

No.26/23/2002-FAS
GOVERNMENT OF INDIA
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, dated: 28th February, 2002.

To

1. All the Secretaries of Ministries/Departments, Government of India.
2. Secretaries of Department of Personnel/ General Administration Department of all State Governments/Union Territories.

Subject: Cadre clearance for foreign visits of officers –observance of instructions – regarding.

Sir,

According to the guidelines issued by the Department of Personnel & Training vide letter No. 7/15/97-EO(F) dated 5th March, 1999, this Department accords cadre clearance to the officers belonging to the IAS, CSS and the other two AIS (Indian Police Service and Indian Forest Service) and Group 'A' Central Services who are serving under the Central Scheme, as a re nominated for specialised training programmes, workshops, seminars and study tours abroad by the concerned State Govts./Union Territories and Ministries/Departments of the Govt. of India. These instructions have laid down certain requirements to be observed while forwarding the proposals for cadre clearance which are listed below:

- (a) The proposal should be forwarded to DOP&T well in time i.e. at least before a fortnight from the date of commencement of the training/workshop etc.
- (b) The proposal should be sent in a self contained form, furnishing all the relevant details and in the prescribed format.
- © Cases of officials visits and project related visits/training road do not require the cadre clearance of DOP&T.

The interpretation of the terms 'official' and 'project related' has also been defined in the guidelines. (Copy of relevant portion enclosed).

2. However, it has been observed that inspite of the above guidelines, the proposals for cadre clearance are being received in this Department at the far end, incomplete and not in the prescribed

proforma. Besides, proposals for cadre clearance are also received in respect of 'official' and 'project' related visits of officers abroad, for which clearance of DoP&T is not required. All these factors contribute to unnecessary correspondence and delay in processing the cases.

3. In view of above, it is requested that proposals may be sent at least 15 days in advance in the prescribed format only. A copy of the format is again enclosed for ready reference.

4. In order to avoid unnecessary correspondence, it may kindly be ensured that in future, proposals regarding 'official' and 'project related' visits are not be referred to this Department. No correspondence would be made by this Department in case of such proposals.

5. It is also brought to the notice of all concerned that ex-post facto proposals for cadre clearance would not be considered by DOP&T.

The Ministries/Departments of Government of India and the State Governments/Union Territories are requested to follow these instructions.

Yours faithfully,



(Vimla Bakshi)

Under Secretary to the Govt. of India.

Tele:3014575

Official Visits/Project related visits/training abroad.

An officer may be required to go on a visit abroad which is related to the official functions handled by the officer. Such visits would be categorized as 'official' or 'project related'. The broad instructions of these two terms would be as follows:-

- (a) Official visits are those where the officers are required to travel abroad in the discharge of their official functions.
- (b) Project-related visits are those where officers are in charge of certain projects and, are required to travel abroad in connection with the execution of different components of the project, such as negotiating or signing agreements and project-related training.


In such cases of official visits and project related visits/training abroad, cadre clearance of DoB&T is not required to be sought by the State Governments/ Union Territories or Ministries/Departments of the Government of India. However, project related training would not include deputation of officers, not serving in the project, for training abroad, out of the funds earmarked for training/human resource development, in a project. In their cases, cadre clearance would be required.

Approval of this Department (Establishment Officer's Division) is also not required for private visits abroad of the officers. The cases of private visits abroad of officers will continue to be regulated in accordance with the provisions of this Ministry's letter No. 11017/40/94-MS.III, dated 8.11.94 and O.M. No. 11013/7/94-Estt.(A), dated 18.5.94. Copies of the letter and the O.M. are enclosed at Annexure I.

3. These guidelines will come into force with immediate effect in supersession of all previous instructions on the subject.

Hindi version will follow.

Yours faithfully,


(Upma Chawdhry)
Director (IBI) 9.3.99