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Subject :- Permission for foreign visits for Ministers, IAS, HCS and other officers --- Guidelines regarding

Will all ^{the} Financial Commissioners and the Administrative Secretaries to Govt., Haryana kindly refer to the subject noted above ?

2. It has been observed that Administrative Departments while sending their proposals regarding foreign visits of Ministers, IAS, HCS and other officers do not indicate the financial liability of the visit and also the details regarding the preparations they have made for fruitfully utilising the visit. The source of funding in connection with the proposed visit is also not at times mentioned in the proposal. It has also been observed that when visits are at times undertaken without any preparation, no fruitful results are achieved even after incurring expenditure of lakhs of rupees.

3. In view of above, it has been decided as a policy that the Administrative Departments while making any proposal for foreign visit should first prepare the information on the following points :-

- i) Detailed purpose of the visit;
- ii) Details regarding correspondence undertaken and appointments etc. fixed for the achievement of the said purpose;
- iii) Total expenditure involved on the visit and the source of funding.
- iv) Composition of the team and justification in respect of each individual for inclusion in the team;
- v) Names of the countries to be visited and likely itinerary.

The Administrative Department after the approval of the concerned Minister should send the proposal along with above information to ^{the} Chief Secretary to Government, Haryana for concurrence.

It is requested that the above guidelines