

S-21012/1/2022/(EA&IC) Section
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
12th Oct 2022

OFFICE MEMORANDUM

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

Please refer this Department's OM of even no. dated 01.11.2018 on the subject cited above.

2. It has been observed that organizations under this Department are not submitting their proposals within the stipulated time, often sending proposals one day prior to the departure of official (s). The organizations seem casual in processing their proposals internally without giving due regard to the time frame stipulated for receiving the proposals in this Department for seeking requisite clearances/approvals. Late receipt of proposals leads to administrative inconvenience to this Department for soliciting requisite clearances/approvals.

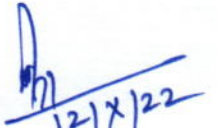
3. In this regard, it is once again reiterated that the following approvals and time is required for processing the proposal for foreign visits:

Level of officer to be deputed for foreign visit	Approvals required	Estimated time required	Remarks
Additional Secretary to Secretary	1. Approval of Hon'ble Minister 2. SCoS 3. Political Clearance 4. IFD 5. Vigilance Clearance	4 weeks	<ul style="list-style-type: none">FCRA clearance may also need to be obtained from MHA, if required.Proposal needs to be sent to SCoS also irrespective of Level of the officers if the visit exceeds 5 people or 5 numbers of days.
Above Director up to Joint Secretary	1. Approval of Hon'ble Minister 2. Political Clearance 3. IFD 4. Vigilance Clearance	3 weeks	
Up to Director level	1. Approval of Secretary 2. Political Clearance 3. IFD 4. Vigilance Clearance	3 weeks	
Non-officials/consultants/Private Members	1. Approval of Hon'ble Minister 2. PMO 3. Political Clearance 4. IFD	4 weeks	

4. Hence, it is advised that the proposals for foreign visit be submitted to EA&IC Division at the very initial stage and as per the time frame mentioned above to enable this Division to obtain the approvals/clearances for the visit in time. Such proposals received at a later stage and not adhering to the time frame are liable to be rejected.

5. Moreover, if the foreign visit proposal is being processed completely by the Wings/Organizations themselves, it is requested to kindly follow the instructions/guidelines as per **Annexure I**.

6. This issues with the approval of the competent Authority.


12/7/22
(B.L. Meena)

Under Secretary to the Government of India

Tel: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 (DoWR, RD & GR)
3. PPS TO JS(A, IC&GW)