

No.23011/93/2017-PMA
Government of India/Bharat Sarkar
Ministry of Home Affairs / Grih Mantralaya
Police Division-I
(PMA Cell)

Room No.14, North Block, New Delhi.
Dated, the 4th May, 2018

//OFFICE MEMORANDUM//


Subject : Instructions for processing foreign visit of officers of the Government of India for approval of Competent Authority- regarding.

The undersigned is directed to refer to the subject above and to state that various Departments/Organizations are submitting proposals for foreign visit related to training, seminar, competition, exercise, conference, exhibition etc. to this Ministry at the eleventh hour which has at times, resulted in the proposal not being cleared on time

2. On the above issue, Finance Division has already issued necessary instructions vide Communication No.19011/2/2012-Fin.I dated 9th November, 2015 which needs to be properly adhered to by all Departments/Organizations.

3. In order to ensure timely clearance of proposals, all stakeholders are advised to ensure that:

- (i) Proposals of foreign visit for training, seminar, competition, exercise, conference, exhibition etc. are necessarily submitted to this Ministry alongwith the requisite documents at least 2 weeks before the scheduled departure.
- (ii) Cases/proposals involving approval of Screening Committee of Secretaries (SCoS) need to be necessarily submitted 3 weeks before the scheduled departure.
- (iii) If any Division of MHA invites nomination for foreign visit, such nomination should reach in concerned Division alongwith all documents through proper channel before the last date.
- (iv) Proposals involving deputation of a team or delegation comprising of multiple officers from different Divisions of MHA, should be processed by the Nodal Division of MHA in single file after taking necessary clearance from the concerned Divisions.


4/5/18
(Raman Kumar)

Under Secretary (PMA)
Tel: 011-23094009

To,

1. All Joint Secretaries of Ministry of Home Affairs.
2. Directors IB and CBI.
3. Directors General of all CAPFs/CPOs.
4. Commissioner of Police, Delhi
5. AFA-I, Finance Division, MHA.
6. All Sections of Police-I Division, MHA.
7. PPS to JS (P-I)
8. Guard file.



CR-642821/18

File No.19011/2/2012-Fin.I
GOVERNMENT OF INDIA/BHARAT SARKAR
Ministry of Home Affairs/Grih Mantralaya

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North Block, New Delhi,
the November 24, 2015.

Subject: Instructions/guidelines relating to processing/regulation of cases relating to foreign deputation of Government officers.

The Ministry of Finance (Department of Expenditure) and Cabinet Secretariat have been issuing instruction prescribing procedure to be followed in case of foreign deputations of Central Government/State Government Officers and regulation of the foreign deputations in view of the economy instructions by the Ministry of Finance from time to time. While the cabinet Secretariat instructions speak about the procedure to be followed in cases of deputation of Ministers/Senior Government Officers and other dignitaries, Department of Expenditure instructions deal with the regulation of foreign deputation of Government Officers and the procedure to be followed therefor.

2. It has been often observed that certain subject matter divisions are submitting foreign deputation proposals to IFD for concurrence after taking approval of the Competent Authorities for deputation abroad. It may be ensured that all proposals for deputations abroad maybe referred to the IFD through the Administrative Ministries/Departments with the approval of Joint Secretary concerned along with the prescribed deputation proforma duly filled in and signed by him. It may also be ensured that all proposals may be sent to the IFD/Home for concurrence before submitting the same for the approval of the competent authority so that they can utilize the views of IFD before taking a decision on the proposal.

3. In view of the above, attention of all concerned Divisions of MHA, DoPT, DARPG, Department of Pension & Pensioners' Welfare, etc., is invited to the extant instructions issued by the Cabinet Secretariat and Ministry of Finance. It is requested that these instructions are followed scrupulously while submitting the foreign deputation proposals to IFD for concurrence. Attention is also invited to the following provisions in addition to the IFD instructions already issued from time to time :

- (i) Cases involving approval of Screening Committee of Secretaries may be submitted to IFD at least 21 days before the scheduled departure and all other cases at least 15 days before the schedule departure. In case of

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delay due to unavoidable reasons, it is necessary to mention the reasons for delay and justification for condonation of delay separately to IF.

- (ii) Proposal involving participation in international conferences, seminars, workshops, etc., attracting economy instructions of the Ministry of Finance should be processed in accordance with extant instructions.
- (iii) Proposals involving deputation of a team or delegation comprising multiple officers should be processed and submitted in a single file in consolidated manner and not in separate files. Delegation comprising an officer of the level of AS & above should be submitted in a single file for further reference to Department of Expenditure for approval of the Screening Committee of Secretaries.
- (iv) The Deputation Proforma should be duly signed by an officer of the level of JS of the concerned Division and should contain all information including information on past visits, reports submitted action taken, etc.

6. This issues with the approval of AS&FA(H).



(M.K. Singh)
AFA(Finance-I)

To

JS(P-I)

- ✓ 1. All Joint Secretaries of MHA including DoL/RGI.
2. All Joint Secretaries, DoP&T/D/o ARUPG/DoP&PW/DONER
3. DG, CISF/BSF/CRPF/ITBP/SSB/ Assam Rifles/NSG/NCB/NIA
4. Director, IB/BPR&D/NPA for information and necessary action.
5. Sr. PPS to HS/PPS to Secretary
(BM)/Secy(IS)/ AS&FA(Home)/ AS(F)/ AS(CS)/ AS(LWE)
6. Sr. PPS to Secretary (P).
7. Dir(F/H), CA(H), DS(F/P), AFA(Fin-I, II, III, IV, V & Pers).