

S-21012/1/2022/(EA&IC) Section  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(EA&IC Section)

Room No. 7, Ground Floor, B-Wing  
Shastri Bhawan, New Delhi  
12th Oct 2022

**OFFICE MEMORANDUM**

**Subject: Instructions to be followed in cases of matters related to foreign travel.**

Please refer this Department's OM of even no. dated 01.11.2018 on the subject cited above.

2. It has been observed that organizations under this Department are not submitting their proposals within the stipulated time, often sending proposals one day prior to the departure of official (s). The organizations seem casual in processing their proposals internally without giving due regard to the time frame stipulated for receiving the proposals in this Department for seeking requisite clearances/approvals. Late receipt of proposals leads to administrative inconvenience to this Department for soliciting requisite clearances/approvals.


3. In this regard, it is once again reiterated that the following approvals and time is required for processing the proposal for foreign visits:

Level of officer to be deputed for foreign visit	Approvals required	Estimated time required	Remarks
Additional Secretary to Secretary	1. Approval of Hon'ble Minister 2. SCoS 3. Political Clearance 4. IFD 5. Vigilance Clearance	4 weeks	<ul style="list-style-type: none"><li>FCRA clearance may also need to be obtained from MHA, if required.</li><li>Proposal needs to be sent to SCoS also irrespective of Level of the officers if the visit exceeds 5 people or 5 numbers of days.</li></ul>
Above Director up to Joint Secretary	1. Approval of Hon'ble Minister 2. Political Clearance 3. IFD 4. Vigilance Clearance	3 weeks	
Up to Director level	1. Approval of Secretary 2. Political Clearance 3. IFD 4. Vigilance Clearance	3 weeks	
Non-officials/ consultants/ Private Members	1. Approval of Hon'ble Minister 2. PMO 3. Political Clearance 4. IFD	4 weeks	

4. Hence, it is advised that the proposals for foreign visit be submitted to EA&IC Division at the very initial stage and as per the time frame mentioned above to enable this Division to obtain the approvals/clearances for the visit in time. Such proposals received at a later stage and not adhering to the time frame are liable to be rejected.

5. Moreover, if the foreign visit proposal is being processed completely by the Wings/Organizations themselves, it is requested to kindly follow the instructions/guidelines as per **Annexure I**.

6. This issues with the approval of the competent Authority.

  
12/8/22  
(B.L. Meena)

Under Secretary to the Government of India

Tel:23383078

To

1. All Wing Heads under DoWR, RD&GR
2. All Organizational Heads under DoWR, RD&GR
3. All Division Heads under DoWR, RD & GR

Copy for information to:

1. PPS to Secretary (DoWR, RD & GR)
2. PPS to Additional Secretary (DoWR, RD & GR)
3. PPS TO JS(A, IC&GW)



**Guidelines for processing Foreign Visits**

**Reference:** *Department of Expenditure OM No. 4(4)/E.Coord/2015 dated 05.01.2016 (copy enclosed)*

1. The Data on the Foreign Visits shall be uploaded on the Foreign Visit Management System (FVMS) portal of Department of Expenditure.
2. The strength of the delegation shall be kept to a bare minimum. In respect of objectives that can be achieved through tele/video conferencing or representation from our Missions aboard, no foreign visit shall be undertaken.
3. Duration of the visit shall also be kept to the absolute minimum. It shall be ensured in every case, that officers of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels.
4. Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed.
5. Deputation of officers up to Director Level require approval of administrative Secretary in consultation with the concerned FA whereas deputation of the officers of level above Director up to Joint Secretary require approval of the Minister-in-charge in consultation with the concerned FA.
6. The proposal with following conditions shall be referred to the Screening Committee of Secretaries (SCoS) of Department of Expenditure, Ministry of Finance:
  - a. Visits related of officers of the rank of Secretary and Additional Secretary (except SAARC countries including Myanmar)
  - b. Foreign Visits exceeding 05 working days or 05 members.
7. Visits of non-officials at Government cost will require approval of the Prime Minister. Their visits are to be routed through SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.
8. No officer shall undertake more than 04 official visits aboard in a Calendar year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary Level, proposals shall be submitted to SCoS for approval. Efforts should be made to ensure that at least two to three officers at appropriate level are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.



9. Composite delegation led by Secretary/Additional Secretary comprising officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.
10. Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary and above Level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.
11. Compliance of the instructions issued by DoE vide their OM No. 4(4)/E.Coord/2015 dated 05.01.2016 must be ensured.
12. In case, any expenditure of such foreign visit is borne by a foreign entity, such proposal must be referred to Ministry of Home Affairs for FCRA clearance as per their OM no. II/21022/58(97)/2011-FCRA-I dated 20.09.2011.
13. In all cases of foreign visits, Political Clearance of MEA should invariably be obtained for the whole delegation.
14. Vigilance Clearance must be obtained for all officers going for foreign visit.
15. In respect of Ex-India leave during foreign visit, Ministry of Finance guidelines vide OM no. 19036/2/2016-E.IV dated 26<sup>th</sup> October 2016 may be adhered to.
16. Monetary Ceiling for purchase of gift items for presentation to foreign dignitaries, as mentioned in MEA letter no. DII/461/1/2010 dated 03<sup>rd</sup> May 2010 and 13<sup>th</sup> March 2019 may be adhered to.
17. Dearness Allowance may be given as per MEA order no. Q/FD/695/3/2000 dated 21<sup>st</sup> September 2010.
18. Reimbursement for telephone bill during foreign travel may be given as per MoF Circular No. 24(3)/E.Coord./2018 dated 26.03.2018.

**Note:** In addition to the above referred orders, any subsequent order issued by MEA, DoE, MHA, DoPT etc. on guidelines/instructions for foreign visits may also be adhered to.