

No. 1/19/2/2014-Cab.
Government of India (Bharat Sarkar)
Cabinet Secretariat (Mantrimandal Sachivalaya)
Rashtrapati Bhawan

New Delhi, the 11th June, 2014

OFFICE MEMORANDUM

Subject: Instructions regarding foreign travel by Ministers of the Union Government and Chief Ministers/ Ministers in the States/ Union Territories.

The undersigned is directed to refer to the Cabinet Secretariat O.M. No. 1/19/1/2010 dated 26.08.2010 on the above mentioned subject and to say that it has since been decided to modify the instructions relating to visits abroad by the Ministers to the following extent:

- (i) the proposal(s) seeking approval of the Prime Minister for official visits abroad by the Minister(s) of the Central Government shall be forwarded to the Prime Minister's Office **at least ten days** before the proposed date of departure, as against the earlier stipulation of **five days** contained in paragraph I (ii) of the O.M. under reference. Further, the proposal seeking approval of the Prime Minister should *inter alia* incorporate details of the tasks to be accomplished during the visit. Thereafter, in each such case, a post-visit report will also be submitted by the Minister concerned to the Prime Minister on the immediate outcome of the visit; and
- (ii) further, in partial modification of paragraph I (xv) of the aforesaid O.M., when a proposal seeking approval to undertake a subsequent visit abroad is moved for obtaining approval of the Prime Minister, in addition to a copy of the previous tour report of the Minister concerned, the proposal shall also be accompanied by a description of further efforts made by the Minister during the interregnum to fully realize the intended outcome of the previous visit and the results thereof.

2. It has further been decided that the same process will also be adopted in respect of visits abroad by Secretary/ Additional Secretary level officers seeking the clearance of the Screening Committee of Secretaries as also officer's upto the level of Joint Secretary in whose case, the proposal is cleared internally within the Ministry/ Department with the approval of the Minister.

3. It is requested that the above instructions may be brought to the notice of all concerned for strict compliance.


(S.G.P. Verghese)
Director
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To

Secretaries to the Government of India