

Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
EA&IC Section  
Room No. 7, Ground Floor, B-Wing  
Shastri Bhawan, New Delhi  
Dated, 21-05-2025

**OFFICE MEMORANDUM**

**Subject: Instructions to be followed in cases of matters related to foreign travel - reg.**

The undersigned is directed to refer to OM of even number dated 01.11.2018 and 12.10.2022 on the subject cited above and state that it has come to the notice of EA & IC Division (being the administrative division in the matter of foreign visits/training) that certain Wings/Sections are securing administrative approval for foreign visits/trainings from the Hon'ble Minister/Secretary without prior routing the proposal through the EA&IC Division. Moreover, some organizations within this Department are not even submitting their foreign visit/trainings proposals within the stipulated timelines and submitting the proposals mere days before the scheduled departure of the official(s). The late submission of these proposals creates administrative difficulties for the Department in securing the requisite clearances and approvals in a timely manner.

2. It has been decided that all the proposals pertaining to foreign visits/training shall invariably be submitted/routed through the EA&IC Division at the very initial stage. Non-compliance with this directive will result in the rejection of proposals.
3. Further, Foreign visit/training proposals necessitate multiple approvals from both internal and external authorities of the Ministry. To ensure the timely acquisition of all requisite clearances, the EA&IC Division must be afforded sufficient processing time. It is, therefore, advised that the foreign visit proposal needs to be submitted to EA&IC Division, at least 4 weeks prior to the date of visit.
4. This issues with the approval of Secretary(WR, RD & GR).

(Prashant Malik)  
Under Secretary to the Government of India  
Tel: 011-23383078

**To**

1. All Wing Heads under DoWR, RD&GR
2. All Organizational Heads under DoWR, RD&GR
3. All Division Heads under DoWR, RD & GR



**Copy for information to: -**

1. PPS to Secretary (DoWR, RD & GR)
2. PPS to Additional Secretary (Admn IC&GW)