

No. 37/3/95-ED(F)  
Government of India  
Ministry of Personnel, Public  
Grievances & Pensions  
(Department of Personnel & Training)  
.....

New Delhi, the 14th February, 1995

To

1. All the Secretaries of Ministries/Departments, Government of India.
2. The Chief Secretaries of all State Governments/Union Territories.

Sir,

Subject: Consolidated Instructions, regarding cadre clearance for foreign visits of officers - certain revisions of - reg.

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At present, proposals for grant of cadre clearance are governed by the instructions issued in letter No. 28/138/ED(F)/85 dt. 4th January, 1988 and letter No. 35/30/ED(F)/94 dt. 6th and 26th July, 1994. Copies of all these letters are enclosed.

2. The instructions require that cadre clearance be invariably obtained, in respect of all officers of the IAS and CSS and also in respect of officers of Central Services, when they are serving in posts under the Central Staffing Scheme, and are being considered for visits abroad.

3. It has been observed that a number of such visits of officers are related to the official work handled by an officer. These visits could be categorized as 'official' or 'project-related'. The broad interpretation of these two terms would be as follows -

- (a) Official visits are those where the officers are required to travel abroad in the discharge of their official functions.
- (b) Project-related visits are those where officers are in charge of certain projects and, are required to travel abroad in connection with the execution of different components of the projects, such as negotiating or signing agreements and project-related training. However, this would not include deputation of officers, not serving in the project, for training abroad, out of funds earmarked for training/talent resource development, in a project.

4. It has been decided that cadre clearance need not be sought either by the State Governments/Union Territories or Ministries/Departments of the Government of India, when officers are to be deputed abroad on 'official' or 'project-related' visits as described above.

5. Barring the two kinds of visits referred to above, cadre clearance will have to be obtained from this Ministry (from the Establishment Officer), for all other kinds of visits abroad of officers of the IAS and CSS and of all the other Services, where the officers are serving in posts under the Central Staffing scheme,

6. It is hoped that the Ministries/Departments and State Governments/Union Territories will devise systems so that decisions in respect of deputation of officers abroad are taken at suitably high levels in the administration.

7. This Ministry also proposes to maintain information, centrally, regarding the visits of officers abroad. Hence, a proforma is being prescribed, wherein returns will have to be submitted every Quarter. The returns will be due on the 1st January, the 1st April, the 1st July and the 1st October, every year. The returns will have to be sent to the Establishment Officer, in the proforma, which is annexed to this letter.

8. The instructions issued, hitherto, will stand modified to this extent. All the other stipulations will continue to be in force.

Yours faithfully,

*R. G. NADAR*

(R. G. NADAR)  
DIRECTOR

Name of Reporting Office:

Report for the                      Quarter of                      (year)

S.NO.	Name of officer, Service, Cadre, Year of allot- ment	Complete Designa- tion	Job Des- ription	Purpose of visit	Duration of visit (dates to be given)	Authority who sanctioned visit (designation)	Any other remarks/ relevant information
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Station:  
Date:

Signature:  
Name & Designation  
(in block letters)