



मंत्रिमंडल सचिव
CABINET SECRETARY
NEW DELHI

K. M. CHANDRASEKHAR

D.O. No. 1/19/1/2010-Cab.

October 19, 2010

Dear Minister,

In terms of existing instructions, Secretaries to the Government of India should travel abroad only in the most essential circumstances. Secretaries should travel only for such international conference/meetings where their presence is required for the purpose of enunciating the policies or stand point of Government. Further, participation of Secretaries in meetings should be commensurate with the level of participation of other countries. Absence of Secretaries from headquarters should also be restricted to the minimum and in any case for not more than one week at a time.

2. Instances have come to notice where foreign tours have been proposed by Ministries/Departments for officers of the rank of Secretaries which could as well be undertaken by junior officers.

3. Against this background, it is reiterated that visits abroad of Secretaries may be recommended only in such circumstances, in which representation at a lower level is not advisable or where no one else can substitute them for the purpose of enunciating the policies or stand point of Government. It is also requested that, while approving visits abroad of Secretaries, the enclosed guidelines (Annex) may kindly be kept in view.

4. This issues with the approval of the Prime Minister.

With regards,

Yours sincerely,

Sd/-

(K.M. Chandrasekhar)

Copy to: All Secretaries to the Government of India (as per list attached).

(Som Dutt Sharma)
Deputy Secretary (Cabinet)
Tele: 2379 2204

Annex to D.O. No. 1/19/1/2010- Cab. dated 19.10.2010.

1. Proposals for foreign travel should not be based on direct interaction by Ministries/Departments with either the foreign government concerned or its representations in India or elsewhere, with International Organizations or their representations in India or elsewhere, without the prior clearance of the Ministry of External Affairs, if such travel is to enter into or discuss, explore, examine a bilateral or multilateral agreement, protocol, MoU or any such mechanism.
2. In cases where proposals for Secretary level foreign travel are already covered under an existing bilateral or multilateral mechanism, discussions to plan such foreign travel with concerned foreign governments or their representations in India or International Organizations or their representations in India may be undertaken. However, in all cases, political clearance of Ministry of External Affairs would be required.
3. In case of international conferences abroad, Secretary level visits should be recommended only if it has been certified by the Ministry of External Affairs that the participation of the Secretary or attendance at the conference is going to be at the level of Secretaries or where participation at Secretary level is essential.
4. Secretary level visits can be undertaken for meetings of bilateral Joint Commissions/Joint Working Groups/Joint Task Forces where the Secretary concerned from the Indian side happens to be the Co-chairperson.
5. Secretary level visits in response to invitations from various non-governmental bodies would not be advisable unless specifically recommended by the Ministry of External Affairs and our Embassy/High Commission concerned.
6. No foreign visit should be undertaken by Secretaries when Parliament is in Session.
7. Secretaries and Ministers should not be away from headquarters at the same time on foreign tour. If the Minister and the Secretary are required to be away at the same time, the circumstances necessitating this should be brought out clearly for consideration of the Prime Minister.
8. Proposals for Secretary level visits for reasons other than those mentioned above may not be recommended, unless there are compelling circumstances which warrant a visit at the Secretary level, for which full justification may be given.
