

MOST IMMEDIATE

F.No.A.12026/2/2015-E.I/Admn
Government of India
Ministry of Water Resources, River Development & Ganga Rejuvenation
Administration Section
(ISO 9001:2008 Certified)

Shram Shakti Bhavan, Rafi Marg,
New Delhi, dated 12th April, 2016

Subject: Processing of cases relating to Foreign/Domestic Training – Reg.

The undersigned is directed to say that instances have come to notice of the Ministry that some Senior Officers of the Ministry/Attached Offices/Organisations were not available in office and were on foreign visits/tours when their presence was required in important meetings at the Headquarters. On enquiry it has been found that the Officers of various Wings/Attached Offices/ Organisation used to prepare their own Foreign Tour programmes on their own files and get it approved by the Competent Authority without routing through the concerned wing i.e. EA Wing.

2. In order to streamline the process, it has been decided that henceforth all matters relating to processing of cases pertaining to Foreign visits/tours/Training should invariably be routed through US (EA/IC) /EA Wing

3. This issues with the approval of the Competent Authority.



(Narendra Singh)
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To

1. All Wing Heads in the Ministry of WR, RD & GR
2. All Heads of Attached Officers/Organizations under the Ministry of WR, RD & GR.
3. All officers of the level of US and above in the Ministry of WR, RD & GR.
4. Deputy Secretary (EA/IC), Ministry of WR, RD & GR.
5. P&AO, Ministry of WR, RD & GR
6. PS to Minister (WR, RD & GR)
7. PPS to Secretary (WR, RD & GR)/PS to SS (WR, RD & GR)/PPS to JS (A)/PPS to JS&FA/PPS to JS (PP)/PPS to Advisor (Eco).
8. NIC Cell/e-Gov for uploading in the Ministry's website.