

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

നം. Pol-5/104/2023-GAD

പൊതുഭരണ (പൊളിറ്റിക്കൽ) വകുപ്പ്  
തിരുവനന്തപുരം,  
തീയതി: 31-07-2023

സർക്കുലർ

വിഷയം:- പൊതുഭരണ വകുപ്പ് - മന്ത്രിമാരുടെയും നിയമസഭാംഗങ്ങളുടെയും മറ്റ് സംസ്ഥാന സർക്കാർ ജീവനക്കാരുടെയും വിദേശ സന്ദർശനം - മാർഗ്ഗനിർദ്ദേശങ്ങൾ - സംബന്ധിച്ച്.

- സൂചന:-
1. 17/12/1985 തീയതിയിലെ കേന്ദ്ര ധനകാര്യ മന്ത്രാലയത്തിൽ നിന്നുള്ള F.1/67/EC/84 നമ്പർ ഉത്തരവ്.
  2. 13/07/2023 തീയതിയിലെ കേന്ദ്ര ധനകാര്യ മന്ത്രാലയത്തിൽ നിന്നുള്ള 4/5/2023-ECB നമ്പർ കത്ത്.

മന്ത്രിമാരുടെയും നിയമസഭാംഗങ്ങളുടെയും മറ്റ് സംസ്ഥാന സർക്കാർ ജീവനക്കാരുടെയും വിദേശ സന്ദർശനവുമായി ബന്ധപ്പെട്ട് സൂചന 1 ഉത്തരവിന് തുടർച്ചയായി സൂചന 2 പ്രകാരം കേന്ദ്ര ധനകാര്യ മന്ത്രാലയത്തിൽ നിന്നും പുറപ്പെടുവിച്ച മാർഗ്ഗനിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കുന്നതിനായി പ്രസ്തുത ഉത്തരവുകളുടെ പകർപ്പുകൾ ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

SUNIL KUMAR B  
ADDITIONAL SECRETARY AND SPO

മുഖ്യമന്ത്രിയുടെയും മറ്റ് മന്ത്രിമാരുടെയും പ്രൈവറ്റ് സെക്രട്ടറിമാർക്ക്  
സെക്രട്ടറി, കേരള നിയമസഭ  
അഡീഷണൽ ചീഫ് സെക്രട്ടറി, കേരള രാജഭവൻ  
എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറി / പ്രിൻസിപ്പൽ സെക്രട്ടറി / സെക്രട്ടറിമാർക്ക്  
എല്ലാ വകുപ്പ് തലവന്മാർക്കും  
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ/ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം  
കരുതൽ ഫയൽ / ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം  
  
സെക്ഷൻ ഓഫീസർ.

**Ministry of Finance  
(Department of Economic Affairs)**

No. F.1/67/EC/84

Dated:- 17-12-1985

**CONFIDENTIAL**

To, the Chief Secretaries to the State Govt./Union Territories

**Subject:- Guidelines regarding foreign travel of Ministers of State Govts/Union Territories, Territories and State Govt. Official.**

Sir,

I am directed to invite a reference to Cabinet Sectt. Letter No. 21/1/1/81-Cab. dated the 16th August, 1982 on the above mentioned following guidelines for considering the proposals regarding travel abroad by Ministers of State Govts/Union Territories and State Govt. Officials.

**A. Study tours/exploratory visits.**

- i) Visits abroad for gathering general information or knowledge which are in the nature of general purpose study tours need not be approved in any circumstances.
- ii) If, however, the study tour abroad is related to any pending scheme of development in the State, such a visit may be approved for a period not exceeding 10 days provided some specific issue or aspect need to be studied. In such cases, the visit abroad will be approved only if the development project is an approved one and is covered by Plan allocation.
- iii) Pre/post conference study tours would be restricted to six days duration only. Such pre/post conference study tours would be allowed only when they are of the nature indicated at (ii) above.
- iv) In the case of delegates participating in the Commonwealth Parliamentary Conferences, the duration of study tours would be restricted to six days and three countries, excluding travel time.

**B. Visits abroad on hospitality basis.**

Visits abroad on an invitation from a private source/organisations would not be encouraged/approved. Visits on hospitality basis will, however, be regulated keeping in view are following:

- i) Invitations should have been received either from a foreign Government or from an international body (like UN and its specialised agencies, recognised international organisations regional groups or any other such body with the approval of the Ministry of External Affairs, etc.). These should have been received through Ministry of External Affairs.
- ii) In case of national political parties, the expenditure relating to international travel should be borne by the concerned political parties/individual, etc., as the case may be, and not by any foreign government/organisation etc.
- iii) In the case of Ministers, the invitations should bear a relationship to their porforfolio.
- iv) Invitation should have been extended on some important occasion like National Day, or an anniversary, etc. being celebrated by the host country. The period should not exceed normally 2 weeks.

**C. Visits abroad for attracting NRI investment/external assistance/Finalising collaboration agreement**

**(a) NRI Investment**

- i) The projects (promoted) by the State Govt in the State Sector should be approved plan projects covered by plan allocations.
- ii) Sufficient advance planning should have been made before delegations are sent for attracting NRI investment for specific projects.
- iii) It would be necessary to send projects profile to the concerned offices abroad of the Indian investment Centre to enable them to locate potential investors, etc.

iv) Chief Ministers/Ministers need not be excluded from undertaking the visits.

(b) External Assistance

Separate visits abroad by Ministers of State Governments/Officials to negotiate external assistance for such projects need not be approved as this subject is within the purview of the Central Government which coordinates all external assistance

(c) Collaboration agreements

Collaboration agreement proposals both from the public sector and private sector are considered on merits of each case. Among other things, profitability aspect of the proposal is to be justified fully in each case. Negotiations with foreign parties in connection with collaboration agreements are matters which are required to be carried out by technical authorities connected with the project. While giving its approval in principle, in these cases, Govt. of India indicates broad parameters within which agreement has to be finalised with the overseas parties. In cases where any change is sought by the project authorities they have to seek Govt. of India's approval first. It is therefore, proposed that the visits abroad by the Minister/Chief Ministers for discussions/negotiation in connection with collaboration agreement need not be encouraged.

4. It is requested that the above guidelines may please be kept in view while forwarding the proposals to the Department of Economic Affairs., It is hereby clarified that unless all procedural requirements are met and proposals are submitted to the Department of Economic Affairs at least three weeks in advance, it would be difficult for this Department to clear such proposals in time.

Yours faithfully,

Sd/-

(J. L. Bajal)

Joint Secretary to the Govt. of India.



AS, GA (POL)

File No. 4/5/2023-ECB  
Government of India  
Ministry of Finance  
Department of Economic Affairs



North Block, New Delhi  
Dated the 13<sup>th</sup> July, 2023

To,

**Chief Secretaries of all States and Union Territories**

**Subject: Guidelines regarding foreign travel of Ministers/ Members of state Legislatures / Officials of States / Union Territories Govt.**

Please refer to this Department's Order No. F.1/67/EC/84 dated 17<sup>th</sup> December, 1985 amended from time to time, on the captioned subject. Paragraph (4) of the Order states that unless all procedural requirements are met and proposals are submitted to the Department at least three weeks in advance, it would be difficult for this Department to clear such proposals in advance.

2. It is also requested that instructions issued by Cabinet Secretariat in this regard and the Order No. F.1/67/EC/84 dated 17<sup>th</sup> December, 1985 amended from time to time, issued by this Department should be scrupulously followed in all cases. For ready reference, all instructions issued by Cabinet Secretariat regarding foreign visits can be accessed on the following link:

<https://cabsec.gov.in/cabinetsection/guidelinesonforeigntravel/>

3. Further, it has been noticed that the proposal regarding foreign visits of Ministers/ Members of State Legislatures / Officials of States / Union Territories Govt often do not contain the complete details (i.e., Political Clearance, FCRA Clearance, Administrative Ministry Clearances etc.) and are also not submitted well in time.

4. It is, hence, once again reiterated that proposals for foreign visits should be submitted to the Department of Economic Affairs, complete in all respect, at least three (3) weeks in advance, for all the cases of foreign visits, so that this Department would have sufficient time to clear the proposal.

  
(Abhay Kumar Mishra)

OSD (EM & ECB)

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Copy to,

**Resident Commissioners all States and Union Territories**