

No. 21/1/82-Cab.

GOVERNMENT OF INDIA (BHARAT SARKAR)  
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALYA)

New Delhi, the 16<sup>th</sup> August, 1982

25<sup>th</sup> 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 and State Government officials.**

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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 officials 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.

I may be noted that MHA have also to consider application under FCRA specifically when foreign hospitality or financial assistance is involved. It is the responsibility of the person concerned 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 place 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 countries to the official

delegations.

- (vi) On the basis of formal clearance from the Department 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 place of visit where there are no Missions, or otherwise DA etc. 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 of 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 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 rally, Government servant or employee of a Corporation. In vases 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 for F.C. 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.

No. 21/1/82-Cab.

GOVERNMENT OF INDIA (BHARAT SARKAR)  
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALYA)

New Delhi, the 12<sup>th</sup> May, 1983

22<sup>nd</sup> Vaisakha, 1905 (S)

**Subject:- Payment by India Mission abroad delegations/deputations of State Government.**

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

The Ministry of External Affairs has 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 Secretariat O.M. No. 21/1/82-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 to be devised for quick processing of urgent cases.

2. A copy of this O.M. is being endorsed to Secretary, Department 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.

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Copy to Ministry of Finance (Department 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

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

12<sup>th</sup> May, 1983

My dear Kapur,

Kindly refer to this Secretariat O.M. No. 21/1/1/82-Cab. Dated the 16<sup>th</sup> August, 1982 regarding guidelines in respect of foreign travel of Ministers of State Government and Union Territories, Members of State Legislatures and Union Territories and State Governments 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 memorandum 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 paise Ministry of Finance (Department 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 would 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 proposal received from State Governments.

Yours sincerely,

Sd/-  
**(Prem Kumar)**

Shri R.P.Kapur,  
Joint Secretary,  
Department 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)**

**Subject:- Instructions/Guidelines regarding 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 and Union Territories and State Government officials.**

Will all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana kindly refer to the subject noted above?

2. Government of India have been issuing guidelines and instructions from time to time about travel abroad of different categories of personnel. These instructions were further circulated by the Political Department and latest instructions in this regard were sent vide U.O. No. 4/11/93-Pol.(1P), dated the 2<sup>nd</sup> August, 1994.

3. Now, the Government of India, Cabinet Secretariat vide their letter No. 21/1/7/94-Cab., dated the 30<sup>th</sup> March, 1995 (copy enclosed) have issued comprehensive set of guidelines and instructions in supersession of earlier instructions/guidelines on the subject.

4. They are requested to bring these instructions/guidelines to the notice of all the Boards/Corporations and all other concerned under their administrative control, for compliance.

Sd/-

(Joginder Pal)

Under Secretary Political,

for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners/Commissioners and Secretaries to Government, Haryana.

U.O. No. 4/7/95-Pol(1P) Dated Chandigarh the 15<sup>th</sup> May, 1995

A copy, each, is forwarded to the Principal Secretary/Special Principal Secretary/Deputy Principal Secretary/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister, Ministers, Ministers of State and Chief Parliamentary Secretary for the kind information of the Hon'ble Chief Minister, Ministers, Ministers of State and Chief Parliamentary Secretary.

Sd/-

(Joginder Pal)

Under Secretary Political,

for Chief Secretary to Government, Haryana.

To

The Principal Secretary/Special Principal Secretary/Deputy Principal Secretary/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister, Ministers, Ministers of State and Chief Parliamentary Secretary.

U.O. No. 4/7/95-Pol(1P) Dated Chandigarh the 15<sup>th</sup> May, 1995

Endst. No. 4/7/95-Pol(1P) Dated Chandigarh the 15<sup>th</sup> May, 1995

A copy is forwarded to the Secretary, Haryana Vidhan Sabha, Chandigarh for information and necessary action.

Sd/-

(Joginder Pal)

Under Secretary Political,

for Chief Secretary to Government, Haryana.

No. 21/1/7/94-Cab.

**GOVERNMENT OF INDIA (BHARAT SARKAR)**  
**CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)**

New Delhi, the 30<sup>th</sup> March, 1995

9 Chaitra, 1917 (S)

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**OFFICE MEMORANDUM**

**Subject:- Instructions/Guidelines regarding 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 and Union Territories and State Government officials.**

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 Ministries/Personal Staff of Ministers.**

- (i) Proposal relating to visits abroad of Central Ministers (Cabinet Ministers, Ministers of State holding independent charge, Minister of State of 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 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 out side happens to be the co-Chairman.
- (vi) Minister level visits in respect to invitations from various non-governmental bodies would not be advisable unless specifically recommended by MEA and out 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-etc. not advised.
- (viii) Deputation proposal 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 not intended to replace technical officials of the Department.

Requests 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 delegation 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 if gifts be decided in consultation with the Mission/territorial Division/MEA Protocol. Such consultation should 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 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 become 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 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 Advisor 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 Advisors. 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 Government etc. should also be submitted to the Screening Committee of Secretaries for approval.

- (iv) In case 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 proposals 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, advisors/consultants in the International bodies of which India is a members.
- (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 Advisor, along with 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 Advisors 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 along with the other relevant information like the number of tours undertaken by those 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 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 31<sup>st</sup> 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 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 T.A. 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.

**3. Composite Delegation consisting of Central Ministers and Officers.**

- (i) In the case of composite delegations consisting of Central Ministries 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. In the delegation is to be led by a Central Committee that the delegation will be led by the Minister and names of all the Officers to be deputed including those coming within the purview of the delegated powers should be mentioned.
- (ii) In respect of a Central Ministry 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 combining 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 to be made by the Minister for Parliamentary Affairs in consultation with Minister-in-charge 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 and 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 of 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 Annexure-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 visit abroad except under the circumstances mentioned in the succeeding paragraph.
- (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 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 invitations 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, advisors/consultants to the International Bodies of which India is a members.

**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 delegations 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 Ministry 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 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.

Sd/-  
(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.

Sd/-  
(B.B.TANDON)  
Additional Secretary to the Cabinet.

**Guidelines for Ministries/Departments of Government 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 Division 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 interest, 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 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/Department 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 Ministry/Department 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 in 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 case of large delegations, since the concerned Mission will not have sufficient funds to cater to the entire needs of the delegation to be collected prior to their departure from India, the concerned Ministry/Department 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/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 security passes for the restricted areas of the airport must be made well in advance by the sending Ministry/Department in consultation with the Protocol Division of MEA.
- (9) MEA and/or our Missions abroad will try to make arrangements for India 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 Ministry/Department 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 to 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 India 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) Mission abroad will receive official India 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. 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/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 to lack of direct flights to India. Those with chronic problems should carry sufficient quantities of the requisite medication. Delegation members should not expect India/home-type food wherever they travel and may consider avoiding such travel, if they are extremely particular about their dietary habits.

#### **For visitors coming of India**

(1) Ministry of External Affairs/India Mission abroad should be kept informed about the official visits to India from including details of delegation members. The passport details of the members of the delegation should be sent to India Mission abroad for issue of visas. The concerned Ministry/Department should also inform the sending side to get in touch with the India Mission along with this information.

(2) A letter of invitation is required by the sending side which should be sent by the host Ministry/Department at the earlier through MEA or through out Mission abroad. The letter should clearly specify the number of people invited, duration stay in India terms of offer of the Invitation-where 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 within the country which should be done on commercial air flight or train. The level at which the delegation 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/Department 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.

## **Contracts with foreign Embassies/High Commissions/consulates 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 DIVISIN: Pakistan, Afghanistan and Iran.**

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

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

**ASIA-PACIFIC-DIVISION: Australia, New Zealand, Japan, 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, Grech Republic. Slovac Republic, Russia, Bulgaria, Romania, Latvia, Lithuania, Estonia, Azerbaijan, Ukraine, Balarus, Georgia, Armenia and countries of former Yugoslavia.**

**EUROPE WEST DIVISION: UK, Portgal, Spain, France, Germany, Belgium, Nitherlands, Denmark, Luxemburg, Switzerkand, Austria, Greece, Cypurs, 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.**

**No. F. 19036/1/92-E.IV**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF EXPENDITURE**

**New Delhi, the 31<sup>st</sup> January, 1992**

**OFFICE MEMORANDUM**

**Subject:-      Deputation of officials abroad-instructions regarding.**

In continuation of this Ministry's O.M. of even No. dated the 21<sup>st</sup> January, 1992, delegation powers to the Ministries/Departments to clear deputation cases of officials up to the level of Joint Secretary and below, the undersigned is directed to say that each Ministry/Department would, hereafter be required to submit for cash quarter a report on deputation cases cleared under the delegation powers-starting from the quarter ending 31<sup>st</sup> 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 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 25<sup>th</sup> June, 1991 through concerned Financial Advisors.

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 at least 15 days before the intended date of departure through the concerned Financial Advisor.

5.                Cases of all non-officials as also the composite delegation 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 Advisor concerned. Similarly, all cases of deputation should be referred to the Screening Committee through the Financial Advisors.

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 Advisors 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. 7500/-

Secretary to the GOI   Rs. 6000/-

Additional Secretary   Rs. 4500/-

### **Contingencies**

If the delegation is headed by Minister/Secretary Rs. 200/- per day for the delegation as a whole. In case the delegation 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 5. k.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)**

To

All Ministries/Departments of Govt. of India.

Copies for information to all the Financial Advisors (by name). They are requested to ensure that while considering cases under the delegation 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)**

**Subject:- Instructions/Guidelines regarding 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 and Union Territories and State Government officials.**

Will all the Financial Commissioners Haryana and all the Administrative Secretaries to Government, Haryana kindly refer to the Political Department's U.O.No. 4/7/95-Pol(1P) dated the 23<sup>rd</sup> August, 1995 and even Nos. dated 21.9.95, 26.4.96, 1.10.97 and 28<sup>th</sup> January, 1998 forwarding there with guidelines/instructions issued by the Government of India, Cabinet Secretariat on the subject noted above?

2. Sh. Yashwant Sinha, Finance Minister, Government of India, New Delhi vide his D.O. letter No. 32/142/EC/99, dated the 20<sup>th</sup> Dec., 1999 has stated that in many cases the procedural requirements are not being followed and on the some occasions, Ministers/officials have proceeded abroad without the prior approval of the GOI. Thus, large scale violation of rules and guidelines spread across the States is being made. In a number of cases, the concerned Ministers and officials have drawn higher daily allowances applicable to PSU officers travelling on business purposes. This is highly irregular. Comptroller and Auditor General of India has, therefore, suggested the need for greater scrutiny and review of instructions applicable to foreign travel. He has, therefore, stressed to ensure that all proposals for visits abroad, conform to the guidelines and the procedural requirements keeping in view the observations made by the Comptroller and Auditor General of India. He has also made it clear that in future, it would not be possible for the GOI to accord ex-post-facto approval of foreign visits undertaken by Ministers/officials of State Governments unless these are justified by exceptional circumstances. Expenditure incurred on such visits having no prior approval may be treated as unauthorised expenditure. A copy of this D.O. letter along with its enclosures is attached herewith.

3. It is, therefore, requested that these guidelines may be brought to the notice of all concerned including Boards/Corporations for strict compliance and they may also be instructed that the foreign visits for official purposes by Ministers/officials of the State Government should be undertaken only after obtaining approval from the GOI, Department of Economic Affairs.

Sd/-

Under Secretary Political,  
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 4/7/95-Pol(1P)      Dated Chandigarh the 21<sup>st</sup> Jan., 2000

YASHWANT SINHA

**Finance Minister, India, New Delhi**  
**December 20, 1999**

**Dear Shri Chautala,**

Kindly refer to my predecessor's DO letter No. F.32/186/EC/97, dated December 10, 1997 (copy enclosed for ready reference) requesting you to ensure that all proposals for visits abroad of Ministers and officials conform to the guidelines and the procedural requirements.

Despite this, we still find that in many cases, the procedural requirements are not being met and on some occasions, Ministers/officials have proceeded abroad without the prior approval of the GOI. The Comptroller and Auditor General of India vide his letter dated November 15, 1999 (copy enclosed) has now indicated that the Audit findings reveal large scale violation of rules and guidelines spread across the States, which include travelling abroad without prior approval of the GOI/Prime Minister and in a number of cases even post-facto sanctions were not obtained by the State Governments. Comptroller and Auditor General of India has also indicated that in some cases, the sanction orders of the State Government wrongly provided for example, in a number of cases, the concerned Ministers and officials had drawn higher daily allowances applicable to PSU officers travelling on business purposes. This is higher irregular. Comptroller and Auditor General of India has, therefore, suggested the need for greater security and review of instructions applicable to foreign travel.

This matter has been viewed with earlier too. In the circumstances, I am writing again to request you to ensure that all proposals for visits abroad, conform to the guidelines and the procedural requirements keeping in view the observations made by the Comptroller and Auditor General of India. I may like to add that, in future, it would not be possible for us to accord ex-post-facto approval of foreign visits undertaken by Ministers/officials of State Governments unless these are justified by exceptional circumstances. Expenditure incurred on such visits having no prior approval may be treated as unauthorised expenditure. You may like to instruct all concerned that foreign visits for official purposes by Ministers/officials of the State Government should be undertaken only after obtaining approval from the GOI, Department of Economic Affairs.

With regards.

Yours sincerely,

Sd/-  
(YASHWANT SINHA)

Sh. Om Parkash Chautala,  
Chief Minister, Haryana, Chandigarh.

**December 10, 1997**

**Dear**

From time to time the Cabinet Secretariat has issued instructions/guidelines regarding of Ministers of State Governments and Union Territories. Member of State Legislatures and Union Territories and State Government officials. These have been followed up by instructions/guidelines issued by the Department of Economic Affairs, Ministry of Finance.

The guidelines for considering such proposals regarding travel abroad are enclosed.

In terms of procedural requirements it has been emphasised that the proposals are required to be submitted to the Department of Economic Affairs at least three weeks in advance as otherwise it would be difficult for this department to obtain and convey clearance of such proposals in time. Where the visits are to be undertaken by the Ministers, it is also necessary for us to ensure that since such proposals require the Prime Minister's approval, there is adequate time for consideration of these proposals in the PMO and the requirement is that such proposals reach the PMO at least five days before the visit is to commence.

Despite these instructions from the Cabinet Secretariat and the Department of Economic Affairs, we are finding that in many cases, the procedural requirements are not met, quite often the purpose of the visit does not conform to the guidelines and on some occasions, Ministers/officials have proceeded abroad without waiting for the necessary approvals. This matter has been viewed with concern by the Prime Minister.

At the instance of the Prime Minister, I am writing to request you to ensure that all proposals for visits abroad conform to the guidelines and the procedural requirements.

With regards.

Yours sincerely,

Sd/-  
(P. CHIDAMBARAM)

All Chief Ministers of  
States/Union Territories.

**Guidelines for considering proposals regarding travel abroad by Ministers of State Govt.s/Union Territories, Members of State Legislatures/Union Territories and State Government officials.**

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**Study Tours/explanatory visits**

- (i) Visits abroad for gathering general information or knowledge which are in the nature of general purpose study needs not be approved in any circumstances.
- (ii) If, however, the study tour abroad is related to any pending scheme of development in the State, such a visit may be approved for a period not exceeding 10 days provided some specific issue or aspect need to be studied. In such cases, the visit abroad will be approved only if the development project is an approved one and is covered by Plan allocation.
- (iii) Pre/post conference study tours would be restricted to six days duration only. Such pre/post conference study tours would be allowed only when they are on the nature indicated at (ii) above.
- (iv) In the case of delegations participating in the Commonwealth Parliamentary Conferences, the duration of study tours would be restricted to six days and three countries, excluding travel time.

**Visits abroad on hospitality basis.**

Visits abroad on an invitation from a private source/organisations would not be encouraged/approved. Visits on hospitality basis will, however, be regulated keeping in view the following criteria:-

- (i) Invitation should have been received either from a foreign Govt. or from an international body (like UN and its specialised agencies, recognised international organisations, regional groups or any other such body with the approval of the Ministry of External Affairs, etc.). These should have been received through Ministry of External Affairs.
- (ii) In case of national political parties, the expenditure relating to international travel should be borne by the concerned political parties/individuals, etc. as the case may be, and not by any foreign government/organisation etc.
- (iii) In the case of Ministers, the invitations should bear a relationship to their portfolio.
- (iv) Invitation should have been extended on some important occasions like National Day, or on anniversary, etc., being celebrated by the host country. The period should not exceed normally 2 weeks.

**Visits abroad for attracting NRI investment/external assistance/finalising collaboration agreement.**

**(a) NRI Investment**

- (i) The projects (promoted) by the State Governments in the State Sector should be approved plan projects covered by plan allocations.
- (ii) Sufficient advance planning should have been before delegations are sent for attracting NRI investment for specific projects.
- (iii) Chief Ministers/Ministers need not be excluded from undertaking the visits.

**(b) External Assistance**

Separate visits abroad by Ministers of State Governments/Officials to negotiate external assistance for such projects need not be approved as the subject is within the purview of the Central Government which coordinates all external assistance.

**(c) Collaboration agreements**

Collaboration agreement proposals both from the public sector and private sector are considered on merits of each case. Among other things, profitability aspect of the proposal is to be justified in each case. Negotiations with foreign parties in connection with collaboration agreements are matters which are required to be carried out by technical authorities connected with the project. While giving its approval in principle, in these cases, GOI indicates broad parameters within which agreement has to be finalised with the overseas parties. In cases where any change is sought by the project authorities they have to seek GOI's approval first. It is, therefore, proposed that the visits abroad by Ministers/Chief Ministers for discussions/negotiations in connection with collaboration agreements need not be encouraged.

**V.K.SHUNGLU**

**Comptroller & Auditor General of India  
10, Bahadur Shah Zafar Marg,  
New Delhi-110002 No. 150-CAG/1999  
November 15, 1999**

**Dear Finance Minister,**

A review of the expenditure on foreign travel undertaken by State Government Ministers, Officers and Members of the Legislatures was carried out and findings were included in the Audit Report of the respective State Governments for the year 1997-98. Most of these reports have been laid on the table of the respective State Legislatures and may be examined by the concerned Public Accounts Committees. I write specially to focus on some aspects of foreign travel which arose from this Review and which concern the Central Govt. Foreign travels of all categories of persons mentioned above are regulated by the Govt. of India. Rules and guidelines are framed by Government of India.

2. Audit findings reveal large scale violation of rules and guidelines spread across the States. These include travelling abroad without prior approval of the Govt. of India/Prime Minister. In a number of cases even post-facto sanctions were Minister.

3. Sanction issued by the State Governments were very deficient, some did not convey any specific rates or allowances not admissible. Similarly details of members of delegation, place and period of stay abroad were not mentioned. Darjeeling Gurkha Hill Council in West Bengal prescribed their officers and Ministers its own scales of allowance which were substantially higher than the rates prescribed by the GOI. There were a number of cases where Government officers and even Ministers has drawn the higher DA, allowed for business travel of PSU officers, and not permitted for the Government officers. For such drawl rules provide for submission of accounts for the expenditure and not such accounts were rendered. In short, there was a systematic defiance of the foreign travel rules and guidelines issued by the Government of India and these violations remain unchecked. The excess/inadmissible authorisations of various kinds revealed in test audit was Rs. 1.84 crore.

4. Some of the rules that exist today in the GOI guidelines need specific review. For example, the rule regarding Ministers visiting abroad for business promotion or road shows is now violated as a matter of routine.

5. These irregularities suggest the need for (i) greater scrutiny prior to issue of political clearance which enables officers to secure visas, (ii) review of instructions enabling officials travelling abroad to draw daily allowance in India. (iii) Since many officials, in particular, Ministers travel on behalf of Public Sector Enterprises Foreign Exchange dealers (mostly public sector commercial banks) may need to tighten exchange control procedure where foreign exchange is sought for entitlements by corporations for officials and Ministers.

With regards.

Yours sincerely,

Sd/-  
(V.K.SHUNGLU)

Sh. Yashwant Sinha,  
Finance Minister, Government of India,  
North Block, New Delhi.

**No. 1/19/1/2000-Cab.**  
**GOVERNMENT OF INDIA (BHARAT SARKAR)**  
**CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)**  
**Rashtrapati Bhavan**

New Delhi the 3<sup>rd</sup> September, 2004

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to sub para 2(iv) of the endorsement of Cabinet Secretariat's letter No. 21/1/81-Cab. Dated the 16<sup>th</sup> August, 1982 (copy enclosed) which prescribes the procedure to obtain Prime Minister's approval for foreign visits on official account by the Ministers of State Governments/ Union Territories, Members of State Legislatures/ Union Territories and State Government officials and to say that this procedure stands modified to the extent that in respect of cases relating to foreign visits of Ministers of State Governments/UTs and MLAs/MLCs, the consolidated views of the departments, including the Ministry of External Affairs (for political clearance) and Ministry of Home Affairs (for FCRA clearance if necessary) would be submitted by the Department of Economic Affairs to the Screening Committee of Secretaries, which in turn will give its recommendation to the Finance Minister for final orders.

2. It is requested that the above modifications in the existing procedure may please be brought to the notice of all concerned.

Sd/-  
(K.L.SHARMA)  
Deputy Secretary to Cabinet.

To

All Secretaries to the Government of India.

Copy to: All Chief Secretaries to the State Government/Union Territories.

Sd/-  
(K.L.SHARMA)  
Deputy Secretary to Cabinet.

**GOVERNMENT OF INDIA (BHARAT SARKAR)**  
**CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)**  
**Rashtrapati Bhavan**

**No. 1/19/1/2000-Cab.(VII.III)**

**New Delhi the 25<sup>th</sup> February, 2005**

**OFFICE MEMORANDUM**

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

Sir,

I am directed to state that detailed instructions had been issued to all the State Governments/UTs vide this Secretariat O.M. No. 21/1/81-Cab. Dated 16<sup>th</sup> August, 1982 regarding foreign travel by Chief Ministers/Ministers of State Governments/Union Territories/Members of State Legislatures/Union Territories and State Government officials. These instructions were further amended vide this Secretariat OM dated 3<sup>rd</sup> Sept., 2004 and dated 2<sup>nd</sup> Nov., 2004. A copy each of these communications is enclosed for ready reference. Instances have been brought to the notice of the central government wherein the prescribed procedures have not been followed while clearing such proposals for foreign travel by various dignitaries. In view of this, it is requested that the relevant instructions may please be disseminated to all concerned for information and compliance.

Yours faithfully,

Sd/-

(Shatrughn Singh)

Joint Secretary to the Cabinet.

Shri Sunil Ahuja,  
Chief Secretary Govt. of Haryana Secretariat,  
Chandigarh.



**No. 1/19/1/2000-Cab.**  
**GOVERNMENT OF INDIA (BHARAT SARKAR)**  
**CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)**  
**Rashtrapati Bhavan**

**New Delhi the 2<sup>nd</sup> November, 2004**

**OFFICE MEMORANDUM**

**Subject:- Guidelines regarding foreign travel by the Chief Ministers of State or Union Territories.**

In continuation of this Secretariat memo of even number dated the 3<sup>rd</sup> Sept., 2004, the undersigned is directed to say that the proposals relating to foreign travel by the Chief Ministers of States/Union Territories would continue to be submitted for Prime Minister's consideration as per existing guidelines.

2. It is requested that the above modifications in the existing procedure may please be brought to the notice of all concerned.

Sd/-  
(K.L.SHARMA)  
Deputy Secretary to Cabinet.

To All Secretaries to the Government of India.

Copy to: All Chief Secretaries to the State Governments/Union Territories.

Sd/-  
(K.L.SHARMA)  
Deputy Secretary to Cabinet.

**MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI-110011**

**FOREIGN SECRETARY**

**No. 8232/FS/2007**

**July 2, 2007**

**Subject:- Political clearance for visits of high dignitaries, Ministers and officials of the Central Government, State Governments and Union Territories to countries abroad.**

-----

Dear Secretary/Chief Secretary,

MEA receives a large number of proposals for political clearance for visits abroad by Ministers, other dignitaries and officials of the Central Government/State Governments and Union Territories.

2. To enable expenditure processing of proposals for political clearance, NEA has prepared a proforma seeking necessary information from the sponsoring Ministries/other organisations. A copy is attached. If full information contained in this proforma is provided, MEA will be able to clear such proposals within one week if the concerned India Mission/Missions have already been consulted. If not, we will need two weeks. I shall be grateful if you could issue instructions to concerned officers in your Ministry/Government to send proposals for political clearance to us in future as per this proforma.

Yours sincerely,

Sd/-  
(S.Memon)

All Secretaries of the Centrtal Govt. and  
Chief Secretaries of the State Govts./Union Territories.

Copy to:

1. Cabinet Secretary
2. Principal Secretary to PM

PROFORMA FOR POLITICAL CLEARANCE

PART-I

1.	Visit of: (Name and designation of Leader of delegation)	
2.	Accompanied by: (Please give names & designation of all accompanying members)	
3.	Place and dates of visit	
4.	Purpose of visit (including specific objectives to be achieved/tasks to be completed)	
5.	Whether an invitation received from visiting countries if so, details (please enclose a copy)	
6.	Details of meeting fixed in countries being visited	
7.	Whether concerned India Missions/Posts have been consulted on arrangements and meetings required	
8.	Source of funding for the visit if any foreign hospitality is proposed to be accepted, whether approval of MHA from FCRA angle has been obtained	

PART-I

Comments of India Missions/Posts

PART-I

Recommendation of concerned Territorial Divisions & Coordination Division

**Subject:- Political clearance for visits of high dignitaries, Ministers and officials of the Central Government, State Governments and Union Territories to countries abroad.**

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Will (i) all the Financial Commissioners & Principal Secretaries to Government, Haryana (ii) all the Commissioners & Secretaries to Government, Haryana (iii) Secretary to Governor, Haryana (iv) Secretary, Haryana Vidhan Sabha kindly refer to the enclosed copy of letter No. 8232/FS/2007, dated 2.7.2007 from Foreign Secretary, Ministry of External Affairs, New Delhi on the subject noted above?

2. It is requested that all concerned officers may be directed to send proposals for political clearance to the Ministry of External Affairs in future as per the prescribed proforma enclosed with the above referred letter.

Sd/-  
Superintendent Political,  
for Chief Secretary to Government, Haryana.

To

- (i) All the Financial Commissioners & Principal Secretaries to Government, Haryana
- (ii) All the Commissioners & Secretaries to Government, Haryana
- (iii) Secretary to Governor, Haryana
- (iv) Secretary, Haryana Vidhan Sabha.

U.O.No. 17/8/2007-Pol(2P)

Dated 31.7.2007

A copy is forwarded to the Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries for information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

Sd/-  
Superintendent Political,  
for Chief Secretary to Government, Haryana.

To

The Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O.No. 17/8/2007-Pol(2P)

Dated 31.7.2007

Endst. No. 17/8/2007-Pol(2P)

Dated 31.7.2007

A copy is forwarded to the Foreign Secretary, Ministry of External Affairs, New Delhi with reference to his letter No. 8232/FS/2007, dated 2.7.2007 for information.

Sd/-  
Superintendent Political,  
for Chief Secretary to Government, Haryana.

<<0>>

No. 55/25/2002-S(I)  
From The Chief Secretary to Government, Haryana.  
To All the IAS Officers in Haryana State.  
Dated Chandigarh the 20<sup>th</sup> Sept., 2002  
**Subject:- Submission of application by IAS officers for training/course through the competent/Cadre Controlling Authority.**

<<0>>

Sir,

I am directed to refer to the subject mentioned above and to say that it has been observed by the Government that sometime officers apply directly for some course/training to the concerned organisation/institution and after their selection for the course/training they apply to the Government for grant of permission for visiting abroad which tantamount the violation of instructions issued by the Government of India and State Government. It has now been decided that in future every officer will apply for course/training through the Cadre Controlling Authority and violation of the instructions will be viewed seriously.

Yours faithfully,

Sd/-  
Under Secretary Administration,  
for Chief Secretary to Government, Haryana.

**Subject:- Permission for foreign visits for Ministers, IAS, HCS and other officers-guidelines regarding.**

<<0>>

Will all the Financial Commissioners and the Administrative Secretaries to Government, Haryana kindly refer to the subject noted above?

2. It has been observed that Administrative Departments while sending their proposals regarding foreign visits of Ministers, IAS, HCS and other officers do not indicate the financial liability of the visit and also the details regarding the preparations they have made for fruitfully utilising the visit. The source of funding in connection with

the proposed visit is also not at times mentioned in the proposal. It has also been observed that when visits are at times undertaken without any preparation, no fruitful results are achieved even after incurred expenditure of lakhs of rupees.

3. In view of above, it has been decided as a policy that the Administrative Departments while making any proposal for foreign visit should first prepare the information on the following points:-

- i) Detailed purpose of the visit;
- ii) Details regarding correspondence undertaken and appointments etc. fixed for the achievement of the said purpose;
- iii) Total expenditure involved on the visit and the source of funding;
- iv) Composition of the team and justification in respect of each individual for inclusion in the team;
- v) Names of the countries to be visited and likely itinerary.

The Administrative Department after the approval of the concerned Minister should send the proposal along with above information to the Chief Secretary to Government, Haryana for concurrence.

4. It is, therefore, requested that the above guidelines may kindly be followed strictly in future.

Sd/-

Under Secretary Administration,  
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners and  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 55/27/94-S(I)      Dated Chandigarh the 24<sup>th</sup> June, 1994.

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क्रमांक 3/1/2009-5 S(I)

प्रेषक

मुख्य सचिव, हरियाणा सरकार

सेवा में

मुख्य सचिव, हरियाणा सरकार  
(राजनैतिक विभाग)

दिनांक 28.11.2008

**Subject:- Regarding getting clearance for going abroad in cases other than for training or official work and guidelines regarding foreign travel of Ministers of State Government and Members of State Legislatures and Union and State Government officials.**

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उपरोक्त विषय पर आपके पत्र दिनांक 13.3.09 के सन्दर्भ में ।

2. सूचित किया जाता है कि आप द्वारा उपरोक्त विषय से सम्बन्धित मांगी गई सूचना आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता/-  
अधीक्षक सेवाएं,  
कृते:मुख्य सचिव, हरियाणा सरकार ।