

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

Dated Chandigarh the 8<sup>th</sup> January, 2016

To

All the Administrative Secretaries to Govt. Haryana.

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

Sir/Madam

I am directed to refer on the subject noted above and to enclose herewith a copy of letter No. 5349s (States)/2015 dated 31<sup>st</sup> December, 2015 alongwith 21/1/1/82-Cab dated 12<sup>th</sup> May, 1983 received from Joint Secretary, Ministry of External Affairs, New Delhi which is also uploaded on the website [csharyana.gov.in](http://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

Dated Chandigarh the 8<sup>th</sup> January, 2016

A copy each, is forwarded to the Principal Secretary/ Additional Principal Secretary /OSD (VS) / OSD (MK)/ OSD (JY) / OSD(BD)/ OSD(CB) / Special Senior Secretaries/ Senior Secretaries / Secretaries / Private Secretaries to Chief Minister/Ministers/Speaker for the information of Chief Minister/Ministers/Speaker of Haryana Vidhan Sabha Secretariat.

  
Under Secretary Political

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

Dated Chandigarh the 8<sup>th</sup> January, 2016

A copy each is forwarded to the SIO/ NIC to upload on the website [csharyana.gov.in](http://csharyana.gov.in) (under Political & Parliamentary Affairs section).

  
Under Secretary Political

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

Dated Chandigarh the 8<sup>th</sup> January, 2016

A copy is forwarded to from Joint Secretary (States), Ministry of External Affairs, New Delhi w.r.t. their letter No.5349S (States) dated 31<sup>st</sup> December, 2015 for information.

  
Under Secretary Political

CC  
US/CS  
PS/PSPS

**Gopal Baglay**  
**Joint Secretary (States)**



विदेश सञ्चालन, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

No. <sup>534</sup>JS(States)/2015

31<sup>st</sup> December 2015

Dear Chief Secretary,

Guidelines formulated by Cabinet Secretariat, Union Government of India on visits abroad of Ministers and other functionaries of State Governments had been circulated to State Governments and Union Territories vide letter No. 21/1/82-Cab, Cabinet Secretariat dated 12<sup>th</sup> May 1983 (copy attached). Complete guidelines pertaining to foreign travel of Government functionaries were also circulated by Cabinet Secretariat vide letter No. 21/1/7/94 dated 30<sup>th</sup> March 2015.

2. Of late, our Missions abroad are facing problems in making **timely payments** for hotels, hired vehicles and mobile telephone providers in the absence of formal financial sanction from States issued after obtaining financial clearance from Department of Economic Affairs, Ministry of Finance. Guidelines issued by Cabinet Secretariat vide para (vi) of letter No. 21/1/1/82-Cab dated 16<sup>th</sup> August 82 stipulate that "on the basis of formal clearance from the Department of Economic Affairs (DEA), State Governments 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 DEA should be quoted in the deputation orders. Without the DEA reference number, the Missions will not be in a position to honour these deputation orders.**"


3. Inordinate delays in making payments to the service providers invite repeated reminders and causes avoidable embarrassment to Indian Missions and adversely impact on the image of the country.

4. It may kindly be ensured that sanctions of the State Government should explicitly contain the **specific Diary No of DEA**, so that payments can be released in time. Your Government's cooperation on this would be highly appreciated.

5. Kindly acknowledge receipt.

*With regards*

Yours sincerely,

  
(Gopal Baglay)

To

All Chief Secretaries/Administrators of State Governments/Union Territories

ANNEXURE - IV

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 inter alia 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 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 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