

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

**E.Coord Section,  
North Block, New Delhi,**

**23<sup>rd</sup> July, 2010**

**OFFICE MEMORANDUM**

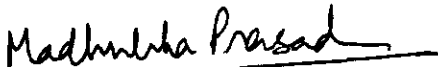
**Subject: Deputation/visits abroad exceeding five days - approval of Screening Committee of Secretaries reg.**

Reference is invited to Cabinet Secretary's DO letter of even number dated June 12, 2008 addressed to all the Secretaries to Government of India regarding deputations/visits abroad.

2. Para 5(iv) of the aforementioned letter stipulates that *'the size of the delegations should be kept as small as possible. No delegation for foreign travel should exceed five members nor should the duration exceed five days. In cases where these numbers have to be exceeded due to unavoidable reasons, the matter may be placed before the Screening Committee of Secretaries giving detailed justification, irrespective of whether the proposal is required to come to the Screening Committee of Secretaries for approval as per the present guidelines'*.

3. The matter has been reviewed and it has been decided that proposals for foreign travel of officers of the level of Joint Secretary and below exceeding five days may be exempted from the purview of Screening Committee of Secretaries. Such proposals can be considered by the Ministries/Departments internally in consultation with the Financial Adviser and with the approval of the Competent Authority in the Ministry/Department. However, delegations where the number of members exceed five in number and composite delegations led by Addl. Secretary or above level officers would continue to be referred to the Screening Committee of Secretaries.

4. Notwithstanding the exemption, the Ministries/Departments may exercise strict scrutiny with regard the duration of the visit and ensure that only minimum inescapable duration is allowed in such cases.

  
(Madhulika P.Sukul)

**Joint Secretary to the Government of India**

All Secretaries to the Government of India

All Financial Advisers