



SURENDRA SINGH

SECRET / MOST IMMEDIATE

मात्रपडल साव  
CABINET SECRET  
NEW DELHI

D.O.No. 21/2/3/95-Cab.

February 8, 1996.

Dear Minister,

In respect of a Minister level visit abroad, the proposal was submitted to the Prime Minister just one day before the visit was to commence. This was adversely commented upon by the Prime Minister who has directed that such cases should be put up sufficiently in advance in future.

2. In accordance with the instructions contained in Cabinet Secretariat Memo. No. 21/1/7/94-Cab., dated 30.3.95 and 22.8.95 regarding travel abroad of different categories of personnel, 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. In spite of these instructions such proposals continue to be received for Prime Minister's approval at the last minute. In view of this it has been decided that all proposals for foreign deputation requiring approval of the Prime Minister should be submitted to him, after all other clearance formalities have been completed, at least ten days before the commencement of the visit.

3. Proposals for Minister level foreign travel are sometimes taken up by our side directly with either the foreign Government concerned or the foreign diplomatic missions concerned in India. The Office Memorandum of 30.3.95 referred to above, clarifies the conditions under which foreign travel should be coordinated and undertaken. Direct contact with foreign Government/diplomatic missions seeking travel abroad at Minister level detracts from national dignity. It also has the effect of keeping the Ministry of External Affairs and our Mission/High Commission in the dark and this creates complications for the visit itself. It is, therefore, necessary that the proposals are initiated through the Ministry of External Affairs and our Mission concerned only.

4. Your Secretary has been requested separately for strict compliance of these instructions.

With regards,

Yours sincerely,

(Surendra Singh)

To

All the Members of Council of Ministers  
(by name)