

No.4(4)/E.Coord/2015
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, 9th May, 2019

OFFICE MEMORANDUM

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS)

Reference is invited to this Department's OM of even number dated 5th January, 2016 and 27th November, 2017 on the subject mentioned above.

2. Ministries/Departments are again directed to ensure that the timeline stipulated for submitting the proposal for foreign visits requiring SCoS and Hon'ble Prime Minister's approval are received 15 days prior to departure date of the delegation but not later than 05 days before date of departure of the delegation. Proposals not adhering to the time frame are hereafter liable to be rejected.


(H. Atheli)
Director

To:

All Secretaries to the Govt. of India
All Financial Advisers of Ministries/Departments

Copy for information to:

- i) Deputy Secretary, PMO
- ii) Staff Officer to the Cabinet Secretary
- iii) Sr. PPS to Finance Secretary & Secretary(DEA)
- iv) PPS to AS(Pers), DoE