

No. 4/7/95-2POL  
HARYANA GOVERNMENT  
CHIEF SECRETARY'S OFFICE  
POLITICAL AND PARLIAMENTARY AFFAIRS DEPARTMENT

Dated Chandigarh the 8<sup>th</sup> July, 2015

To

1. All the Additional Chief Secretaries to Govt. Haryana.
2. All the Principal Secretaries to Govt. Haryana.

Subject: - Guidelines regarding foreign travel by Chief Minister / Ministers & other functionaries of the State Government/Union Territories.

Sir/Madam

I am directed to refer on the subject noted above and to enclose herewith a copy of letter No. 8902/FS/2015 dated 29<sup>th</sup> May, 2015 received from Foreign Secretary, Ministry of External Affairs, New Delhi which is also uploaded on the website csharyana.gov.in (under Political & Parliamentary Affairs section) for strict compliance of the guidelines/directions given in the letter.

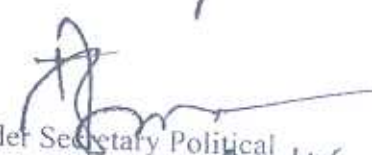
Yours Faithfully,

  
Under Secretary Political

Endst:-No. 4/7/95-2POL

A copy each, is forwarded to the PSCM/SPSCM/APSCM and OSD (JY)/OSD (BD)/Political secretary/Media Advisor/Special Secretaries/Senior Secretaries/Secretaries/ Private Secretaries to Chief Minister/Ministers/Speaker for the information of Hon'ble Chief Minister/Ministers/ Hon'ble Speaker of Haryana Vidhan Sabha Secretariat.

Dated Chandigarh the 8<sup>th</sup> July, 2015

  
Under Secretary Political

Endst:-No. 4/7/95-2POL

A copy is forwarded to from Foreign Secretary, Ministry of External Affairs, New Delhi-110011 w.r.t. their letter No.8902/FS/2015 dated 29<sup>th</sup> May, 2015 for information.

Dated Chandigarh the 8<sup>th</sup> July, 2015

  
Under Secretary Political

CC  
US/CS  
PS/SPS

विदेश सचिव  
FOREIGN SECRETARY



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CS  
23/6-15 No. 8902/FS/2015

May 29, 2015

SPS  
Dear Chief Secretary,

Guidelines formulated by the Union Government on visits abroad by Ministers and other functionaries of State Governments (Cabinet Secretariat O.M. No. 21/1/1/82-Cab. dated August 16, 1982), as modified from time to time, have been circulated and reiterated to the authorities concerned on several occasions. They are intended to maintain coherence between the country's foreign policy and external interaction of States, and include restrictions on accepting foreign hospitality such as by travel assistance or concession.

2. In this regard, all State Governments and Union Territories (UTs) may recall the existing guidelines concerning visits abroad by State functionaries. Attention is invited to para 2 of the above-mentioned O.M., which stipulates requirements of prior permission of the Central Government and observance of FCRA for accepting foreign hospitality.

3. Your attention is drawn to the following in connection with foreign visits of Ministers of State Governments/ UTs:

(i) **Adequate Preparation for Visits:** On many occasions, State dignitaries seek to undertake foreign visits with far reaching economic objectives such as promoting cooperation in trade, investment, tourism, etc. at a rather short notice. It has been our experience that visits undertaken with due preparation and involvement of this Ministry and the concerned Indian Mission/Post in pre-visit planning have more productive engagements and outcomes. Further, arranging official engagements of visiting State dignitaries with assistance of this Ministry or the Indian Mission/ Post in the country concerned, especially if our relationship with the country is a sensitive one, helps ensure that the interaction of the dignitary abroad is in consonance with the Government of India's policy towards that country. Pre-visit consultation with this Ministry/concerned Indian Mission or Post also helps process clearances in a timely manner.



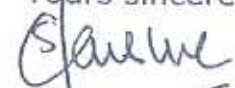


(ii) **Information to MEA/ Indian Missions/ Posts:** It has also been noticed that on occasions, State Government authorities have not informed this Ministry or the Indian Mission/ Post concerned of all elements of official programme of the visiting State dignitary. I would like to point out that Cabinet Secretariat O.M. No. 1/19/2/2014-Cab. dated September 29, 2014 stipulates that the Cabinet Secretariat and this Ministry should be kept informed of the proposed foreign visits, either official or private, of Chief Ministers and Ministers in State Governments/ UTs, prior political and FCRA clearances are mandatory, and that MEA be kept informed of the visit when the same is actually made.

(iii) **Communication with Foreign Authorities:** Instances have also been noticed where State Governments have communicated directly with foreign authorities regarding visit and programme of State dignitaries. Established and prescribed channels of communication with foreign authorities, i.e., through the Ministry of External Affairs/Indian Mission or Post may be followed to avoid miscommunication on elements or arrangements for the visit.

(iv) **Briefing and Follow-up:** MEA and Indian Missions and Posts abroad are mandated to adequately brief the State dignitary before the commencement of the visit abroad. The global reach of over 180 Indian Missions/ Posts can be used by State Governments for follow up, especially on investment and commercial opportunities, as well.

4. Your cooperation on the above issues would be deeply appreciated.

Yours sincerely  
  
(Dr. S. Jaishankar)

✓ **Chief Secretaries to State Governments** (list enclosed)

**Copy to:** Cabinet Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.

✓  
( Dr. S. Jaishankar )