



FINANCEE (SS) DEPARTMENT

No. 41306/SS.1/96/Fin., Dated, Thiruvananthapuram, 16th August, 1996

CIRCULAR

Sub: Tours-Foreign tours of Government Officers, executives, Directors and employees of Public Sector Undertakings, Co-operatives and Autonomous Bodies for purposes other than studies and training-Guidelines issued.

- Ref:* 1. G.O. (P) 468/84/Fin., dated 1st September 1984.
2. G.O. (P) 468/84/Fin., dated 1st September 1984.

At present foreign tours of Government Officers, Executives and Directors of Public Sector Undertakings, Autonomous Bodies etc., are governed by the orders issued in the Government Orders cited. In the context of the substantial expenditure incurred by the concerned institutions on such tours, Government consider that proposals for foreign tours should be subject to critical scrutiny based on certain clear parameters. Accordingly the following guidelines are issued for scrutiny of proposals on foreign tours of Government Officers and others mentioned above.

- (1) Proposals for foreign tours should invariably contain the following details:
 - (i) Number of foreign tours undertaken by the Officer/Officers during the past one year.
 - (ii) Copies of tour reports submitted by the officer/officers.
 - (iii) Actual expenses incurred on each tour by Government or by any State public sector undertaking or any co-operative or autonomous body funded or assisted by State Government.
 - (iv) Actual gain accrued to the State on account of each previous tour.
 - (v) What is proposed to be achieved by the present tour (clear and detailed information should be made available)?
 - (vi) Detailed itinerary and cost of the present tour (Itinerary once approved will not be modified on any account).
 - (vii) Has the concerned Embassy/ High Commission been contacted and what is their response?
- (2) On receipt of a proposal with above details, the Administrative department in the Secretariat will critically examine the case and take the view of Finance Department. After getting the

clearance of Finance Department, the Administrative Department will circulate the file to the Chief Minister through the Chief Secretary, concerned Minister and Finance Minister. Sanction can be issued by the Administrative Department if the Chief Minister clears the proposal. If the concerned Minister/Chief Minister feels that a case will be placed before the Council for consideration with the approval of Chief Minister

(3) After approval by State Government, necessary clearance should be obtained from Ministry of External Affairs from the political angle, Ministry of Finance (Department of Economic Affairs) for exchange clearance and Ministry of Home Affairs in respect of Foreign contribution (Regulation) Act.

(4) Government officials and employees and Directors of Public Sector Undertakings, Co-operatives and Autonomous Bodies under the State Government will be entitled only to "Split rates" of foreign exchange as prescribed by the ministry of External Affairs. The latest order in this regard from Ministry of External Affairs is given in the Appendix to this Circular.

(5) The officer shall submit within one month a tour report, giving full details of the tour, indicating the contacts established, the likely benefits to the State and the follow-up action proposed. The officer concerned shall, within three months of submission of tour report, submit a further report on follow-up action taken and benefits, if any, that have actually accrued. These reports shall be submitted to the concerned Head of office with copy to the concerned Secretary to government. In the case of Government Secretaries the reports shall be submitted to the Minister concerned through Chief Secretary.

(6) The above guidelines will be operative with immediate effect. No relaxations will be allowed in respect of them. The concerned Administrative Departments in the Secretariat will bring these guidelines to the notice of all Public Sector Undertakings, Co-operative and Autonomous bodies under their administrative control.

C.P.Nair
Chief Secretary