

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

North Block, New Delhi,  
11<sup>th</sup> December 2007

OFFICE MEMORANDUM

**Subject: Deputation/Delegation abroad – Revised proforma for submission to the Screening Committee of Secretaries.**

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Reference is invited to this Department's O.M. No.19036/4/91-E.IV dated 25<sup>th</sup> June 1999, on the above subject, forwarding therewith the deputation proforma to be submitted while forwarding proposals for consideration of Screening Committee of Secretaries.

2. The deputation proforma has now been slightly revised to include the following two additional items at para 7, relating to budget in the FTE Head:-

- Budget for the ongoing quarter, in the current fiscal.
- Expenditure incurred so far in the ongoing quarter.

3. **A copy of the revised proforma, is enclosed.** All Ministries/Departments and in particular, the respective Financial Advisers may kindly ensure that the proforma is duly completed in respect of all details and signed by the Joint Secretary(Admn.) of the Ministry/Department concerned and countersigned by the Financial Adviser thereafter before submitting to this Department. It is further requested to ensure that all such proposals in the revised proforma duly and completely filled in, along with all concerned papers and files, are sent to this Department, **at least 15 days before the intended date of departure abroad.**

*B. Bahri*  
(Bina Bahri)

Deputy Secretary to the Government of India

11/12/07

To

- Secretaries of all Ministries/Departments
- Financial Advisers of all Ministries/Departments

## PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

1. Sponsoring Ministry/Department:

|     | Officer's Name | Designation | Ministry/ Department | Scale of pay | Date of superannuation | Source of funding |
|-----|----------------|-------------|----------------------|--------------|------------------------|-------------------|
| (a) |                |             |                      |              |                        |                   |
| (b) |                |             |                      |              |                        |                   |
| (c) |                |             |                      |              |                        |                   |
| (d) |                |             |                      |              |                        |                   |
| (e) |                |             |                      |              |                        |                   |
| (f) |                |             |                      |              |                        |                   |
| (g) |                |             |                      |              |                        |                   |

2. Purpose(s) of visit :  
(Detailed reason, copies of the Agenda etc. to be enclosed)

3. Country/countries to be visited {City/Country} all places :

4. Duration of the visit (per country)

| Country | From<br>dd/mm/yy | To<br>dd/mm/yy | Days |
|---------|------------------|----------------|------|
|---------|------------------|----------------|------|

5. Including /Excluding Journey time to & fro :

6. Budget Availability

(a) Actual expenditure in the previous financial year :

(b) Budget provision for the current financial year :

(c) Actual expenditure incurred so far (details to be enclosed in a statement) :

(d) Commitments already made for the current financial year :

(e) Balance available for current financial year :  
{6b - (6c + 6d)}

7. (a) Budget for the ongoing quarter, in the current fiscal :

(b) Expenditure incurred so far in the ongoing quarter :

8. Estimated expenditure on the proposed visit
- (a) Air fare:
  - (b) Class to be travelled:
  - (c) Whether entitled:
  - (d) D.A. etc.:
  - (e) Entertainment Allowance, if any required:
  - (f) Contingencies, if any required:
  - (g) Hotel accommodation:
  - (h) Excess Baggage:
  - (i) Gifts:
  - (j) Any other (please specify)
  - (I) Total estimated expenditure in Indian currency:  
(in respect of items at serial no.....)
  - (II) Total Foreign Exchange component:  
(in respect of items at serial no.....)

Total expenditure on the visit (I) + (II) : Rs.

9. Full details of the Foreign Visits under-taken by the officer(s) during the last three year (To be enclosed as per proforma enclosed)
10. Why the number of delegates cannot be reduced?
11. Were deputations/delegations sent in the past for similar purpose? If so, the names of officers deputed together with period of deputation and a copy of the report submitted on return to be enclosed.
12. Whether Report has been submitted: Yes/No
13. Is an increase proposed in the number of delegates over what was at the last occasion? If so, why?
14. Why cannot the purpose be served by utilizing the services of (i) our Mission abroad or (ii) of another officer already abroad in the same or neighbouring country in an office of/under the Ministry/Department or (iii) any other officer being sent abroad?

15. Whether approval of the nodal Ministry has been obtained in case the subject matter is the concern of some other Ministry also.
16. Whether any other officer is being sent for the same purpose (Details may please be given separately)
17. In case the proposal is being sent less than 15 days before the date of departure, justification duly approved by Admn. Secretary may be annexed.

**Signature of Joint Secretary(Admn.)**

**Counter Signature of Financial Adviser**

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS

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|  | 2006 | 2007 | 2008 |
|--|------|------|------|
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- (a) No. of Visits made
  
- (b) Countries visited:
  
- (c) Period & Deputation of stay in each country with dates
  
- (d) Purpose of Visit