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

North Block, New Delhi

September 24th, 2007

OFFICE MEMORANDUM

Subject :- Adherence to budget limits under the Foreign Travel Expenses Head.

Instructions have been issued from time to time concerning the need for proper control over expenditure so as to remain within the authorized budgetary grant. In recent months, it has been observed that some of the Ministries/Departments have either already exhausted or are on the verge of exhausting their budget provisions, **especially under the Foreign Travel Expenses Head**, even though there are still six months to go in the current fiscal.

2. With a view to avoid uneven flow and front-loading of expenditure relating to **foreign travel**, the following is brought to the notice of Ministries/Departments for strict compliance:-

- (i) additional allotment at RE for purpose of FTE will not be encouraged;
- (ii) re-appropriation proposals for augmentation of the FTE head will not be entertained.

3. Ministries/Departments, which have already exhausted over 60-70% of their budget provision under the FTE head, may keep the above in view and plan/prioritize their foreign visit proposals accordingly.

4. Proposals for foreign travel, for which there is no fund availability in the foreign travel budget of the concerned Ministry/Department, would not be processed.

5. This issues with the approval of Secretary(Expenditure).



(Meena Agarwal)

Joint Secretary to the Government of India

To

- (i) Secretaries of all Ministries/Departments
- (ii) All Financial Advisers

Copy to :-

- (ii) CC to Staff officer to Cabinet Secretary