures as set out in the guidelines contained in this Sectt. O.M. No.21/1/1/82-Cab. dated 16.8.82. We would suggest however, that Finance Ministry may lay down a time table internally for clearance of cases of this nature so that delay is avoided; and State Governments advised to send such proposals well in advance to as to avoid embarrassment. Suitable ways may have to be devised for quick processing of urgent cases.

2. A copy of this O.M. is being endorsed to Secretary, Deptt. of Economic Affairs for information and urgent necessary action.

sd/-  
 (K. Ramiah)  
 Deputy Secretary to the Cabinet

Ministry of External Affairs,  
 (Shri S. Sabharwal, Under Secretary (Finance III) ),  
 New Delhi.

Copy to Ministry of Finance (Deptt. of Economic Affairs  
 (Shri R.P. Kapur, Joint Secretary) for information and necessary  
 action.

sd/-  
 (K. Ramiah)  
 Deputy Secretary to the Cabinet

PREM KUMAR  
ADDITIONAL SECRETARY  
Tele : 375288

ANNEXURE - V

D.O.No. 21/1/1/82-Cab.

12th May, 1983

My dear Kapur,

Kindly refer to this Secretariat O.M.No.21/1/1/81-Cab. dated the 16th August, 1982 regarding guidelines in respect of foreign travel of Ministers of State Government and Union Territories, Ministers of State Legislatures and Union Territories and State Government officials - a copy of which was endorsed to you. In the endorsement to the letter addressed to the Chief Secretaries to the State Governments and Union Territories, it was inter-alia mentioned as follows :

"(iv) Before issuing final orders regarding the visit, the number of persons to go abroad, the place to be visited and duration of visit at each place, Ministry of Finance (Deptt. of Economic Affairs) would refer each proposal to the Prime Minister's Office for obtaining the clearance of Prime Minister."

2. In this connection it is clarified that it is not the intention that proposal relating to the visit of State Government Officials should have the clearance of the Prime Minister. Such clearance would be necessary only in cases relating to travel by Ministers of State Government or Members of Legislature. This may kindly be kept in mind while processing proposals received from State Governments.

Yours sincerely,

Sd/-  
( Prem Kumar )

Shri R.P. Kapur,  
Joint Secretary,  
Deptt. of Economic Affairs,  
New Delhi.

Copy forwarded for information to :

1. Shri K.M. Lal, Joint Secretary (PP), Ministry of External Affairs, New Delhi.
2. Shri L.M. Gupta, Joint Secretary, Ministry of Home Affairs.

Sd/-  
( Prem Kumar )