

F.No.23(2)/E.Coord.-2006  
Government of India  
Ministry of Finance  
Department of Expenditure  
(E.Coord. Section)  
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New Delhi, date the 13<sup>th</sup> June, 2008

**OFFICE MEMORANDUM**

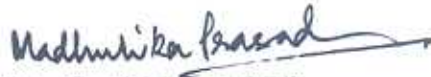
**Subject : Expenditure Management – austerity measures with respect to foreign travel**

In terms of this Department's O.M. No.7(1)E.Coord./2008 dated 5<sup>th</sup> June, 2008 on 'Expenditure Management – Economy Measures and Rationalization of Expenditure', Ministries/Departments are required to lay down quarterly or half yearly ceilings based on the annual budget under the heads of Domestic and Foreign Travel which they may not exceed during the quarter or half year in question. These ceilings are required to be determined after carrying out a 10% cut as per para 2.2 of the instructions.

2. All FAs are requested to intimate to the Department of Expenditure the quarterly/half yearly ceilings laid down on foreign travel expenses in respect of their Ministry/Department by 20<sup>th</sup> June, 2008. These ceilings may also be reflected while processing/forwarding cases relating to foreign travel. It has been decided that the proposals referred for approval of the Screening Committee of Secretaries after 20<sup>th</sup> June, 2008, will only be processed, if the details regarding the ceiling are indicated in individual proposals.

3. It is also added in this context that proposals for foreign travel may be processed further only if political clearance from MEA has been received, as MEA have issued internal instructions for a critical examination of proposals, including whether the visit would be necessary or useful and the level at which it should be conducted.

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

  
(Madhulika P. Sukul)

Joint Secretary to the Govt. of India

**All Financial Advisers**