

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

**E. Coord Branch,
North Block, New Delhi.**

7th January, 2010


Office Memorandum

Subject :- Delegation of Powers for approving foreign travel proposals.

Reference is invited to para 2(ii) of Cabinet Secretariat Office Memorandum No. 21/1/7/94-Cab. dated 30th March, 1995 which inter alia stipulates that 'cases of deputation abroad of officials at the level of Joint Secretary and below will be decided by Ministries/Departments in consultation with the Financial Adviser and with the approval of Minister-in-Charge. However, in cases of composite delegation being led by Secretary/Additional Secretary and comprising officers of the level of Joint Secretary and below, the proposals should not be split but the complete proposals should be sent to the Screening Committee'.

2. In partial modification to para 2(ii) of the aforementioned Cabinet Secretariat office memorandum, the following further instructions/guidelines are issued with the approval of Hon'ble Prime Minister for compliance :

'Powers to approve foreign visits of officer's upto the level of Director and equivalent are delegated to the administrative Secretaries with **prior** consultation with the Financial Advisers (FA) concerned. With regard to the foreign visits of Joint Secretary/equivalent and above level officers, the existing provision viz. obtaining Minister's approval for such visits in consultation with the FA, and the stipulations for the visits of composite delegations will, however, continue.'


(Sushama Nath)
Secretary(Expenditure)

All Secretaries to the Government of India

All Financial Advisers

Copy for kind information to :

- (i) Cabinet Secretary
- (ii) Finance Secretary
- (iii) PMO(Political Section)