



GOVERNMENT OF KARNATAKA

**DEPUTATION OF OFFICERS FOR TRAINING ABROAD,
CONFERENCES, SEMINARS ON STUDY LEAVE,
ASSIGNMENTS ON POSTS UNDER INTERNATIONAL
ORGANISATIONS AND FOREIGN GOVERNMENTS
REVISED AND CONSOLIDATED INSTRUCTIONS
REGARDING POLICY GUIDELINES**

1987

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS (AR)**

**DEPUTATION OF OFFICERS FOR TRAINING ABROAD,
CONFERENCES, SEMINARS ON STUDY LEAVE,
ASSIGNMENTS ON POSTS UNDER INTERNATIONAL
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GOVERNMENT OF KARNATAKA

No. DPAR 108 KMM 83, Bangalore dated 8th July 1983

OFFICIAL MEMORANDUM

Subject-Deputation of Officers for training abroad, conferences, seminars, on study leave, assignments on posts under International Organisations and Foreign Governments - Revised and consolidated instructions regarding policy guidelines - Issued.

I. (1) The subject "foreign deputation" is allotted to the Department of Personnel and Administrative Reforms (Administrative Reforms Division) and for administrative convenience and with a view to ensuring uniformity of approach in all cases, the nominations sponsored by the Administrative Departments of the Secretariat should be examined by the DP and AR (AR) and final orders issued by it after the communication of acceptance of the nomination is received from the Government of India, foreign governments, etc.

(2) Administrative Reforms Division in the Department of Personnel and Administrative Reforms serves as a nodal point in the Secretariat for getting proposals and processing papers relating to deputation of officers abroad for whatsoever purpose.

(3) It is observed that the Secretariat Departments are not following the procedures and the instructions issued from time to time in various orders while processing papers relating to deputation of officers to foreign countries for attending Seminars, Conference, Training, on Study leave assignments, etc., under the international organisations and foreign governments.

(4) It is also observed that some of the departments of the Secretariat not only send nominations to the Government of India direct, but also issue orders deputing such officers abroad without the knowledge of the DPAR (AR).

(5) With a view to simplifying the whole procedure, it is considered desirable to consolidate all the relevant instructions/guidelines in one order. Accordingly, in supersession of all Government Orders/Circulars/Official Memoranda, etc., the following revised consolidated instructions are issued.

(6) As and when offers are received from the Government of India/UN Agencies, etc., they will be circulated by the AR Division among the concerned Secretariat Departments. The Administrative Secretariat should then prepare a panel of names along with their nomination papers after observing guidelines mentioned in Para II and send it to DPAR (AR) according to the requirements of the offer. The DPAR (AR), in turn, will examine the proposal after observing the procedures mentioned in the subsequent paras and forward the same to the concerned Ministry in the Government of India. As soon as the communication of acceptance from the concerned Ministry in Government of India is received, the concerned department should send the proposal to DPAR(AR) for issue of final orders in the matter and it is only after issue of such an order, the officer concerned should be relieved. Under no circumstances, the officer should be relieved in anticipation of issue of deputation orders.

(7) The Heads of Departments under the Administrative Control of the Secretariat may also be instructed not to submit proposals to the Government of India direct.

II. (1) Deputation of Officers Abroad

While processing the papers relating to deputation of officers to foreign countries, the basic requirements and elementary things which are enumerated below should be observed :-

(i) The foreign country should make a requisition to the Government of India through the respective embassy ;

(ii) The Government of India, in turn, should call for nominations from the State Government ;

(iii) The concerned department under the State Government should prepare a panel of names of suitable and qualified officers ;

(iv) This panel should be considered by the Screening Committee and the required number of officers should be selected ;

(v) The Finance Department should be consulted about the finance implications, if any ;

(vi) Planning Department should be consulted for concurrence if the expenditure is to be met out of Plan provision ;

(vii) The Secretary to Government of the concerned department should consider all aspects and, if he agrees, obtain the approval of the concerned Minister and then refer the file of DPAR (AR) for further necessary action ;

*(viii) In respect of matters relating to the deputation of officers of the All India Services. Heads of departments and KAS (Senior

and Junior Scale) officers, in addition to the prior approval of the concerned Minister, the prior approval of the Chief Minister also should be obtained before taking further action ;

(ix) The selected name(s) should then be sponsored by the DPAR (AR-II) to the Government of India within the stipulated time and return the file to the concerned administrative Secretariat Department ;

(x) The Government of India should communicate the acceptance of the nomination.

(2) In the absence of these steps, the DPAR (AR) will not agree to any proposal. Failure on the part of any department to observe the prescribed procedure will be viewed seriously.

(3) The final orders of deputation will be issued by DPAR (AR) on receipt of the file with the intimation of the acceptance of nomination(s), after satisfying that the steps mentioned above have been taken by the concerned administrative department.

(4) A copy of the Government of India's letter No.1/26/83-FAS, dated 22nd February 1985 issued by the Government of India, DPAR, New Delhi, containing revised and consolidated instructions regarding policy guidelines relating to assignment of India Experts for posts under international organisations and foreign Governments is appended to this Official Memorandum as Appendix I.

(i) All appointing authorities are, therefore, requested to take action only in accordance with the instructions contained in the

*Addendum No. DPAR 108 KMM 83, dated 14th November 1983.

Government of India's letter dated 22nd February 1985 (Appendix I). The previous Official Memorandum DPAR GFS 77, dated 2nd January 1978 and No. DPAR 27 GFS 78, dated 17th May 1978, authorising the appointing authorities themselves to forward applications of officers/officials willing to register their names for foreign assignment directly to the Government of India stand superseded ;

(ii) As regards assignment under the programme of United Nations and its allied agencies and other International Organisations, the concerned departments, on receipt of circular intimation of any vacancy from the co-ordinating Ministers/Departments of Government of India, should take action in accordance with the instructions contained in the following paras i.e., nomination of any Government servant for assignment abroad shall be done through DPAR (AR) after the process of selection by the Committee (s) mentioned in the following paras ;

(iii) In order to have the maximum number of eligible candidate for the vacancy so circulated by the Government of India, the concerned Secretariat Department/Head of the Department should have a ready panel of such eligible officers (which should be brought upto-date periodically). This will provide enough scope to the Screening Committee to sponsor the most eligible candidates for the post.

(5) Constitution of Committees for selection of officers for training, studies, assignment abroad, etc., under the offers made by the foreign agencies.

The following Committees for selection of officers for training, studies, assignments, etc., in foreign countries are constituted :

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(a) In respect of matters relating to deputation of officers of the All India Services and Heads of Departments.

Chairman-

Chief Secretary to Government

Members-

Additional Chief Secretary to Government

Secretary to Government, Finance Department.

Convener-

Deputy Secretary to Government, DP and AR (Services)

(b) In respect of matters relating to deputation of officers of the status of Joint Heads of Departments and other equivalent officers of Heads of Departments and the officers under the administrative control of DPAR other than officers of the A.I.Ss. (All India Services) :

Chairman-

Additional Chief Secretary to Government

Members-

Secretary to the concerned department

Head of the Department concerned

Special/Additional Secretary to Government,

Finance Department.

Convener-

Deputy Secretary to Government, DPAR (Services)

(6) It is also directed that in respect of matters relating to deputation of other officers in the field departments under the respective department of the Secretariat, the concerned department should constitute a Screening Committee for each department consisting of the following members under intimation to Department of Personnel and Administrative Reforms (Administrative Reforms) :

Chairman-

Secretary to Government

Members-

Head of the Department concerned

Special/Additional Secretary to Government,

Finance Department,

Deputy Secretary to Government, DPAR (AR)

Convener-

Joint Secretary/Deputy Secretary to Government of the Department concerned.

(7) Constitution of Committee to decide the composition of the State Government team to be deputed abroad for attending to Government work such as representing the State Government in negotiations with foreign Governments and world bodies like World Bank etc.

(a) The following shall decide the composition of the State Government team :

Chairman-

1. Chief Secretary to Government

Members-

2. Additional Chief Secretary to Government
3. Development Commissioner
4. Finance Secretary
5. Secretary of the Department concerned

(b) Meetings of the Screening Committees should be held as far as possible, instead of circulating the file, so that the selection of candidate is made in the meeting after due deliberations. For this purpose, necessary material may please be sent to the Deputy Secretary, DPAR (AR-II) at least two working days before the meeting.

(c) Proceedings of the meeting should be drawn and signatures of the members should be obtained ;

*(d) All the eligible officers/experts can enrol their names in the panel of experts for assignment to the developing countries of Asia, Africa and Latin America in Foreign Assignment Section of Department of Personnel and Training (F.A. Section) G.O.I. New Delhi. Obtaining the clearance of Screening Committee at this stage is dispensed with.

(8) Procedure to be followed in accepting offers of fellowships and other kinds of grants from foreign/International institutions.

(a) In accepting offers of scholarships/fellowships and other kinds of grants from foreign/International institutions, the officers of State Government individually should not negotiate directly with foreign governments/Institutions/agencies/international organisations, etc. It is

*Addendum No. DPAR 245 KMM 83, dated 11th April 1984.

also stressed that when offers to visit abroad are received by the State Government, not meant for a particular Government servant, directly from the foreign government organisation, the State Government should forward the communication together with the names of officers whom the State Government would like to sponsor for the scholarships/fellowships, etc., to the Ministry/Department of Government of India who are concerned with the particular offer ;

(b) If, however, such offers of fellowships, etc., or offers to visit abroad are addressed to an officer of the State Government direct or addressed to the State Government intended for a particular officer by the foreign governments, foreign organisations, etc., the State Government should straightaway reject the offer made by the foreign governments or foreign organisations without approaching the Central Government seeking their concurrence for permitting the officer concerned to accept the offer. The question of selection of an officer for fellowship, grants, etc., is left to the State Government to decide and not the foreign governments/foreign organisations, etc. The intention behind this restriction being to discourage the possibility of foreign governments/foreign organisation, etc., exercising patronage by means of travel grants, etc., and conversely the possibility of Government Servants compromising their positions in some way as a result of these facilities ;

(c) In such cases, the same Committee as in para 7 shall decide the composition of the State Government team for deputation abroad/tour/assignment/studies, etc.

(9) Retention of lien of Government Servants sent on foreign assignment.- (i) The lien of the Government Servants who are regularly recruited and who have put in at least a minimum period of 5 years of

service should normally be retained and the requirement of minimum of five years of service may be relaxed in deserving cases with the orders of Government ;

(ii) The applications/candidatures for foreign assignment (i.e., outside the country) of only such of the Government Servants in whose cases the Appointing Authorities are prepared to retain the lien should be forwarded, together with a certificate that the lien of the applicant would be retained in case he is selected. The period for which the lien of such a Government Servant may be retained should also be specified in the Certificate. A conditional letter or resignation is not required and should not be insisted upon in such cases.

*(10) The Government Servants who have not completed the period of probation and those who are under bond period are not eligible to register their names in the panel of experts in FAS, Department of Personnel and Training (F.A. Section), Government of India, New Delhi, for Foreign Assignment to the developing countries of Asia, Africa and Latin America.

(11) Issue of No objection Certificate to Government Servants who go abroad.

The following conditions are prescribed for issue of "No Objection Certificate" to officials/Officers who go abroad :-

(a) According to the general instructions of the Government of India in regard to foreign assignments sought for by the Government Servants which also includes seeking employment in foreign country by

* Addendum No. DPAR 121 KMM 85, dated 7th June 1985.

the Government Servants, they are required to apply through proper channel to the Government of India who maintain a panel of names for foreign assignments as and when occasions arise ;

(b) In respect of persons who are in Government Service and who propose to go abroad for pilgrimages, visiting relatives abroad or for sight - seeing without any intention to settle down in the foreign country either temporarily or permanently for any reason whatsoever, there should be no objection to their being issued 'No Objection Certificate' except in cases of persons employed in strategic posts with secret type of work involving security of State or persons who have drawn huge advances where security of such Government money is involved ;

(c) No Objection Certificates may be issued to Government Servants without insisting on any guarantee or additional security as long as they have not rendered the security insufficient and that they may be issued such certificates though they have drawn advances or they owe any money to Government if they have already given sufficient security for such money ;

(d) In respect of persons who show slightest indication of their settling down abroad or proceeding for seeking employment, No Objection Certificates may not be issued. On the other hand, subject to normal rules, they may be allowed to resign and proceed abroad in which case, the question of issue of No Objection Certificate does not arise ;

(e) In respect of persons proceeding for sight - seeing, pilgrimage or visiting their relatives abroad, also at the time of issuing No Objection Certificate, it should be made clear that under no circumstances, their overstay abroad, without leave or extended leave will be condoned, or

resignation while abroad will be accepted, much less in the case of persons allowed to take up employment sponsored by Government ;

(f) In addition to the conditions mentioned above, it should be ensured that No Objection Certificates are not issued to Government Servants in respect of whom Criminal or Civil Cases or Departmental inquiries are pending or are contemplated ;

(g) A Government Servant, against whom a serious Criminal or Civil Case is pending or contemplated or a departmental inquiry for serious lapses or causing heavy losses to Government is pending, should not be allowed to escape it by going abroad and settling there or at least get it delayed for months, if not years ; the total ban as at present can, however be relaxed in cases where charges are not serious and where only a minor penalty is contemplated in a pending inquiry and the officer is going on a limited tour at his own expenses ;

(h) In respect of Gazetted Officers, No Objection Certificate for issue of passports should be issued by the Secretary to Government in the respective department and in respect of Non-Gazetted Officers, by the Head of the Department concerned.

(Further instructions with regard to issue of No Objection Certificate may kindly be seen at Appendix III)

(12) Guidelines for Deputation of Officer of State Government outside the country.

The following guidelines are hereby issued in the matter of deputation of officers abroad :-

(a) The total period of deputation abroad of officer in a year shall not exceed 45 days in a Calendar year ;

(b) The limit referred to in (a) above shall not apply to deputations abroad to participate in training courses and seminars under the approved schemes of training such as Colombo Plan ;

(c) An officer who has already been abroad for 45 days or more on any account in a calendar year shall not be considered for further deputation in that particular year even under the approved schemes of training referred to at (b) above ;

(d) The officers sent abroad will attend to the items of work entrusted to them and return directly without going to other countries not included in the schedule originally given.

III. General Instructions

(1) Most of the proposals are received at the fag end of the time limit prescribed for issue of orders by DPAR (AR), leaving very little time to scrutinise the proposals to ensure whether all the formalities are observed or not.

(2) The concerned Administrative Department in the Secretariat should, therefore, refer their files relating to such deputations at least a week before the last date prescribed for -

(i) sending the nominations,

(ii) issuing final orders in the case of officers/officials whose nominations have been accepted by the concerned Ministries in the Government of India.

(3) The departments should send separate file(s) for each case of deputation and not one file for a group of officers to avoid confusion. This does not apply to the case where a group of officers are proposed for the same training.

(4) Instructions regarding overstay of Deputationists in foreign countries - Instructions contained in para 8.2 of Government of India's letter, dated 22nd February 1985 appended to this O.M. may please be followed.

(5) Acceptance of Foreign Assignment after Retirement - This shall be dealt with in accordance with the provisions contained in the Karnataka Civil Service Rules.

(6) Deputation of officers who are already on deputation to State Government Undertakings - Proposals of deputation abroad for training, etc., of the officers who are already on deputation to various State Government undertakings need also come to DPAR (AR).

(7) Every file on this subject should contain a checklist in the following form before sending it to the DPAR (AR) for -

- (i) forwarding nomination ; and
- (ii) issuing final orders.

Checklist for cases of Deputation of officers to be send abroad for training, etc.

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(A)

1. File No.
Subject :
2. Name of the Deputationist :
3. Designation :
4. No. and Date of Government of India's letter calling for nomination.

(B)

(Steps to be taken)

1. Obtain approval of the Secretary.
2. Obtain Screening Committee's clearance to the proposal.
3. Obtain the approval of the Minister Concerned.
4. Obtain concurrence of the Finance Department.
5. Send the file to DPAR (AR-II) for sending nomination (s).

(C)

1. No. and Date of the Government of India's/Foreign Agency's letter in which acceptance of the nomination has been communicated (please indicate Page No. on the file).

2. Please prepare a brief note indicating the compliance of the above requirements (including maintenance of lien wherever necessary) and send the file to DPAR (AR-II) for issue of final orders.

*(8) The above instructions should be followed by all the Departments of Secretariat scrupulously and it should be ensured that all cases of issue of orders of deputation, grant of study leave abroad,

*Addendum No. DPAR 121 KMM 85, dated 10th July 1985.

etc., are invariably referred to DPAR (AR) except for matters relating to deputation abroad of officers borne on the All India Service Cadre K.A.S. Cadre, Heads of Departments, Joint Heads of Departments and the officers who are coming under the administrative control of DPAR (Services) which will continue to be dealt with by DPAR (Services).

IV. Guidelines for Deputation of officers within the Country

(1) In the case of deputation of officers for training within India, the concerned administrative department in the Secretariat itself should take decision after following the rules and guidelines issued in this behalf from time to time and can also issue final orders.

(2) The offers received from the various training institutions within India will, however, be circulated by DPAR (AR) among the concerned departments of the Secretariat or the Deputy Secretary to Government, Department of nominated as "Training Co-ordinator" in the State will, with nominated as "Training Co-ordinator" in the State will, with the approval of the Secretary of the Department Concerned, issue orders deputing officers for such training(s). Orders will also be issued by DPAR (AR) where such deputation involves officers of more than one Secretariat Department.

(3) All the proposals relating to deputation of officers/officials of the State Government outside the country or within the country should be examined in the light of the rules and instructions contained in the Karnataka Civil Services Rules in addition to observing the general instructions issued in this order.

(4) Such proposals should also be examined by the concerned administrative Secretariat Departments in the light of the economy orders issued from time to time and in force.

(5) Submission of reports to Government on return of the deputationist from training within India. The officers/officials should submit a report on the training undergone within a period of one month after they return from training within the country. The report should be submitted in the prescribed form (Appendix IV) applicable to trainees within India.

(6) Proposals relating to deputation of officers/officials for any purpose other than the ones specified above need not be sent to DPAR (AR).

M.K. VENKATESHAN,
Additional Chief Secretary,

APPENDIX I**No.1/26/83-FAS****GOVERNMENT OF INDIA/BHARAT SARKAR****Department of personnel and Administrative Reforms Karmik
Aur Prashastik Sudhar Vibhag****New Delhi, the 22nd February, 1985**

To,

The Chief Secretaries to all

State Governments and Union Territories.

**Subject :- Assignment of Indian Experts for posts under
International Organisations and Foreign
Governments - Consolidated instructions
relating to-**

Sir,

I am directed to say that in supersession of this Department's earlier letter No.1/37/79-FAS dated the 2nd February, 1981, and subsequent instructions issued thereafter in modification thereof, as on date, the following revised and consolidated instructions on the subject, may be followed in dealing with the cases of foreign assignments.

CATEGORIES OF FOREIGN ASSIGNMENTS

2. Deputation of Indian experts on assignments abroad can be classified in the following categories -

(A) Bilateral or direct contact assignments to the developing countries of Asia, Africa and Latin America.

(B) Assignments under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs and other aid programme e.g., SCAAP, Colombo Plan etc.

(C) Assignments in International Organisations (NU and its allied agencies e.g., Food and Agricultural Organisation (FAO), International Labour Organisation (ILO), United Nations Development Programme (UNDP), World Bank (WB), Asian Development Bank (ADB), United Nations Educational Scientific and Cultural Organisation (UNESCO), World Health Organisation (WHO) and commonwealth Fund for Technical Co-operation (CFTC), etc.

A. BILATERAL ASSIGNMENTS-

(a) Policy of canalisation and procedure for registration for bilateral assignments.

3.1. The existing policy is that all organised recruitment of Indian experts having graduate professional qualifications and above for foreign assignments in the developing countries of Asia, Africa and Latin America should be on government to government basis and routed through the Ministry of External Affairs and the Department of Personnel and Administrative Reforms which maintains ready panels of experts desirous of seeking assignments in these countries. The Foreign Government/Agencies are expected to place their requirements with the Ministry of External Affairs and against such requirements, names are sponsored by the Department of Personnel and Administrative Reforms, from the panels of experts on the basis of their seniority on the relevant panels subject to satisfaction of the job-requirements. Whenever necessary, the requirements of our experts are also advertised or circulated to the various Central Ministries and State Government etc.

3.2. The State Governments and Central Ministries/Departments are requested to make this general policy applicable to employees of

quasi-governmental organisations and autonomous bodies with which they deal. Any request for Indian experts received by such organisations from foreign governments/agencies should not be acted upon but should be communicated to the Ministry of External Affairs (Economic Division), Shastri Bhavan, New Delhi.

(b) Procedure for Registration for Bilateral and ITEC Programme Assignments-

3.3. The Foreign Assignments Section of the Department of Personnel and Administration Reforms, Government of India maintains panels of experts in all fields for bilateral assignments in various countries as well as assignments under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs.

3.4. The conditions for registrations are as under :

(i) Educational qualifications-

Applicants should have degree or higher level qualifications, viz. :-

(a) Medical Personnel holding atleast a MBBS degree or its equivalent ;

(b) Engineering and other Technical Personnel holding atleast a bachelor's degree or equivalent ;

(c) Teachers in different subjects holding a B.Ed., degree or equivalent ;

(d) College/University Lecturers and other academic personnel holding post-graduate qualifications ;

(e) Chartered Accountants, Cost Accountants, Company Secretaries, Librarians, S.A.S. Accountants, Statisticians, Economists

and other possessing qualifications equivalent to at least a bachelor's degree and experience of a specified nature. Persons who possess a general bachelor's/master's degree like BA/MA etc., but do not possess experience of a specialised nature will not be registered e.g., persons working at clerical levels are not eligible for registrations.

(ii) Professional Experience-

Applicants should have a minimum of three years professional experience after obtaining the requisite qualifications.

(iii) Age-

Applicants should be less than 60 years of age. Applications of persons registered earlier will also not be considered after they attain the age of 60 years.

Form for registration in F.A. Section-

3.5. in the past, the registration forms for foreign assignments were being supplied only by the Foreign Assignments Section of this Department from New Delhi. It was observed that the forms were being asked for by such persons who were not eligible for registration and a number of forms which were being supplied were not filled and submitted to this Department. The Administrative Reforms Wing of this Department recommended pricing of these forms on the line of UPSC Forms etc., to avoid infructuous work and wastage of papers. Accordingly the forms have been priced at Rs. 5 each with effect from 1st January 1983 and are being sold by the Controller of Publications, Government of India through various sale depots/counters of the Department of Publications, Government of India and also through publications branches in various cities acting as sub-agents to the Departments of Publications. Forms are also available with private agents

authorised to sell Government publications. Persons who wish to get the forms by post may obtain the same from the Department of Publications, Ministry of Works and Housing, Civil Lines, Delhi-110054 by VPP or Registered Post on Pre-payment basis.

Forwarding of applications-

3.6. Applications in the prescribed form from persons employed by the Central or State Governments, Public Sector Undertakings, Universities and Quasi-Governmental Organisations should be forwarded by the authority competent to release him and supported by a certificate that the applicant will be released for service abroad on foreign service terms applicable to them by retaining their lien and protecting their seniority, within thirty days of selection, if necessary. Applications not accompanied with such certificate are liable to be rejected.

3.7. Administrative authorities forwarding the application forms for registration are also advised to record on the forwarding letter itself a statement to the effect that the individual concerned has not been on foreign assignment and the period thereof should also be mentioned. In case the applicant had already been on a foreign assignment for five years or more his application form should not be forwarded to the Foreign Assignment Section, Department of Personnel and Administrative Reforms for registration unless he has given a written undertaking to resign/retire if eligible to do so, in case of his selection for foreign assignment or that he desires and should be considered only for ITEC assignment. In counting the total period of foreign assignment held earlier, period spent on foreign assignments held under the ITEC Programme or in countries like Bhutan etc., where the Indian Experts are remunerated on the same basis under ITEC Programme, should be

excluded. If an officer has been on foreign assignment previously his application form should not be forwarded till the expiry of cooling off period applicable in his case (Para 10.1).

[Further instructions with regard to forwardal of application may kindly be seen at Appendix II.]

Validity of Registration-

3.8. Registration of the experts on the panels maintained in the Department of Personnel and A.R. is valid for 3 years from the date of registration and will lapse thereafter. Renewal of the existing registration is not allowed. The expert will have to apply afresh on the prescribed form through proper channel (unless he is a private employee) for fresh registration, if so desired.

B. ASSIGNMENTS UNDER AID PROGRAMME

General

4.1. Assignments under Aid Programmes of the Government of India fall under the following categories :

- (a) Indian Technical and Economic Co-operation programme of the Ministry of External Affairs ;
- (b) Colombo Plan ; and
- (c) SCAAP (Special Commonwealth Assistance to Africo Programme).

4.2. The Administrative Ministry for ITEC Programme is the Ministry of External Affairs.

4.3. The Administrative Ministry for Colombo Plan and SCAAP is the Ministry of Finance (Department of Economic Affairs).

(b) Procedure for Deputation under ITEC Programme

4.4. Panels of Experts maintained in the Department of Personnel and Administrative Reforms for assignments to the developing countries on bilateral basis are also utilised for considering names for selection of suitable candidates for deputations under ITEC Programme. If suitable experts are not available on these panels, nominations are also invited from other Ministries/Departments or State Governments, etc. Persons who are of 55 years of more and those employed in private sectors are generally not considered for these assignment. Selections for posts reported under ITEC Programme are done by the Foreign Assignments Selection Committee headed by the Establishment Officer to the Government of India. Further action of deputation of experts selection by FASC is taken by the Ministry of External Affairs.

(c) Foreign Assignments Selection Committee

4.5. With a view to evolve a suitable machinery to assess periodically the needs of personnel for deputing to developing countries of Asia and Africa by way of aid under the ITEC Programme of the Ministry of External Affairs and to assess their suitability for a particular job, Foreign Assignments Selection Committee has been constituted with the approval of the Ministry of Finance. On the lines of the UPSC, the Committee is vested with powers to offer, on the spot, higher terms in really deserving cases, so as to avoid delay which generally takes place in fixing the terms through correspondence etc. The Constitution of the Selection Committee is as under :-

- (i) Establishment Officer to the Government of India, as Chairman ;
- (ii) Joint Secretary (Economic Division), Ministry of External Affairs (Member).

(iii) Joint Secretary (Pers), Ministry of Finance, Department of Expenditure (Member).

(iv) Joint Secretary or a representative of the Ministry concerned with the subject (Member).

4.6. The Committee may co-opt one or more members who are specialists in the particular field for which experts are to be selected for deputation abroad.

III. ASSIGNMENTS TO INTERNATIONAL ORGANISATIONS

(a) Handling of demands of experts for various Organisations-

5.1. Various Ministries/Departments which are administratively concerned with the various international organisations and are called nodal ministries, deal with the requests for expert received from the organisation concerned e.g., the Ministry of Agriculture deals with the requests of experts received from the FAO, Ministry of Labour with ILO, Ministry of Health and Family Welfare with WHO, Ministry of Finance, (Department of Economic Affairs) with UNDP and IMF etc. For assignments in the headquarters organisation of the UNO and Commonwealth, the Administrative Ministry is the Ministry of External Affairs.

(b) Circulation of vacancies-

5.2. The co-ordinating Ministries/Departments should invariably circulate vacancies for foreign assignments under the Programme of the United Nations and its allied agencies and other international organisations to concerned Ministries/Departments or all Ministries/

Departments of the Government of India and the Chief Secretaries of all States for inviting nominations. A Copy each of the vacancy circular should also be endorsed to the Foreign Assignments Division of the Department of Personnel and Administrative Reforms to enable them to recommend the names of suitable officers, if any, from the panel of experts maintained by them.

5.3. The concerned Ministries are further requested to ensure that no time is lost in circulating a vacancy after it is received so that the maximum possible time is made available to the State Governments for recommending the names of their officers. They are also requested to address the Chief Secretaries of the State Government by name endorsing copies to the concerned Departments of the State Governments and to their Resident Commissioners in Delhi. Where possible, telegraphic communication would be desirable.

(c) Nomination of Candidates

5.4. The procedure to be followed for selection of candidates to be nominated for assignments in international organisations is as follows :-

(i) In so far as specialised technical posts are concerned selections are made by the nodal Ministries/Departments dealing with the relevant UN Agencies. For this purpose a Selection Committee should be set up in each nodal Ministry/Department and the Establishment Officer of the Government of India should be made a member of the Committee. He or his representative should also be invariably invited to attend the meetings of the Selection Committee. If due to inadequate notice or otherwise, the Establishment Officer or his representative cannot attend a particular meeting, the Committee may

nevertheless meet and formulate its recommendations. The recommendations may thereafter be approved by the Minister of the Ministry concerned. Names of the selected candidates should also be intimated to the Department of Personnel and Administrative Reforms in all cases. Prior clearance of this Department would be necessary in respect of officers belonging to services controlled by this Department or the officers of other Group-A Services serving at the Centre on tenure Deputation.

(ii) With regard to non-specialised posts, selection of officers belonging to the Indian Administrative Service/Central Secretariat Service and Officers of other Class-I Services serving on tenure deputation at the Centre should be made with the approval of the Central Establishment Board/Senior Selection Board. For other categories of officers, selection may be made by Selection Committee set up for this purpose in each Ministry/Department as suggested in (1) above. The Establishment Officer to the Government of India as Member of these Committees should be invited to attend the selections. Names of Selected Candidates in all cases should be intimated to the Department of Personnel and Administrative Reforms.

(d) Nomination of the Officers on Extended Tenure

5.6. The eligibility for nominations for foreign assignments need not be restricted on the ground that an officer is on extended tenure at the Centre, as tenure deputation is an internal matter between the State/Cadre Authorities and the Government of India. Thus, irrespective of the tenure position of the officer on deputation to the Government of India, all officers should be eligible for being recommended for foreign assignment under the UN Agencies, etc., subject to the concurrence of their Cadre Authorities/State Government.

(e) Procedure for Registration for International Assignments.

6.1. The Foreign Assignments (UN) Section of the Department of Personnel and Administrative Reforms maintains panels of experts in various field of public administration for meeting the demands for the services of highly qualified senior and experienced officers in different on field of public administration for assignment in various countries under the United Nations and its allied agencies.

6.2. These panels are prepared by inviting applications from officers serving in the State Governments and Ministries/Departments of the Government of India/Public Sector undertakings and other parastatal organisations under State/Central Government.

6.3. Only non-technical Government/Semi-Government and Public Sector Employees are eligible for registration in this Department for UN assignments.

6.4. Following parameters for preparation of such panels have been prescribed and may be kept in view while forwarding applications for registration :-

(i) The Officer should have acquired atleast 3 years of works experience in the codes mentioned in Annexure I with outstanding performance to their credit in the field for which his name is to be proposed ;

(ii) The officer should have more than three years to superannuate and should not have been adversely affected by vigilance cases and no departmental inquiry should be pending against him ;

(iii) The panel is not meant to cater to requirements for technical specialists. The Ministries concerned with the particular UN Organisation handle their cases and are also free to sponsor any person not falling within the purview of this Department as Cadre Authority or otherwise not falling within the purview of the CEB/SSB ;

(iv) Officers who have already spent more than five years foreign assignments (including bilateral assignments and irrespective of the period spent by them in India after their return from foreign assignments) should not be recommended for inclusion of their names in the panel unless they give an undertaking to the effect that they would resign/retire from Government Service, etc., before accepting the foreign assignments irrespective of the duration of assignments. A suitable entry to this effect should also be recorded on the PH form.

6.5. Applications for inclusion in the panel of foreign assignments in the field of public administration under UN and its allied agencies have to be made on the prescribed form. Instructions for preparation of fresh panel are issued every three years.

GENERAL POLICY GUIDELINES

(a) Period of Foreign Assignments and Subsequent Extensions-

7.1. The period of initial contract offered is generally one to three years. Extensions in the period of deputations totalling upto five years may be allowed by the Administrative authorities with the approval of the concerned cadre authorities and the Ministry of External Affairs in it is a bilateral assignment or in consultation with cadre authorities and nodal ministries if the assignment is under UN or its allied agencies.

7.2. A Government servant is entitled to avail the benefit of foreign assignment for a maximum period of five years only. However, assignments under 'aid' programme of the Government of India e.g., ITEC Programme which are remunerated by the Government of India will not be reckoned as foreign assignment for the purpose of computing 5 years ceiling. Likewise assignments to the Government of Bhutan as well as other friendly countries which are remunerated on the same basis, though paid by the foreign Government, as ITEC Assignments shall also be excluded from the above ceiling.

7.3. Extension of deputation beyond a period of five years may be sanctioned only with the approval of the Central Establishment Board/ Senior Selection Board and that too in every deserving cases. The Boards give approval in really deserving cases only keeping in view the circumstances and the over-all national interest. The Boards, however, are averse to grant of extensions beyond 5 years on minor grounds or some times merely because the foreign government has asked for a further extension without giving adequate reasons. The Boards are also not oblivious of the fact that sometimes such extensions are instigated by the experts themselves. Before making a reference to the Department of Personnel and Administrative Reforms for seeking extension of deputations of an expert beyond 5 years, the views of the Indian Embassy in the country concerned should invariably be obtained. In case of Bilateral Assignments, it is expected that these views would reflect the importance and the need for the extensions and not merely recommend each extension sought for. Proposals of extension beyond 5 years should be referred to this Department through a self-contained note.

7.4. In respect of such proposals relating to Central Government Officers, All-India Service Officers, Officers belonging to Public Sector

Undertakings, Societies etc., which are under the administrative control of the Central Government, any period of deputation beyond five years agreed to by the CEB/SSB would also require the approval of the Appointments Committee of the Cabinet (ACC). Action for getting ACC's approval after the cases have been recommended by the CEB/SSB and for communicating the final decision of the Government to the Ministries/Departments concerned will be taken by the Department of Personnel and Administrative Reforms. Ministries/Departments may issue formal orders in these cases indicating the period of extension agreed to for communication to all concerned only after the final decision, as approved by the ACC, is conveyed to them by this Department.

7.5. The restriction of the period of deputation upto five years only is not applicable to non-government employees who do not hold liens on jobs in governments or quasi-governmental organisations in India. In their cases, extensions in deputation beyond five years, if requested to by foreign government/UN agency may be allowed by the administrative ministries dealing with such subjects/international organisations.

(b) Provision of unauthorised over-stayal on Foreign Assignments-

8.1. While releasing an expert for taking up foreign assignments, he/she may be informed that if his/her deputation term is extended upto 5 years, it will be his/her responsibility to ensure that he/she return to India immediately on expiry of this period. It will also be his/her personal responsibility to initiate correspondence with his/her parent Department for return at least six months prior to the expiry of deputation term. He/She should also ensure that any request from the foreign employer for extension of his/her period of deputations beyond five years should be

forwarded by the concerned Indian mission atleast six months before the expiry of the deputation period. The candidate may also be warned that if he/she fails to fulfill the above obligations on his/her part, his/her continued stay outside India after the expiry of sanctioned term, shall be regarded as a deliberate act for which he/she shall be personally held responsible and may entail institutions of disciplinary action against him/her.

8.2. On their part, the Ministers/Departments as well as State Government etc., should maintain a register in three parts (Annexure II) to monitor the period of foreign assignments of concerned experts. It is desirable that these registers should be maintained regularly and up-to-date. Necessary action for recalling experts at the end of their deputation should be initiated well in time. Six months before the assignment ends, the foreign employer/agency should be informed of the date of expiry of the officials deputation period and, where the limit of five years is ending, they should also be informed that no further extensions will be given. They may also be requested to indicate whether a substitute is required or not.

(c) Acceptance of resignation/notice of voluntary retirement from abroad-

9.1. Person deputed to UN agencies and other international organisations or those on bilateral assignments may resign from service without returning to India and to their parent departments if they choose to continue on foreign assignment. Government Personnel Deputed on ITEC assignment cannot resign while serving abroad as the Government of India in the Ministry of External Affairs bears the salary and other expense of such persons.

* Amended vide letter No. 1/12/85-FAS, dated 13th September 1985.

9.2. No person who (i) is on assignment under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs and Other Aid Programmes ;

(ii) is posted abroad in a foreign based office of a Ministry/ Department ; and

(iii) goes on a specific contract assignment to a foreign government should be allowed to retire voluntarily unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year.”

9.3. This restriction will, however, not be applicable in case of officers who are on deputation to UN/International Organisation.

(d) 'Cooling-Off' period-

10.1. There need not be any 'Cooling Off' period in case of officers who have been on a foreign assignment of one year or less. However, officers, who have held foreign assignment of more than a year will not be permitted to accept another foreign assignment, including short-term assignments for another period of 3 years after their return from previous assignment. In other words, a 'Cooling Off' period of 3 years has been prescribed in their cases. Officers who have had foreign assignments totalling 5 years or more are not to be deputed again unless they resign/ retire from service if eligible. Cooling off period prescribed for ITEC/ and other aid programme assignment as well as bilateral assignments to the Government of Bhutan and other friendly countries which are remunerated on same basis as ITEC assignments is two years.

10.2. Proposals for relaxation of 'Cooling-Off' condition in very deserving cases may be forwarded to the Department of Personnel and Administrative Reforms giving full details as well as full justification for seeking relaxation of this provision.

(a) Retention of lien and Protection of Seniority

11.1. By and large the deputation of Indian Officers abroad contributes to mutual good-will and understanding between India and the foreign country is concerned. It would, therefore, be largely in the public interest, if as a rule, the lien of a Government or Semi-Government, etc., employees who might be selected for a foreign assignment on the basis of sponsorship done by the Government of India is retained.

11.2. The State Government are advised that their employees may be released for service abroad on foreign service terms in the public interest (i.e., retaining the applicant's lien and protecting their seniority). However, the State Governments would allow their employees to go abroad in accordance with the rules which may be in force abroad in accordance with the rules which may be in force and applicable to the employee concerned.

(f) Writing of confidential reports in respect of officers deputed on Foreign Assignments.

(i) Bilateral/ITEC assignments-

12.1. No confidential report need be obtained on a officer deputed to foreign government (other than the Government of Bhutan) and contract assignment under bilateral arrangements and assignments under ITEC, SCAAP, etc. A note may be kept in the CR dossier of such officers

indicating that during the relevant period the officer was on foreign assignment.

(ii) Assignments to UN and its allied agencies-

12.2. Where there is no practice of writing periodical assessment report by the concerned agency, it is not necessary to get confidential reports on Government servants on deputation to it. An entry, may however, be made in the confidential report dossier of the officer to the effect that he/she is on deputation to an UN agency where there is no practice of writing annual confidential reports.

12.3. In respect of officers working on deputation under the World Bank, Asian Development Bank and IMF Confidential Reports may be obtained through the Executive Directors, normally at the end of the tenure of the officers, and, in special cases, when an Officer is to be considered for promotion, Ministry of Finance (Department of Economic Affairs) may be approached for obtaining such reports as and when required by a cadre authority. This will also apply to officers deputed to other international organisations such as the Commonwealth Secretariat.

(g) Release of Experts selected by foreign governments-

13. In the event of their selection by the foreign governments/agencies the Government of India stands committed make available the services of sponsored candidates. Undue delay in release of an expert after his selection by the foreign government etc., creates embarrassment to the Government of India. There should therefore, be no delay in releasing officers for services abroad where these officers have been selected on the basis of the Government of India's nominations.

(h) Debaring Experts who back out after selection under ITEC and other Programmes-

14. Backing out by experts at the last moment after their selection causes avoidable embarrassment and delay. It has, therefore, been decided that experts who back out from going on assignments under ITEC and other aid programmes after their selection should be debarred from being nominated for any other foreign assignments for a period of three years.

(i) Forwarding of applications for posts advertised by foreign Governments/UN and its allied agencies

(a) Bilateral assignments to developing countries-

15.1. Under the canalisation policy of the Government of India described in para 3.1. above, all cases of foreign assignments are to be dealt with on government to Government basis and routed through the Department of Personnel and Administrative Reforms which maintains ready panels of experts desirous of Foreign Assignments in the developing countries of Asia, Africa and Latin America. The foreign governments are expected to place their demand with the Ministry of External Affairs and against these specific demands, names of suitable and eligible candidates are sponsored to the concerned foreign countries from the panels. The State Governments/Central Governments Ministries etc., are requested not to forward applications from their employees either to foreign authority directly or to this Department for posts advertised by foreign countries. They may, however, continue to forward applications of experts desirous of foreign assignments for registration with this Department.

(ii) Assignments under UN and its allied agencies-

15.2. Applications from government employees in response to advertisements issued by the UN and its allied agencies and International Organisations (e.g., Asian Development Bank, Commonwealth Fund for technical co-operations etc.,) in newspapers periodicals, etc., may be forwarded subject to the following conditions being satisfied :

(i) There is no official sponsorship of candidates for the jobs in question with reference to the vacancy circulars issued by the nodal Ministries/Departments concerned with the UN/International Agencies calling for nominations from State Governments, Central Ministries Departments etc. ;

(ii) The applicants are eligible to resign/seek voluntary retirement from service in accordance with the rules applicable to them. An unconditional undertaking to the effect that they would, in the event of their selection, resign/retire from Government service etc., before going to the UN, etc., organisation should be obtained from the applicants ;

(iii) No disciplinary proceedings etc., are contemplated/pending against the applicants ;

(iv) Prior clearance of the concerned cadre controlling authorities has been obtained. In the case of all IAS officers and officers of other service in Central Deputation, similar clearance of the Department of Personnel and Administrative Reforms (Foreign Assignment Division) would also be necessary. Action giving cadre clearance in all cases where such a clearance is required to be given by Department of Personnel and A.R. will be taken by that Department when the applications are received by it (of para 2-4 below) ;

(v) Not more than 2 applications are forwarded in a calendar year in each individual case. For this purpose only the number of applications which are finally forwarded to the UN etc., organisations should be taken into account.

(vi) The applicants fully satisfy the essential stipulations regarding educational qualifications, work experience, foreign language knowledge requirement, etc., laid down in the vacancy advertisements. Applications deficient in any respect should not at all be forwarded. The procedure for forwarding the application is indicated in the succeeding paragraphs.

15.3. No applications should be directly sent to the UN/International bodies. Applications from eligible candidates should be transmitted to the Department of Personnel and A.R. (Foreign Assignment Division), after obtaining cadre clearance wherever necessary, for further processing with the nodal Ministries/Departments concerned with the UN/International Organisations, enclosing copies of the vacancy advertisements and also clearly certifying that the applicants satisfying all the conditions enumerated in para 1(i) to (vi) above. The applications in respect of which this certificate is not recorded are liable to be rejected. While thus transmitting the applications, the concerned administrative authorities should also inform the applicants that :

- (a) This does not amount to official sponsoring ;
- (b) there is no commitments to release them in case they are selected which will depend on the exigencies of public service at the appropriate time ; and
- (c) they will be required to resign/retire from service in the event of their deciding to join the UN, etc., organisations.

15.4. The Department of Personnel and Administrative Reforms will pass on the eligible applications to the concerned nodal Ministries/ Departments for taking a final view regarding forwarding them to the concerned UN, etc., organisation. While forwarding the applications, the nodal Ministries/Departments should specifically bring to the notice of the UN, etc., organisation, the two stipulations referred in para 15.3. (a) and (b) above. The nodal Ministries/Departments will also inform the Department of personnel and A.R. of the final decision taken by them in regard to these applications and the later in turn the administrative authorities who had initially transmitted the applications to enable them to keep an account of the applications actually forwarded.

15.5. These instructions will also be applicable to the employee belonging to Public Sector Undertakings, Societies, etc., which are under the administrative control of the State/Central Governments.

15.6. Only the jobs advertised by the UN and International Organisations are covered by these instructions. It is therefore, clarified that applications submitted with reference to advertisements issued by foreign governments and foreign organisation other than UN/ International Organisations (e.g., foreign universities, etc.), should not be forwarded.

(c) Cases of below-expert Categories-

15.7. As against the canalised recruitment of experts for assignments under Bilateral/ITEC programme, there is no such arrangements for 'below expert category personnel eg., Diploma-Holders and Paramedical Staff etc., under which they could be deputed abroad on Government to Government basis. Therefore, to provide them an avenue

for seeking foreign assignments and protecting their interests vis-vis those of Expert category personnel who can secure foreign assignments through Government channels retaining their lien and protecting their seniority etc., it has been decided that applications of Central Government staff belonging to Below expert category for such posts in developing countries of Asia, Africa and Latin America as are circulated Departmentally or advertise through a Government agency may be forwarded without calling upon them to put in their resignation etc. On their selection, their service rights may be protected as is done in case of Expert category personnel who are selected for bilateral assignments through this Department. State Governments etc., are also requested to extend similar facility to Below-expert category personnel working under them.

DEALING WITH CASES OF NON-SPONSORED OFFICERS

(a) Bilateral assignments-

16.1. It is not conducive to discipline for government servants to seek employment abroad using their position under Government as a spring board to better their prospects. Employees should not on their own contact foreign governments/agencies for jobs either verbally or by application, as this would not be in accordance with the existing policy of the Government for selection of experts for foreign assignments on Government to Government Basis. State Government employees who wish to apply for foreign assignment may be asked to register themselves with the Foreign assignments Section of this Department on the Prescribed form.

If a Government employee directly secures a job in a developing country, the State Government should not allow him to go and should

instead take action against him for contacting the foreign government directly in violation of the instructions on the subject. However, there could be some cases the State Governments etc., may be inclined to relieve employees who receive and offers from abroad directly due to involvement broader national limits etc. In such cases, this Department may issue no objection certificates subject to the satisfaction of the following conditions :

(a) Selected candidates should be registered for Foreign Assignments with the Department of Personnel and Administrative Reforms ;

(b) this should have the prior concurrence of their employers ;

(c) in case of categories declared scarce by a Central Ministry, that Ministry's clearance is also necessary.

(b) Assignments to UN and its allied agencies-

16.2. While the present policy of sponsoring candidates for assignment under UN and its allied agencies on the basis of careful selection through appropriate procedure described in para above will continue, exceptions would be allowed in the following cases :

(a) Short term assignments-

The Ministeries concerned may themselves permit an officer to accept a short-term assignment for a period not exceeding six months subject to clearance from cadre controlling authorities/nodal Ministry. Proposals for extension of short-term assignment must be referred to this Department for its consideration.

(b) Selection of eminent persons for posts of critical importance -

For posts of critical importance identified by various Ministries in advance there may be an offer by name for a person of eminence. Such cases would need to be dealt on the merits of each case, bearing in mind the value to the country of putting an Indian in the posts.

(c) Repeat assignments-

In some cases, repeat assignments are offered by international agencies to officers with whose performance in the previous assignment they have been satisfied. Such cases also could be cleared provided that the total period spent by the officer in the UN assignments is within the maximum prescribed period for such deputation and the cooling off condition is satisfied.

(d) Earlier nominations-

Deputations would continue to be allowed when the offer of a post under a UN agency is as a result of an earlier nomination of the officer for some other post under the same agency.

(e) Field assignment in difficult areas-

Where the offers, though by name are for field assignments in difficult areas (excluding assignments of a bilateral nature), offers on an individual basis could also be considered.

Channels of correspondence for obtaining cadre clearance in respect of services controlled by Department of Personnel and A.R.-

17.1. Approval of this Department is required in respect of the following categories of officers before sponsoring their candidature or allowing them to accept to continue in foreign assignments under UN/International agencies :

- (i) Indian Administrative Service ;
- (ii) Central Secretariat Service (Grade I and above)

(iii) Officers of other Group A services serving at the Centre on tenure deputation.

Nodal Ministries/Departments while dealing with proposals received from UN/International Agencies concerning these categories of officers would forward the proposals along with their recommendation direct to this Department. This Department will examine the proposal from the point of eligibility of the officers concerned for the proposed assignments (including extensions) e.g. total period of foreign assignment already served. 'Cooling-off' period, tenure principle etc. Only in those case where cadre clearance could be given, this Department will address the State Governments etc., to ascertain the interest/availability of the officers concened. After consulting State Governments etc., final reply to the Nodal Ministers/Departments would be communicated. In no case, the Nodal Ministers should address employer of the officer or officer himself directly for ascertaining his interest and availability.

Association of conerned Technical Ministers-

18. Various Ministries/Departments of the Government of India may intimate to the Department of Personnel and Administrative Reforms, the name designation and telephone number of the technical experts who may be consulted by this Department before sending panels of names to the Ministry of External Affairs for transmission to the foreign governments. The Technical Experts should be of a suitable status to make recommendations regarding the suitability of Technical Personnel even at relatively senior levels and should be located in Delhi.

Level Criteria for sponsorship to the United Nations and its allied organisations-

19.1. The United Nations Secretariat itself as well as the subsidiary organisations such as the F.A.O., ILO etc., generally indicate the salary

level of the vacancy at the time of the announcement of the vacancy. In order to guide the Ministers and Departments of the Government of India in the matter of forwarding applications for these posts, it has been decided, in consultation with the Ministry of External Affairs, that the criteria as in Annexure-III would be observed while determining the category of officers who would be eligible for consideration for the foreign assignments announced by the subsidiary organisations of the United Nations as specific salary levels recommended by the Third Pay Commission.

19.2. For posts under the United Nations Development Programme, the United Nations do not always indicate before-hand the salary level attached to the posts at the time of inviting nominations from member countries. The salary level in such cases are determined with respect to the qualifications and length of experience of the particular candidate who may be finally selected for the assignment. In such cases the sponsoring Ministry/Department should make sure that the terms finally offered to the selected candidates are in conformity with the criteria prescribed above.

19.3. The concerned Ministries are authorised to consider personnel of upto two stages adjacent at either way to the designated level, particularly in the case of technical assignments.

19.4. The concerned Ministries should indicate the level of officers eligible to apply in the circular inviting applications against a vacancy.

20. Hindi version of this letter is enclosed.

Yours faithfully,

HAZARA SINGH,

Under Secy. to the Govt. of India.

New Delhi, the 22nd February, 1985

No. 1/26/83-FAS

Copy forwarded for information and guidance to-

1. All Ministries/Departments of Government of India with the request that contents of the letter may be brought to the notice of all attached/subordinate offices/Public Sector Undertakings under their administrative control.
2. Comptroller and Auditor General of India, New Delhi
3. Controller General of Defence Accounts.
4. Secretary, Union Public Service Commission, New Delhi.
5. Secretary, Lok Sabha Secretariat, New Delhi
6. Secretary, Rajya Sabha Secretariat, New Delhi
7. University Grants Commission, New Delhi
8. Vice-Chancellors of all Universities/Indian Institutes of Technology.
9. Bureau of Public Enterprises, Mayur Bhavan, New Delhi.
10. Prime Minister's Office

Copy forwarded to all attached and subordinate offices of Ministry of Home Affairs (Department of Personnel and Administrative Reforms).

Copy to-

SRO (CM) IEO (SM)/EO(MM)/EO (ACC)/EO(PS)/EC(P)/EO(PR)/AIS(II)/AIS(III)/FAS(UN)/CS(I) S.A. to HM/SA to MS(V)/SA to MS(S)/P.S. to Secretary/SPA to E.O.

HAZARA SINGH,
Under Secy. to the Govt. of India.

ANNEXURE I
SPECIALISATION CODES

I. Agricultural Administration-

1. Agricultural Credit
2. Agricultural Development
3. Agricultural Inputs
4. Agricultural Marketing including warehousing
5. Agricultural Research, Statistic and Education
6. Agro-Industries
7. Dairy Development
8. Fishery
9. Food Procurement, Storage, Transportation and Distribution.
10. Land Records, Land Survey and Reforms
11. Animal Husbandry
12. Agricultural Economist
13. Forestry

II. Co-operation-

1. Co-operative management and development
2. Co-operative credit
3. Industrial Co-operatives
4. Marketing Co-operatives

III. Rural and Community Development-

1. Planning and Administration
2. Integrated Rural Development Project
3. Institutions

4. **Employment Promotion**
5. **Socio-Economist/Researcher**
6. **Mass-Communication and Guidance**

IV. Economic and Financial Administration-

1. **Accountancy**
2. **Audit**
3. **Balance of payment and foreign exchange**
4. **Banking**
5. **Budget and expenditure finance**
6. **Financial and investment adviser**
7. **Economic Policy and Planning**
8. **International Trade**
9. **Taxation**
10. **Insurance**

V. Industrial Administration-

1. **Coal**
2. **Steel**
3. **Handicrafts and Handlooms**
4. **Industrial Policy, Planning and Promotion**
5. **Industrial Research and Statistics**
6. **Mining Laws and Mineral exploration**
7. **Oil and Natural Gas**
8. **Energy**
9. **Small Industries**
10. **Textiles**
11. **Industrial Estates**

VI. Personnel Administration-

1. Personnel Management
2. Service Regulations
3. Manpower Research and Planning
4. Wages and Salaries administration
5. Recruitment and placement

VII. Labour Administration-

1. Industrial Relations
2. Labour Legislation
3. Labour Welfare

VIII. Training-

1. Management Development
2. Agricultural Training
3. Labour Training
4. Co-operative Training
5. Industrial Training
6. Secretariat Training
7. Rural and Community Development Training

IX. Planning Administration-

1. Project formulation and appraisal
2. National Planning
3. Regional Planning
4. Choice of Technology
5. Planning Techniques

X. Social Administration-

1. Backward Class and Tribal Welfare
2. Family Welfare and Planning
3. Hospital Administration
4. Public Health
5. Social Welfare
6. Women Welfare and Development
7. Nutrition
8. Children Welfare and Development
9. Blinds and Handicapped Welfare

XI. Education-

1. Adult Education
2. Educational Administration
3. Higher Education and University Administration
4. Educational Policy and Planning
5. School Education
6. Sports and Youth Programme
7. Technical Education
8. Vocational Education

XII. Statistics and Demography-

1. Census and Demography
2. Manpower Statistics
3. Vital Statistics
4. Data Processing and Computers
5. Operations Research
6. National Accounts

XIII. Transport-

1. Inland Water Transport
2. Ports Management
3. Road Transport
4. Shipping
5. Railways
6. Civil Aviation

XIV. Tourism and Publicity-

1. Tourism Development
2. Mass Media (Press, Radio, T.V., Films)
3. Public Relations
4. Journalism and Editing
5. Publicity

XV. Urban Development

1. Housing
2. Municipal Administration
3. Urban Development
4. Urban and Town Planning

XVI. Miscellaneous-

1. Area Development Administration
2. Legislative/Legal Drafting/Advice
3. Materials Management and Inventory Control
4. Marketing Management

- 5. Management Services (O. and M. Industrial Engineering etc).
- 6. Environment Control and Ecology
- 7. Disaster/Calamity Management
- 8. Hotel Management
- 9. Refugee Rehabilitation
- 10. Standardisation

Year	1	2	3	4	5	6	7	8	9	10
1990										
2001										

ВИДЕЛИТЕ

ANNEXURE II
Form of Foreign Assignment Register

Sl. No.	Name of the Officer/ date of birth/ service to which he belongs	Designation and post held before deputation	Date of Deputation and the period of deputation	Name of Organisation and Country to which deputed/ Nature of the jobs for which deputed	Address in Foreign Country	Date of expiry of initial deputation	Action taken timely recall
1	2	3	4	5	6	7	8
			Part I International Assignments				
			Part II Bilateral Assignments				
			Part III ITEC and other Aid Programme Assignments				

ANNEXURE III

**LEVEL OF OFFICERS TO BE CONSIDERED FOR THE
POSTS UNDER THE UNITED NATIONS AND ITS ALLIED
ORGANISATIONS**

Level of the post in UN	Level of the Post/Salary Scale of Indian Experts Eligible
D 1 Posts	More than 17 years of IAS or equivalent service without any upper limit. Technical and other officers who could be equated with Joint Secretaries or above
D 2 Posts	to the Government of India. In other cases Officers Drawing more than Rs. 2500.
P 5 Posts	Officers between 14 and 17 years of IAS or equivalent service. Technical and other officers who could be equated with Directors in that Government of India. In other cases officers drawing Rs. 2000 or more P.M.
P 4 Posts	Officers between 9 and 14 years of IAS or equivalent service. Technical and other officers who could be equated with Deputy Secretaries to the Government of India. In other cases officers drawing between Rs. 2500-2000 P.M.
P 3 Posts	Officers between 6 and 9 years of IAS or equivalent service. Technical and other officers may be equated with Under Secretaries to the Government of India. In other cases officers drawing pay between Rs. 1200-1600 P.M.

- P 2 Posts Officers between 4 to 6 years of IAS or equivalent service. Technical and other officers who may be equated with Junior Under Secretaries to the Government of India. In other cases officers drawing upto Rs. 1200 P.M.
- P 1 Posts Officers upto 3 years of IAS or equivalent service. Technical and other officers who may be equated with attaches/registrars/Section officers.

APPENDIX II**No. 25/3/85-FAS****GOVERNMENT OF INDIA****Department of Personnel and Training****(F.A. Section)**

New Delhi, the 28th October 1985

To,
The Chief Secretaries of
all State Governments/UTs.

Subject : Retention of the lien and protecting the seniority etc., of the experts in the Parent Department while deputing them on Foreign Assignment through the Department of Personnel and Training.

Sir,

As you would aware, the Foreign Assistant Division of the Department of Personnel and Training registers names of the experts who are desirous of being considered for the foreign assignment to the developing countries of Asia, Africa and Latin America. For this purpose, the applicants are required to submit applications for registration through their Parent Department supported by a Certificate that the applicant will be released for service abroad on foreign service terms applicable

to them by retaining their lien and protecting their seniority, within 30 days of selection, if necessary. Applications not accompanied with such Certificates are liable to be rejected.

2. Now, the Government of India has decided that the word in the form "by retaining the applicant's lien and protecting his seniority" may be deleted and applications without the Certificate may be entertained for registration in this Department. The applications of Government Servants, however, should be submitted through their Departments. Advance copies would not be entertained.

3. After the selection of the candidates through the Government of India, the State Governments/Undertakings etc., may be requested to relieve the Officers by retaining the Officer's lien and protecting his seniority in all the three cases i.e., International Assignments and Bilateral Assignments, I.T.E.C. Assignments and other Aid Programme Assignments. In the cases of Bilateral Assignments, where experts obtain offer of Appointments on Direct Contract and get 'NOC' from this Department, they may be allowed to take the assignment and retention of their lien and protecting of their seniority may be decided by the employers in accordance with the service rules applicable to these experts.

Yours faithfully,

Mrs. MANJULA GUPTA,

Director (F.A.)..

APPENDIX III

Copy of letter No. VI/401/40/83 from Ministry of External Affairs (G.O.I) (PV Division) New Delhi, dated 14th June 1985. (Office Memorandum).

Subject : Issue of 'No Objection Certificate' for grant of passport facilities to Central/State Governments Officials and employees of statutory bodies and public sector undertakings.

The undersigned is directed to say that of late this Ministry have been receiving numerous references from various Government Ministers/Departments regarding grant of 'No Objection Certificates' to their employees who want to apply for passport facilities. It would be pertinent to point out here that according to Passport Application Form for ordinary passports prescribed under the Passports Act, 1976 and the Passport Rules, 1980, a Central/State Government employee or an employee of a statutory body or of a public sector undertaking is required to produce 'No Objection Certificate' in original from his department.

2. The following guidelines are prescribed for the guidance of the departments before the issue of 'No Objection Certificate' to their employees. The concerned Ministry/Department should, before issuing a 'No Objection Certificate', verify :-

(i) Whether any disciplinary proceedings are pending or contemplated against the individual ;

(ii) Whether any vigilance case is pending or contemplated against him;

(iii) Whether there are grounds to believe that the applicant could figure adversely on the security records of the Government.

In case an employee does not attract any of the above grounds, an 'NOC' may be invariably issued in his favour.

3. An officer not below the rank of Under Secretary to the Government or equivalents should be authorised to sign the 'No Objection Certificate' and decision for the grant of 'No Objection Certificate' should be taken at the level of an Officer not below the rank of Director/Joint Secretary to the Government or equivalent or Head of Office if he is of lower rank than a Director in the Central Government.

4. All Ministers/Departments etc., are requested to follow the above guidelines while issuing 'No Objection Certificate' to their employees.

A.S. Arya,
Under Secy. to Govt. of India,
All the State Governments and Union Territories

APPENDIX IV
REPORT ON TRAINING IN INDIA

PART I

(Report to be submitted by every officer trained within one month of his return from Training).

1. Name
2. Designation
3. Date of Birth
4. Academic qualifications

PART II

1. Previous training if any-
 - (a) Name/s of the Institutions
 - (b) Period of training
 - (c) Brief content of the training programme
 - (d) Your impression on the training
 - (e) Any other remarks

PART III

Details of the latest Training :-

- (a) Name of the Institution
- (b) Period of Training.
- (c) Subject of the Training
- (d) Your impression on the training
- (e) (i) Do you feel that the knowledge gained during the Training is being usefully utilised in your present assignment?
(ii) If so explain how it has been useful
(iii) If not please indicate how your knowledge and skill granted during the training could be better utilised.
(iv) Any other remarks you wish to State

Filled in by.....

(Trainee)

PART IV

(To be filled in by the Head of the Department)

- 1. How the services of the trainee have been utilised especially in the field in which the candidate was trained.
- 2. If the services are not being utilised in the same field for which he was deputed, please give reasons
- 3. General Remarks

Date :

Head of the Department

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No. 37/15/97-EO(F)

Government of India

Ministry of Personnel, P.G. and Pensions

(Department of Personnel & Trg.)

Office of the Establishment Officer

New Delhi, the 5th March, 1999.

To,

1. The Chief Secretaries of all
State Governments/Union Territories
2. The Secretaries of all
Ministries/Departments of Government of India.

Subject : Deputation of Officers on training programme
abroad - policy for regulating such cases.

Sir/Madam,

I am directed to say that the Department of Personnel and Training nominates officers belonging to the Indian Administrative Service, State Civil Services, Central Secretariat Service and such officers of the other two All India Services (IFS and IPS) and the Group 'A' Central Services who are on deputation of posts under the Central staffing scheme to various training programme abroad, in response to the training programmes received from the Departments of economic Affairs. In addition to such nominations, this Département also processes and accords cadre clearance to officers of the IAS, CSS and Group 'A' Central Services serving under the Central staffing scheme, who are nominated for specialised training programmes by the concerned Administrative Ministries/State Governments/Union Territories. The extent policy for regulating nomination of officers/grant of cadre

clearance in the above cases is contained in this Department's circular letter No. 28(138)-EO(F) 85, dated the 4th January, 1988 read with instructions No. 80/35/94-EO (F) dated the 6th July, 1994 No. 87/3/95-EO(F) dated the 14th February 1995, No. 37/3/95-EOCF), dated the 17th April, 1995 No. 37/8/96-EO(F), dated the 10th June, 1996 (Copies enclosed at Annexure I)

Short term programme An officer can attend only one long term training programme in his entire career. Hence, officers who have attended a long term training programme earlier should not be nominated again for such training.

Short term training to be job relevant Officers who are working in the filed connected with the subject of the course should be nominated to short term courses. The state Governments/Central Ministries will utilise the skills acquired by the officers in the relevant field, on their return from training.

Cooling of condition An officer having attended a foreign training programme of a duration of 15 days to one month, will be required to complete a "Cooling off" period of two years before he can be considered again for foreign training. Officers deputed for training abroad of a duration of more than one month and upto six months are required to complete a "Cooling off" period of three years. Officers deputed for training programmes abroad of a duration of more than six months are required to complete a "cooling off" period of five years. The cooling off condition will not apply for training programmes of a duration of less than 15 days.

Project related training/Official visits abroad, irrespective of duration, are exempted from the provisions of cooling off.

(vi) Preference Officers who have earlier attended training programmes in nomination abroad may be nominated again for another training programme abroad only if suitable officers who have not attended any foreign training programme earlier are not available.

(vii) 'Very Good' service Record Officers to be nominated for training programmes abroad should possess atleast 'Very Good' service records, as revealed from their ACRs.

(viii) Vigilance clearance Officers should be clear from vigilance angle.

(ix) Debarment (a) An officer nominated by the State Government/ Administrative Ministry and selected by this Department for a training programme abroad will be debarred from foreign training for a period of five years, if he/She fails to attend the training to which he/she was selected or if the name of the officer is withdrawn from consideration for foreign training after the Central Establishment Board has approved the nomination.

(b) Under the Central Staffing scheme, officers who fail to join posts on deputation to Government of India, for which they had been selected, are debarred from central deputation for a period of five years. Officers who are debarred from central deputation, shall also be debarred from being considered for any foreign training during the period of such debarment.

(c) Officers who are nominated for compulsory in-service training programmes but have not attended due to personal reasons or they were not relieved by the Government, should not be nominated for foreign training.

(x) Study Tours/Seminars/Workshops abroad which are organised by International agencies/foreign governments and which are of duration of more than 15 days would be governed by the principles/criteria applied to short term training programmes abroad, as contained in the preceding para of this circular.

For study tours/seminars/workshops abroad which are of less than 15 days of duration, the upper age limit of 50 years, applicable to short-term training programmes, will not apply. The provisions of "cooling off" will also not apply to such studytours/seminars/workshops of less than 15 days.

However, officers should have completed the minimum length of service (7 years and 9 years as the case may be), as is applicable for nomination for short term training programmes.

(xi) Guidelines for nominating deputing officers for training abroad (a) Officers may be sponsored for training courses abroad which commence after the expiry of their approved tenure at the Centre, only with the concurrence of the cadre controlling Authority concerned. In the case of IAS officers, the concurrence

who are of the State Government Union Territory concerned
currently on deputation to the Government on whose strength the officer is borne, shall be obtained.

(b) Officers should have completed a minimum of two years of Service on posts held under Central staffing scheme, at the time of proceeding on training, if selected.

(c) Those officers whose tenure under the central staffing schemes is due to come to an end within two months before the commencement of the training or during the currency of the training, may not be sponsored for training courses abroad.

(d) Officers who are left with a balance tenure of less than one year on return from a long term training programme abroad may be asked to revert to their respective parent cadre as it is difficult to arrange posting in Government of India for such short periods.

(e) The period of training undergone by the officers will not be excluded for the purpose of calculating their tenure at the centre. In other words, the period of training abroad will be counted towards central tenure. However, the period of training attended at the National Defence College, New Delhi will be excluded from Central tenure.

II GRANT OF CADRE CLEARANCE BY THIS DEPARTMENT TO OFFICERS DEPUTED ON TRAINING PROGRAMMES ABROAD BY THE RESPECTIVE STATE GOVERNMENTS/UTS/MINISTRIES/DEPARTMENTS

As already mentioned in para 1, DOP & T accords cadre clearance to officers belonging to the IAS, CSS and such officers of the other two AIS and Group 'A' services serving under Central Staffing scheme, who are nominated to various specialised training programmes abroad by their Ministries/State Governments/Union Territories. Cadre clearance of DOP&T is invariably required to be obtained by the concerned Ministries/ State Governments before deputing an officer of the above categories for a training programme/workshop/seminar/ study tour organised by international agencies/foreign governments, irrespective of the period of such deputation. Officers to be nominated for such training programmes should fulfill the eligibility criteria as set out in para 2 above. Proposals for cadre clearance should be forwarded to this Department well in time i.e., atleast before a fortnight from the date of commencement of the training/workshop etc. The proposal for cadre clearance should be sent to this Department in a self contained form, furnishing all the relevant details. The prescribed format in which such proposals for cadre clearance should be forwarded is appended at Annexure II.

Official visits and project related visits/trainings abroad.

An officer may be required to undertake a visit abroad which is related to the official work handled by the officer. These visits could be categorised as 'Official' or 'Project related'. The board interpretation of these two terms would be as follows :-

(a) Official visits are those where the officers are required to travel abroad in the discharge of their official functions.

(b) Project-related visits are those where officers are in charge of certain projects and, are required to travel abroad in connection with the execution of different components of the project, such as negotiating or signing agreements and project-related training.

In such cases of official visits and project related visits/training abroad, cadre clearance of DOP&T is not required to be sought by the State Governments/Union Territories or Ministries/Departments of the Government of India. However, projects related training would not include deputation of officers, not serving in the project, for training abroad, out of the funds earmarked for training/human resource development, in a project. In their cases, cadre clearance would be required.

Approval of this Department (Establishment officer's Division) is also not required for private visits abroad of the officers. The cases of private visits abroad of officers will continue to be regulated in accordance with the provisions of this Ministry's letter No. 11017/40/94-AIS. III, dated 8.11.94 and O.M. No. 11013/7/94-Estt. (A), dated 18.5.94. Copies of the letter and the O.M. are enclosed at Annexure I.

3. These guidelines will come into force with immediate effect in supersession of all previous instructions on the subject.

Hindi version will follow.

Yours faithfully,

(Uma Chawdhry)
Director (MN)

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No.1/13/03-PMU

Government of India

Ministry of Finance

Department of Economic Affairs

(PMU & Training Division)

New Delhi, April 5, 2004

OFFICE MEMORANDUM

**Subject : Foreign training courses administered by
the Department of Economic Affairs**

With a view to further streamlining and rationalizing the nominations for foreign training programmes being administered by Department of Economic Affairs, the following guidelines are issued.

1. State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/ Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may be please be avoided.

2. Central Ministries/Departments/State Governments are responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc. These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nomination papers after being duly nominated, he/she would be debarred from any foreign training programme for five years.

3. Nominating State Governments/Central Ministries should ensure that following instructions of DoPT (with the modification in minimum service and upper age limit indicated below) on foreign training are duly adhered to:-

Duration of Long Term and Short Term Programmes:

(i) Training programmes abroad of a duration of six months or more are treated as Long Term:

(ii) Training programmes abroad of a duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 9 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribed a different minimum service that would be accepted.

Upper age limit :

Generally for Long Term courses the upper age limit followed is 45 years and for short Term courses, 52 years at the time of commencement of programme. However, in case where foreign Government/Institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off condition: (2 years for 15 days more than a month 3 years)

(i) An officer having attended a foreign training programme of a duration of 15 days to one month will be required to complete a 'Cooling off' period of two years before such an officer can be considered again for foreign training;

(ii) Officers deputed for training abroad of a duration of more than one month and upto six months are required to complete a 'cooling off' period of three years;

(iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for a short term programme

(iv) The 'cooling off' condition will not apply for training programmes of a duration of less than 15 days;

(v) Project-related training/official visits abroad, irrespective of duration, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

(i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;

(ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/ cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;

(iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the

concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.

Vivek Mehrotra
Joint Secretary

GOVERNMENT OF KARNATAKA

No. DPAR 236 SME 2006 Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, dated: 06-07-2007.

CIRCULAR

Sub : Details to be covered in the foreign visit report.

The officers who had gone on official visits abroad are required to submit a report after return to the State. It is found that the reports are delayed, they are either too cursory or are compilation of travel diary, notes gathered during various meetings etc. The purpose of the report is to gain from the experience of the officer and seek his/her valuable insight into an issue, which is of consequence to the state administration. Hence the following guidelines are issued.

1. The Report should be submitted within two weeks of returning to the State Government.
2. It should not exceed 750 words and in paper of A-4 size.
3. It should indicate the valuable lessons learnt by the officers preferably in the form of points. (Narrative if only essential to bring out important features),

4. The advice/suggestions of the officers to improve the systems as a consequence of his exposure to the situations and systems abroad.

5. Any follow up activity that can be taken up as consequence of his/her visit, by him/her and the department.

6. The officer should concentrate on the do-ables in the context of the State and the prevailing situations.

Tushar Girinath
Additional Secretary to Government
DPAR (Services)

Ministry of External Affairs
New Delhi,
Phone: 23012318 Fax: 23016781
E-Mail : dirts@mea.gov.in

Foreign Secretary,
No.8232/FS/2007

July 2, 2007

Subject: Political clearance for visits of high dignitaries Ministers and officials of the Central Government State Governments and Union Territories to countries abroad.

Dear Secretary/Chief Secretary,

MEA receives a large number of proposals for political clearance for visits abroad by Ministers, other dignitaries and officials of the Central Government/State Governments and Union Territories.

2. To enable expeditious processing of proposals for political clearance, MEA has prepared a proforma seeking necessary information

from the sponsoring Ministries/other organizations. A copy is attached. If full information contained in this proforma is provided, MEA will be able to clear such proposals within one week if the concerned Indian Mission/missions have already been consulted. If not we will need two weeks. I shall be grateful if you could issue instructions to concerned officers in your Ministry/Government to send proposals for political clearance to us in future as per this proforma.

Yours Sincerely,

sd/

S. Menon

All Secretaries of the Central Government and
Chief Secretaries of the State Governments/
Union Territories

PROFORMA FOR POLITICAL CLEARANCE

PART-I

1. Visit of: (Name & designation of Leader of Delegation)	
2. Accompanied by: (Please give names & designation of all accompanying members)	
3. Places and Dates of Visit:	
4. Purpose of visit (including specific objectives to be achieved/tasks to be completed)	

5. Whether an invitation received from visiting countries If so, details (Please enclose a copy)	
6. Details of meetings fixed in countries being visited.	
7. Whether concerned Indian Mission/Posts have been consulted on arrangements and meetings required.	
8. Source of funding for the visit. If any foreign hospitality is proposed to be accepted, whether approval of MHA from FCRA angle has been obtained	

PART-II**Comments of Indian Missions/Posts****PART-III****Recommendation of concerned Territorial Divisions & Co-ordination
Division**

Government Central Press, Bangalore -59