

No. 23 (2)/2006-E.Coord / 2011  
Government of India  
Ministry of Finance  
Department of Expenditure  
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North Block, New Delhi.  
Dated the 13<sup>th</sup> February, 2012.

**OFFICE MEMORANDUM**

Subject:- **Foreign deputation/tours of officials to SAARC Countries and Myanmar – Exemption from the requirement of prior approval of the Screening Committee of Secretaries – Instructions/Guidelines regarding.**

Reference is invited to para '3' of Department of Expenditure's O.M. of even number dated 23<sup>rd</sup> July, 2010 read with O.M. of even number dated 13<sup>th</sup> December, 2010, which prescribes that foreign deputation/visit of delegations comprising more than five members (irrespective of the level of officers), where the Government of India bears the expenditure in respect of more than five members, would require the prior approval of the Screening Committee of Secretaries. These instructions apply to deputation/visits to SAARC Countries and Myanmar also.

2. Since foreign deputation/visits of delegations to SAARC Countries and Myanmar are otherwise exempt from the requirement of prior approval of the Screening Committee of Secretaries, except those prescribed under para '2' of Cabinet Secretariat's O.M. No. 1/19/1/2008-Cab. dated 10<sup>th</sup> June, 2008, the issue of exempting foreign deputation/visits of delegations to SAARC Countries and Myanmar, comprising more than five members, where the Government of India is bearing the expenditure in respect of more than five members, from the requirement of prior approval of the Screening Committee, has been engaging the attention of the Government.

3. In keeping with the general policy of exempting visits to SAARC Countries and Myanmar from the requirement of prior approval of the Screening Committee of Secretaries, it has now been decided to **also exempt foreign deputation/visits of delegations comprising more than five members** (irrespective of the level of officers), where the Government of India is bearing the expenditure in respect of more than five members, **to SAARC Countries and Myanmar**, from the requirement of prior approval of the Screening Committee of Secretaries, subject to the following conditions:-

- (a) The Ministries/Departments may manage such visits from funds allocated in their annual budgets under the Foreign Travel Expenses head; and
- (b) As provided for in para '2' of Cabinet Secretariat's O.M. No. 1/19/1/2008-Cab. dated 10<sup>th</sup> June, 2008, in cases where both the Secretary and Minister-in-charge would be away from Headquarters at the same time, a visit to any SAARC Country or Myanmar by the Secretary to the Government of India, **would continue to be placed before the Screening Committee of Secretaries.**

4. This issues with the approval of Cabinet Secretary.

*Madhulika Prasad*

(Madhulika P. Sukul)

**Joint Secretary to the Government of India**

To

1. All Secretaries to the Government of India
2. All Financial Advisors

Copy for kind information to:-

1. Cabinet Secretary
2. Finance Secretary