OFFICE MEMORANDUM

Subject:- Instruction for processing Foreign visit of Officers of IWAI -reg.

Ministry of Finance, Department of Expenditure vide Office Memorandum No. 4(4)/E.coord/2015 dated 05th Jan, 2016 (Copy Enclosed) had issued instructions for processing foreign visit of the officers of the Govt. of India for approval of Screening Committee of the Secretaries (SCoS).

2. Authority in its 168th Board Meeting had approved Delegations of Power, which were circulated vide Office Memorandum No. IWAI/Estt./111/2017/Part-III, dated 29.6.2018 (copy enclosed) under Part-I Establishment, S.No. 18 empowers Chairperson for nomination for attending Seminars/Conference/Training program abroad.

3. It has been observed that files for Foreign visits of Offices of IWAI are initiated by the Wing at their level and sent to Ministry without seeking financial concurrence for the budget and without the knowledge of Administration/Establishment. On various occasions files are sent by respective Wings to Establishment/Administration at the last moment with directions to issue sanctioned order for the Foreign visit. Due to constrains of time the Establishment/Administration section finds it difficult to examine whether approval of Foreign visit of Officer is accompanied along with the Political Clearance.

4. To regulate the process of Foreign visits of Officers of IWAI, Competent Authority has approved the below mentioned process to be followed for processing nomination to attend Seminars/Conference/Training program abroad:

   i) The respective Wing may process for nomination of officers of IWAI for attending Seminars/Conference/Training program abroad and seek financial concurrence from Finance Wing and thereafter request Chairman for approval.

   ii) On approval being accorded by Chairman, the respective Wing may send the proposal to Establishment Section at least 15 days in advance in respect of officers nominated for attending Seminars/Conference/Training program abroad along with format as prescribed by Ministry of Finance, Department of Expenditure, no. 4(1)/E.Coord-2014 dated 2nd July 2014, (copy enclosed) duly filled in all respect. The officer nominated will ensure uploading of outcome tour reports undertaken during the last 3 years in the FVMS portal.
iii) After receipt of approval from Ministry, the Officers will obtain the Political Clearance from the Ministry of External Affairs, if so required.

iv) On receipt of approval from Ministry and Political Clearance in respect of officers nominated for attending Seminars/Conference/Training program abroad the Establishment Section will issue Sanction Order for the Foreign visit. Prior to issuance of Sanction Order the Establishment Section will ensure that the (a) Approval of Chairman for nomination of the officer for the Foreign visit is in place (b) Approval is received from Ministry (Sanction order of Ministry) (c) Political clearance obtained and (d) Financial concurrence has been accorded by the Finance Wing.

v) The nominated officer will be entitled for International Travel in accordance with the provisions contained in Ministry of Finance, Department of Expenditure, Office Memorandum No. 19030/1/2017-E.IV dated 13th July 2017 (Copy Enclosed).

vi) The leader of the delegation/nominated officer shall upload the tour report on the FVMS portal containing inter-alia the major achievements from the visit and post-visit outcomes. The tour report may be submitted to Chairman and also sent to Ministry of Shipping, if required.

(Ajay Kumar Gupta)
Secretary

Copy to:-
1) Chief Engineer (Technical)/ Chief Engineer & Project Director (JMVP)/ Chief Engineer (Patna)/ Chief Engineer (Kochi)/ Hydrographic Chief/Director (F&A)/ Director (NWs)/Director (NER)/Director (Marine)/Director (Traffic)/Director (Technical) IWAi, Noida/Kochi/Patna
2) Director, IWAI, Patna/Kolkata/Kochi/ Guwahati
3) Office-in-Charge, IWAI, Sub-Office, Varanasi, Allahabad, Sahibganj, Dhubri, Dibrugarh, Farakka, Bhubneshwar, Vijayawada
4) Director (IT), IWAI, Noida – for uploading on IWAI website.
5) Hindi Cell- for Hindi version

Copy for information to :-

PPS/PS/Sr. PA to Chairman/Member (Finance)/Member (Technical)/Member (Traffic)/Secretary
OFFICE MEMORANDUM

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).

In order to regulate foreign visits of Government of India officers and delegations and to make these visits more effective, the existing sets of guidelines/instructions on the subject have been comprehensively reviewed. The revised guidelines, as follows, are hereby circulated for strict compliance by all Ministries/Departments:-

(1) Ministries/Departments shall upload the data related to foreign visits on the online Foreign Visit Management System (FVMS) which has been developed and can be accessed at the URL notified at the Department of Expenditure website. Each Ministry/Department has been provided with an user ID and Password for this purpose.

(2) To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of proposed programmes/visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.

(3) The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele-conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/video conferencing or representation from our Missions abroad, no foreign visit need be undertaken.

(4) Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall ensure in every case, that officers of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels.
(5) Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members, shall be placed before the SCoS for approval.

(6) No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.

(7) Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/ Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.

(8) In an outgoing Indian delegation, there need not be any Ministry of External Affairs’ official from India. Instead, services of the Indian Mission situated in the destination country could be utilised. Also, the practice of mobilisation of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any exceptional requirements, prior approval of the Cabinet Secretary should be obtained.

(9) Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.

(10) Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.

(11) The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If, however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Minister may be brought out clearly for consideration of Prime Minister through SCoS.

(12) Proposals relating to foreign visits/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar).
(13) The proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisers (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.

(14) In respect of foreign visits of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of competent authority viz. Minister-in-Charge with the concurrence of FA.

(15) Composite delegation led by Secretary/Additional Secretary comprising officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.

(16) Visits of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (ABs) are exempted from SCoS procedure unless they form part of a composite delegation from the administrative Ministry.

(17) Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/ABs or otherwise, and in connection with affairs of PSUs/ABs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).

(18) Visit of non-officials at Government cost will require approval of PM. Their visits are to be routed through SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.

(19) There shall be no objection in accepting international air travel costs and hospitality from an international body of which India is a member or the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme. The terms and conditions on deputation shall not be supplemented with the terms and conditions on deputation offered by the Government of India viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by the foreign Government/sponsors.

(20) Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary
and above level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.

(21) Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required). Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visit.

(22) Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.

(23) Deputation abroad of officers of the level above Director upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visits of officers upto the level of Director and equivalent will be decided by the administrative Secretaries in consultation with the concerned FA.

(24) Deputations of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PSUs/ Autonomous Bodies, etc. shall also be regulated in accordance with the spirit of these guidelines.

(25) The leader of the delegation shall upload the tour report in the requisite format on FVMS and also submit the same to the Minister containing, inter-alia, the major achievements from the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.

2. These instructions are in supersession of all earlier instructions on the subject.

3. This issues with the approval of Finance Minister.

(Annie G. Mathew)
Joint Secretary to the Government of India

All Secretaries to the Govt of India
All Financial Advisers of Ministries/ Departments
Private Secretaries to all Ministers

Copy for information to:
(i) Additional Secretary, PMO
(ii) Staff Officer to Cabinet Secretary
(iii) PSO to Finance Secretary