

No. S-21022/5/2018-(EA&IC) Section  
Government of India  
Ministry of Water Resources,  
River Development and Ganga Rejuvenation  
(EA & IC Desk)

Room No.3, B Wing, Shastri Bhawan  
Dr. Rajendra Prasad Road, New Delhi - 110001  
01<sup>st</sup> November 2018

**OFFICE MEMORANDUM**

**Subject: Instructions to be adhered in cases of matters related to foreign travel.**

The undersigned is directed to inform that there have been instances in recent past wherein foreign travel proposals have been sent to Secretary (WR,RD&GR)/ Hon'ble Minister (WR,RD&GR) directly by Wings/Organizations under the Ministry, without routing through International Cooperation (IC) Wing. Further, few other instances have also been noted wherein the Wings/Organizations under the Ministry has forwarded the nominations for foreign travel to the organizers without obtaining approval of the Ministry.

2. It is has been decided that all the proposals pertaining to foreign visit shall invariably be routed through IC wing at initial stage only. Failure to comply with this will lead to rejection of the proposal and such proposals, received at a later stage in IC Wing, will not be entertained and returned back.

3. Further, the foreign visit proposals require various approvals (both from within as well as outside the Ministry) and thus, IC wing requires adequate time to obtain all requisite approvals/ clearances timely. It is, therefore, advised that the foreign visit proposal need to be submitted to IC Division, preferably, 6 weeks prior to the date of visit, if it requires approval of Screening Committee of Secretaries (SCoS)/ PMO and 4 weeks prior to the date of visit, in the remaining cases.

4. This issues with the approval of Secretary (WR,RD&GR).

  
(Mukesh Kumar)

Under Secretary to the Govt. of India

Ph: 23074005

मुकेश कुमार/MUKESH KUMAR

अवर सचिव/Under Secretary

जल संसाधन, नदी विकास एवं गंगा संरक्षण मन्त्रालय

Ministry of Water Resources, River Development

& Ganga Rejuvenation

Government of India

नई दिल्ली/New Delhi-110001

To

1. All Wing Heads of MoWR, RD&GR, Shram Shakti Bhawan, New Delhi,
2. All Organizational Heads under MoWR, RD&GR, New Delhi
3. All Division Heads under MoWR, RD & GR

Copy for information to:

1. PPS to Secretary (MoWR, RD & GR)
2. PPS to Additional Secretary (MoWR, RD & GR)