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No. 1/19/2/98-Cab.  
GOVERNMENT OF INDIA (BHARAT SARKAR)  
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)

New Delhi, the 27th April, 1998.

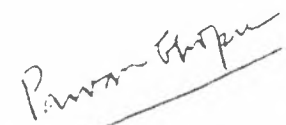
OFFICE MEMORANDUM

Subject : Instructions/guidelines regarding foreign travel of (i) Government Officials; (ii) Ministers of the Central Government on official duty; (iii) Members of Parliament and non-officials as members of Government sponsored delegations; and (iv) Ministers of the State Government and Union Territories, Members of the State Legislature & Union Territories & State Government Officials.

Attention is invited to Cabinet Secretariat Office Memoranda No. 21/1/7/94-Cab., dated 30.3.1995 and 22.8.1995 on the captioned subject which stipulate, inter-alia, that all proposals for foreign deputation requiring approval/ clearance of the Prime Minister should be submitted for his consideration at least a fortnight before the scheduled date of departure. The Cabinet Secretariat vide O.M. No. 21/2/3/95-Cab., dated 5.2.1996, drawing attention to the above instruction, observed that this was not being followed strictly, and further stipulated that all proposals for foreign deputation requiring approval of the Prime Minister should be submitted to him, after all clearance formalities have been completed, at least 10 days before the commencement of the visit and that failure to do so would make the clearance process very difficult and may even jeopardise the clearance itself.

2. In spite of the above instructions proposals for foreign tours continue to be received for Prime Minister's approval at the last minute forcing a situation in which the requisite permission cannot be obtained and conveyed to the concerned. It is, therefore, once again reiterated that existing guidelines/procedure on the subject be strictly followed and the proposals, after completing all formalities/requirements, be sent to Prime Minister's Office, invariably, at least, five days before the commencement of the tour for obtaining the orders of the Prime Minister.

3. The above instructions may be brought to the notice of all concerned for strict compliance.

  
(Pawan Chopra)

Additional Secretary to the Cabinet.

To

All Secretaries to the Govt. of India.  
(by name)