

No. 23(2)/2006 / E-Coord.
Ministry of Finance
Department of Expenditure

New Delhi, the 18th August, 2006.

OFFICE MEMORANDUM

Subject: Consideration of proposals for foreign visits in the context of functional necessity as well as the austerity measures.

As the Ministries/Departments are aware, detailed instructions have been issued on the subject of "Expenditure Management -- Economy Measures, Rationalization of Expenditure and Measures for Augmentation of Revenues" vide Department of Expenditure's OM No.7(3)/E-Coord./2006 dated July 22, 2006. Paragraph 2.7 of the OM deals with 'Foreign Travel'.

2. With a view to rationalizing the expenditure on foreign travel, it has been decided that generally no officer should undertake more than 4 (four) official visits abroad a year. If in certain Ministry/Department, nature of work demands a larger number of visits, a calendar of visits for the entire year should be prepared in advance and visits prioritized. For a proposal relating to visits exceeding four by an officer, detailed justification would need to be furnished, and such visits would be allowed only in exceptional cases. Approval for foreign visits has to be based on functional necessity and not on number of visits/trips already made.
3. Accordingly, the Ministries/Departments are requested to carefully examine, with the concurrence of their Financial Adviser concerned, the proposals for foreign visits, whether these are to be approved by themselves or to be referred to the Screening Committee for approval, to ensure that the proposals are covered by extant norms, budget provisions and the guidelines.
4. This issues with the approval of the Prime Minister.

Adarsh Kishore

(Adarsh Kishore)
Finance Secretary

All Secretaries to the Government of India

Copy to :

All the Financial Advisers.