



PLANNING AND ECONOMIC AFFAIRS (BPE)DEPARTMENT

**No. 10254/83/Plg., Bureau of Public Enterprises,
Thiruvananthapuram, dated, 25th January 1984**

CIRCULAR

Sub:- Foreign Tours by Chairmen/Chief Executives/Officers etc. of Public sector Undertakings-Issue of instructions.

- Ref:-
1. Circular No. 81/80/Fin.. dated 17th November 1980.
 2. G.O. (Rt.) No. 229/82/Plg., dated 21st May 1982.
 3. Circular No. 15509/82/BPE/Plg., dated 8th October 1982.
 4. Circular No. 17947/82/BPE/Plg., dated 22nd November 1982.
 5. Note No. 25-SC/83/GA(SC) dated 2nd March 1983.

In the Circulars and Government Orders cited above, instructions had been issued regarding the permission to be taken for foreign tours by the Chief Executive/Officers of the Public Sector Undertakings. Government have reviewed the whole question and have decided lay down the following guidelines in supersession of the above orders for foreign tours by the Chairmen/Chief Executives/Officers of the Pubic Sector Undertakings.

The proposals for foreign tours which are referred to Government for sanction can be grouped into four categories.

- (a) Tours undertaken for the purpose of negotiating/concluding collaboration agreement/contracts/inspection of machinery prior to shipment;
- (b) Tours undertaken for business promotion;
- (c) Tours for undergoing training;
- (d) Tours arranged for specified training provided under collaboration agreements already entered into, and have been approved by Government.

1. Prior permission of the Government should be obtained in respect of all foreign tours except those coming under category 'd'. All proposals for obtaining Government approval should have the sanction of thee respective Boards of Directors of the Public Sector Undertakings and should contain the details relating to the itinerary, cost, purpose etc. The administrative Department should consult the Finance Department and should obtain the approval of the Chief Secretary. Minister-in-charge and the Chief Minister also and issue appropriate orders.

2. Except in the case of tours coming under category (a) a person who is about to retire or whose services are not likely to be available for long to the undertaking, should not be sent abroad.

3. In respect of tours coming under category (b) in order to develop familiarity and expertise at the Government level with export market, a senior Officer of the Administrative Department may also be associated wherever possible.

4. In respect of tours coming under category (c) and (d) a person who is sent abroad for training should be in the same position at least for a period 2 to 3 years after the completion of the training. For training extending beyond a period of 6 months suitable service bonds should be obtained.

5. All Officers undertaking foreign tours shall give within one month of their return to India, a report to the General Manager/Managing Director/Board of Directors as the case may be indicating the business transacted, orders canvassed and the achievements during the course of his foreign tour.

6. The Board of Directors should evaluate the report and send a copy of the report along with their views to Government in the administrative department within 3 months of the receipt of the report from the Officer.

7. The Government Directors on the Boards of the Undertakings should ensure that the above instructions are followed scrupulously by the Public Sector Undertakings.

8. These instructions will also apply to Co-operative institutions in which Government have made substantial investment.

R. Gopaldaswamy,
Chief Secretary.