OFFICE MEMORANDUM

Subject:- Deputation of officials abroad-instructions regarding.

In continuation of this Ministry’s O.M. of even No. dated the 21st January, 1992, delegation powers to the Ministries/Departments to clear deputation cases of officials up to the level of Joint Secretary and below, the undersigned is directed to say that each Ministry/Department would, hereafter be required to submit for cash quarter a report on deputation cases cleared under the delegation powers-starting from the quarter ending 31st March, 1992- as in the proforma enclosed. Report in the proforma should reach Secretary (Expenditure) with a copy to Cabinet Secretary within a week of completion of each quarter.

2. The report should also indicate details of cases even where the expenditure is not borne by the Government of India but is being borne by an outside agency, wholly or partially.

3. In case of a composite delegation headed by Secretary/Additional Secretary and comprising officers of the level of Joint Secretary and below, the proposal should not be split. In such cases proposal of the composite delegation should be referred to the Screening Committee as in the proforma prescribed vide this Ministry’s O.M. No. 19036/4/91-E.IV dated the 25th June, 1991 through concerned Financial Advisors.

4. It is further clarified that all cases of deputation of Secretary/Additional Secretary level officers including those where the expenditure is to be borne by an International Agency fully or partially, would continue to be submitted to the Screening Committee for their approval at least 15 days before the intended date of departure through the concerned Financial Advisor.

5. Cases of all non-officials as also the composite delegation which include non-officials and in whose case the expenditure is to be borne by the Government of India would continue to be referred to the Screening Committee for approval for obtaining the orders of the Prime Minister.

6. All cases of deputation falling within the delegated powers will be considered only after obtaining the advice of the Financial Advisor concerned. Similarly, all cases of deputation should be referred to the Screening Committee through the Financial Advisors.

7. From time to time, standard D.A. rates as admissible in different countries have been laid down by the Ministry of External Affairs. While issuing sanctions these rates should be kept in view. The scale of entertainment allowance, contingencies and excess baggage have also been laid down by this Department. It may, kindly be ensured by the respective Financial Advisors that while issuing sanctions these limits are not exceeded. For sake of convenience the rates are mentioned below:-

Where it is obligatory to host lunch/dinner by the delegation, the rate of entertainment allowance admissible will be as under:-

Minister Rs. 7500/-
Secretary to the GOI Rs. 6000/-
Additional Secretary Rs. 4500/-
Contingencies

If the delegation is headed by Minister/Secretary Rs. 200/- per day for the delegation as a whole. In case the delegation by Additional Secretary/Joint Secretary the amount will be restricted to Rs. 100/- per day. No additional amount would be admissible for inland travel.

Excess baggage

Only 5. k.g. is permitted in genuine cases where the duration of stay abroad exceeds 7 days.

8. Hindi version of this O.M. is enclosed.

Sd/-
(J.P.Pati)
Director (EG)

To

All Ministries/Departments of Govt. of India.

Copies for information to all the Financial Advisors (by name). They are requested to ensure that while considering cases under the delegation powers or otherwise the above set of instructions are scrupulously followed and under no circumstances the sanctioned budget for foreign travel should be exceeded.

Sd/-
(J.P.Pati)
Director (EG)