

By. Secy. (C)

No. 21/2/3/95-Cab.  
Government of India (Bharat Sarkar)  
Cabinet Secretariat (Mantrimandal Sachivalaya)

New Delhi, the 5th February, 1996.

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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.

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Attention is invited to Cabinet Secretariat Office Memoranda No. 21/1/7/94-Cab., dated 30.3.95 and 22.8.95 on the above mentioned 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. 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 10 days before the commencement of the visit. Failure to do so would make the clearance process very difficult and may even jeopardise the clearance itself.

2. It has also been noticed that proposals for Minister level foreign travel are sometimes taken up by the Ministries/Departments directly with either the foreign Government concerned or the foreign diplomatic mission concerned in India. The Office Memorandum of 30.3.1995, 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 should, therefore, be ensured that proposals are initiated through the Ministry of External Affairs and our Mission concerned only.

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CONFIDENTIAL

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

*(Handwritten signature)*

(D. Das Gupta)  
Additional Secretary to the Cabinet.

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

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Copy also forwarded to Chief Secretaries of the State Governments/Union Territories.

*(Handwritten signature)*

(D. Das Gupta)  
Additional Secretary to the Cabinet.

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