

No.F.21018/1/2004-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

Dated Aizawl, 7th September, 2010

Subject : *Consolidated instructions/guidelines on travel abroad.*

Guidelines and instructions on travel abroad of officers of the Government of Mizoram and political dignitaries have been issued from time to time by the Government of Mizoram, General Administration Department. As some of the instructions/guidelines have been revised by the Government of India and has, at the same time issued fresh instructions/guidelines in the matter, as such, consolidated instructions/guidelines on travel abroad is hereby issued for information and guidance in submission of proposals for deputation of officials/politicians and other dignitaries to foreign countries in their official capacity/personal capacity.

1. *Timely submission of proposals:* Proposals for traveling abroad of Government Officials/Politicians have to be forwarded to the Ministry of Economic Affairs, Ministry of Finance, Ministry of Home Affairs and Ministry of External Affairs for obtaining their approval, arrangement of provision of foreign currency and for obtaining political clearance etc. Departments proposing to depute officers for official tours abroad should, therefore, submit such proposals to General Administration Department at least 20 days prior to the scheduled date of departure, failing which the proposal shall be summarily rejected. However, in case it is absolutely not possible to submit the proposal as above due to cogent reasons, detail justification thereof should be furnished.
2. *Write-up on purpose of tour:* Proposal for travel abroad should invariably be supported by a write-up stating precisely the purpose of the tour and the tangible benefits that could be derived by the State Government from the proposed tour.
3. *Invitation from private parties or foreign firms contracting with Government:* Proposals for tour abroad sponsored by private parties or foreign firms contracting with Government shall not be entertained irrespective of whether the expenses thereof shall be borne by the firms or agency.
4. *Tour abroad on invitation from foreign bodies/International Organisations:* Proposals for deputing officers to participate in workshop/conference/seminar/study tour/presentation of papers abroad on receipt of invitation directly by the officers by name, by virtue of his/her expertise in a particular field shall not be treated as a proposal for deputing the officer on official tour abroad. The officer shall, be treated as performing the tour abroad in his personal capacity and he/she shall be required to proceed on leave for performing the tour he proposes to undertake. Further, such proposal shall be approved if, and on if, 100% funding support is provided by the organizers.

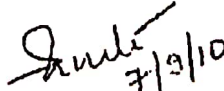
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5. Size of delegation and duration of tour abroad: Ordinarily the size of the delegations shall not exceed five members nor should the duration of the tour period exceed 5(five) days. In cases where these members have to be exceeded due to the unavoidable reasons the matter should be brought to the notice of the Chief Secretary and Minister concerned for approval.
6. Proforma to accompany proposals for tour abroad: The Ministry of Finance, Department of Expenditure, Government of India has devised a proforma for approval of deputation abroad. Likewise, Ministry of External Affairs, Government of India has also devised a proforma for obtaining political clearance. These two proforma are appended herewith as Annexure I and II. Proposal for deputing high dignitaries, Ministers and Officials of the State Government to go abroad shall not be entertained unless the proposal is accompanied by these proforma duly filled in and countersigned by appropriate and competent authority.
7. Applications for leave with the intention of going abroad on private affairs while on leave need not be submitted to General Administration Department for approval. Such application shall be decided by the appropriate leave sanctioning authority as per Government of India's decisions below Rule 17 of CCS (Leave) Rules 1972.

Sd/- VAN HELA PACHUAU
Chief Secretary
Government of Mizoram

Memo No.F.21018/1/2004-GAD : Dated Aizawl, the 7th September, 2010
Copy to :-

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Deputy Speaker/Parliamentary Secretaries, Mizoram.
4. P.S. to all Ministers/Minister of State/Vice-Chairman, State Planning Board, Mizoram.
5. Sr.P.P.S. to Chief Secretary, Govt. of Mizoram.
6. All Principal Secretaries/Commissioners & Secretaries/ Secretaries, Govt. of Mizoram.
7. All Administrative Departments, Govt. of Mizoram.
8. All Heads of Departments, Govt. of Mizoram.
9. Guard File. .


(LALHMUNSANGA HNAMTE)
Under Secretary to the Govt. of Mizoram
General Administration Department
7/9/10

**PROFORMA FOR APPROVAL OF FOREIGN TRAVEL/DEPUTATION
ABROAD.**

1. State whether the tour is sponsored by Government Organization/agency. (Yes/No).

(a) If Yes, Sponsoring Ministry/Department/Agency:

(b) If No, Sponsored by whom? (Name and status of agency)

2. In case the tour emanates from an invitation from a private body, State the name, status and reason for the invitation.

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

4. Country/Countries to be visited (City/Cities/all places must be mentioned):

5. Duration of the visit (per city/country):

City/Country

From
dd/mm/yy

To
dd/mm/yy

No. of Days

6. Total Journey Time (from date of departure to date of arrival):
7. Budget Availability for foreign tour:
- (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 statement);
 - (d) Commitments already made for the current financial year:
 - (e) Balance available for the current financial year [7 b-(7c+7d)]:
8. (a) Budget for the ongoing quarter in the current fiscal:
 (b) Expenditure incurred so far in the ongoing quarter:
9. Detail estimated expenditure on the proposed visit:
- (a) Domestic component
 - (i) Air fare :
 - (ii) Class(es) to be traveled :
 - (iii) Whether entitled :
 - (iv) DA etc. :
 - (v) Accommodation :
 - (vi) Conveyance :
 - (vii) Any other(please specify) :
 - (b) Foreign Component (As above)

Total _____

Total expenditure on the visit [(a) + (b)] : ₹ _____

10. Full details of Foreign visits under taken by the officer(s) during the last three years (to be enclosed as per proforma enclosed).

11. Why the number of delegates cannot be reduced?
(In case the number of delegates exceeds the permissible number)

12. Were deputations/delegations sent in the past for similar purpose? If so, the names of the Officers deputed together with period of deputation and a copy of the report submitted on return to be enclosed.

13. Whether Report has been submitted: Yes/No.

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) many other officer being sent abroad?:

Signature of Competent Authority
with designation

Countersignature of Administrative Head

PROFORMA FOR POLITICAL CLEARANCE**PART - I**

1.	Visit of: (Name & designation of Leader of Delegation)		
2.	Accompanied by: (Please give names & designation Of all accompanying members)		
3.	Places and Dates of Visit :		
4.	Purpose of Visit: (including specific objectives to be Achieved/tasks to be completed)		
5.	Whether an invitation received From visiting countries If so, details (please enclose a copy)		
6.	Details of meetings fixed in countries being visited		
7.	Whether concerned Indian Missions/Posts have been consulted on arrangements and Meetings required		
8.	Source of funding for the visit If any foreign hospitality is proposed to be accepted, whether approval of MHA from FCRA angle has been obtained		

PART - II

Comments of Indian Missions/Posts

PART - III

Recommendation of concerned Territorial Divisions & Coordination Division

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS.

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