

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

North Block, New Delhi,

27<sup>th</sup> October, 2008

OFFICE MEMORANDUM

**Subject: Deputation/delegations abroad - acceptance of invitation from Foreign Bodies/International organizations etc.**

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In partial modification to the Ministry of Finance Office Memorandum F.NO.19036/1/2000-E.IV dated 21<sup>st</sup> March, 2000, and in order to simplify the procedure for processing of foreign tour/deputation proposals where invitation is received directly by the officers of GOI based on their expertise in a particular field, the following is laid down for compliance by all concerned :-

- (i) In case invitation to participate in *workshop/conference/seminar/study tours/presentation of papers etc. abroad* is received directly by the officers by name, by virtue of his/her expertise in a particular field, such visits will be treated as in personal capacity for which the officer would have to proceed on leave after obtaining approval of the competent authority.
- (ii) The visits of the above nature are to be allowed only if 100% funding support is provided by the organizers. The Ministries/Departments may consider such proposals at their level in r/o officers of the level of Joint Secretary and below, in consultation with the Minister and the Financial Adviser concerned. Necessary clearances viz. political clearance from MEA and FCRA clearance from MHA, wherever required, may invariably be obtained for such visits.
- (iii) Invitations/proposals of the above kind in r/o officers of the level of Additional Secretary and above will continue to be referred to the Screening Committee of Secretaries for consideration.
- (iv) Invitations for participation in training/workshops/seminars/conferences/as a 'Resource person', organized by external agencies will continue to be governed by instructions of Department of Economic Affairs, which is the nodal department in Government of India dealing with external aid, issued vide DO letter No. 12(51)/2001-EEC(Coord) dated 10<sup>th</sup> July, 2001.

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- (v) Remuneration/honorarium/fees, if any, received by the officer during such visits will be governed by SR-11 and SR-12 (FR-SR- Part-1) and GOI orders printed there-under.
2. This issues with the approval of Secretary(Expenditure).

*Madhulika Prasad*

(Madhulika P. Sukul)

Joint Secretary to the Government of India

All Secretaries to the Government of India

All Financial Advisers

Copy for information to :

Addl. Secretary Cabinet Sectt.