



मंत्रिमण्डल सचिवालय  
राष्ट्रपति भवन, नई दिल्ली 110004  
CABINET SECRETARIAT  
RASHTRAPATI BHAWAN  
NEW DELHI - 110004

D.O. No.1/19/2/2014-Cab

June 12, 2014

Dear Secretary,

It has been observed that the proposals for tours abroad are not submitted for approval before the competent authority, in time. Permissions are sought to be obtained in the nick of the time as a result of which the proposals cannot be always scrutinized properly. The Prime Minister has expressed concern at this practice, and has directed that the proposals for visits abroad should reach the competent authority at least 10 days before the date of the proposed visit. The proposal should contain details of the tasks to be accomplished during that visit. On return from the visit, a post-visit report should be submitted to the authorities concerned on the immediate outcome of the visit.

2. The Prime Minister has further directed that for submitting the proposal for any subsequent visit abroad, the efforts made to realise the intended outcome of the earlier visit and the results thereof should also be mentioned.

3. You are requested to bring this to the notice of all concerned for strict compliance in all cases emanating from your Ministry/Department. In this connection, OM No.1/19/2/2014-Cab dated 11.6.2014 also refers.

4. Receipt of this communication may please be acknowledged.

With regards,

Yours sincerely,

(Ajit Seth)

All Secretaries to Government of India