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Government of India
Ministry of Finance
Department of Expenditure
E.Coord

North Block, New Delhi

31st July 2007

Office Memorandum

Subject :- Participation in international Exhibitions/fairs etc.

Comprehensive guidelines and instructions on travel abroad of officers have been issued from time to time. In recent months, it has been observed that some Ministries/Departments have issued instructions/guidelines at their level, which are not in consonance with those issued by PMO, Cabinet Sectt. and M/o Finance. In supersession of the such guidelines issued by individual Ministries, the following directions are issued, which shall be strictly observed with immediate effect :-

- (i) The criteria for selection/participation of entrepreneurs in international exhibitions/fairs should primarily be based on the quality of the product to be showcased, with entrepreneurs producing superior quality products to be given preference.
- (ii) The practice of participation of officials from the Ministry in such international exhibitions/fairs should be discouraged in the interest of economy in expenditure. Only actual participants displaying their products may be deputed.
- (iii) The deputation of officials should be kept strictly to the minimum. Only the officer actually dealing with the subject should be deputed and no more.

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2. It has also been observed that Ministries/Departments are receiving and accepting invitations from organizers for foreign visits on official business in connection with subjects belonging to other Ministries/Departments as per Government of India (Allocation of Business) Rules, 1961. The Cabinet Secretariat has inter alia directed that the Ministries/Departments, while considering the issue of accepting the invitations, should at first instance examine whether the subject matter of the invitation pertains to the business allocated to them and in case it doesn't, the invitation may be forwarded to the Department concerned under intimation to the organizer(s).

3. This issues with the approval of Secretary(Expenditure).



(Meena Agarwal)

Joint Secretary to the Government of India

To

- (i) Secretaries of all Ministries/Departments
- (ii) All Financial Advisers