

§ 11777

No.1/19/5/97-Cab.  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA

New Delhi, the 23rd June, 1997.

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 and State Government  
Officials.

Comprehensive instructions/guidelines on the captioned subject were issued by the Cabinet Secretariat vide O.M. No.21/1/7/94-Cab dated 30.3.1995 and O.M. No.21/2/3/95-Cab dated 5.1.1996 (copies attached). It has however been noted that proposals for foreign visits by Ministers and Officials of State Governments as well as Central Government have of late been on the increase and often such proposals are not in accordance with the extant guidelines issued by the Cabinet Secretariat on the subject.

2. Prime Minister has directed that the various Ministries/Departments of the Government of India and the State Governments should recommend only such proposals for foreign tours as can be fully justified from the angle of the extant guidelines/instructions. Prime Minister has further directed that proposals not falling within the ambit of the guidelines should be made only in exceptional circumstances and accompanied by full justification along with recommendation of the concerned Ministries/State Governments indicating the reasons for the exception being made. It should also be ensured that all such proposals for foreign tours which require orders of the Prime Minister should reach the Prime Minister's office not less than five days in advance of the commencement of the tour.

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

(Pawan Chopra)  
Additional Secretary to the Cabinet  
Tele : 3012697

To

(1) All Secretaries to the Government of India (By name).

(2) All Private Secretaries to Ministers for information  
Ministers.

2/11

- 2 -

Copy also forwarded to Chief Secretaries to the State Governments/Union Territories with the request that the above instructions may be brought to the notice of the Chief Minister, all Ministers and other Officials for compliance.

(Pawan Chopra)  
Additional Secretary to the Cabinet  
Tele : 3012697