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No. 35/30/HD (P)/94  
Government of India  
Ministry of Personnel, Public  
Grievances & Pensions  
(Department of Personnel & Training)  
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Annex III

New Delhi, the 26th July, 1994

To

All the Secretaries of  
Ministries/Departments,  
Government of India.

All the Chief Secretaries of  
State Governments/Union Territories.

Sir,

I write in continuation of this Department's letter of even number dated 6th July, 1994 (copy enclosed), wherein it has been clarified that cadre clearance of the Government of India is required for the deputation of officers of the IAS serving both at the Centre and in the States, and CSS and other Services serving under the Central Staffing Scheme, abroad for attending training programmes/workshops/seminars/study tours, etc., whatever be the duration of the visit.

2. It is observed that, in a number of proposals, certain important information has not been made available, with the result that there is a delay in processing them. It is, therefore, requested that the information indicated below may invariably be made available with every proposal for grant of cadre clearance for visits of officers abroad -

1. Name and designation of the officer for whom the cadre clearance is being sought -
2. Service to which the officer belongs -
3. Year of allotment/date of joining -
4. Date of birth -
5. Name of the course/study tour/workshop/seminar and name of city/country proposed to be visited -
6. Contents of the study tour/workshop/seminar/course -
7. Job description of the post the officer is holding presently -
8. Details of earlier training/visits abroad -
9. Whether the officer is clear from vigilance angle -
10. Who will bear the cost for the visit -
11. Whether the consent of the State Government has been asked, if the officer is on Central deputation -
12. Whether the visit is project related/job related and how Government will benefit from this visit -

Yours faithfully,

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WTS  
B. Balachandrar  
(R. C. NADAR)  
DIRECTOR (M)