

No.S-21022/6/2015-EA/4350

Government of India

Ministry of Water Resources, RD and GR  
(EA Division)

No.1, 'B' Wing, Shastri Bhawan  
Dr. Rajendra Prasad Road,  
New Delhi-110001,  
9<sup>th</sup> November, 2015.

To

Heads of all attached/subordinate offices/ autonomous bodies/  
organizations of the Ministry.

Director, CSMRS, New Delhi.

Subject: Format for seeking approval for foreign tour.

Sir/Madam,

The undersigned is directed to say with a view to streamline the proposals of foreign visits/tours of Govt. officials, it has been decided in the Ministry to submit each proposal/case with a new format. A copy of the format/proforma is enclosed for ready reference and use.

2. It is requested that in future, all cases of foreign visit/tour should invariably be sent in the format for each nomination separately. Any proposal without it will not be considered. Also, the proposal, where approval of Screening Committee of Secretaries is required, should reach the Ministry at least one month in advance and in other cases, the proposal should reach the Ministry at least 21 days in advance so that the requisite approvals/sanctions may be obtained.

This has approval of competent authority.

Encl.:As above.

Yours faithfully,

(V.K. Balyan)

Under Secretary to Govt. of India

Telefax:23074005, email:usea-mowr@nic.in

Copy to:

1. Director (Admn)/DS(HRM)/PS to JS&FA
2. Director (Tech), NIC with the request to upload it on Ministry's website

Foreign deputation on ~~Training~~ **Proforma for seeking foreign deputation on training/visit**

the official	1.	Name and designation of the official	
	2.	Scale of pay	
	3.	Date of superannuation	
	4.	Aadhar No.	
working	5.	Name of the Office, where working	
	6.	Purpose of visit	
time	7.	Duration (excluding travel time)	
to be visited	8.	Name of country/countries to be visited	
	9.	Expenses to be borne by	
	10.	In case expenses are to be borne by sponsoring office/Government of India: (i) FTE under BE in current year (ii) Expenditure incurred so far (iii) Remaining funds in FTE (iv) Likely expense on the present visit (v) Budget Head of expenditure (for mentioning in sanction order)	
	11.	Details of last three years' foreign visit {to be attached separately having (i) purpose of visit, (ii) duration and (iii) country/countries visited in each year}	
	12.	Whether eligible/suitable for nomination (keeping in view nature of duties, professional experience etc.)	
	13.	Level at which the proposal has been approved in the organization	
	14.	Vigilance clearance (to be attached)	
	15.	Competent authority* in the Ministry to approve the visit	

(Name and sign of forwarding officer)

\* Hon'ble Minister (WR,RD&GR) is the competent authority in cases foreign visit of officers of the rank of Joint Secretary and above. Secretary (WR,RD&GR) is the competent authority for approving foreign visit of officers upto Director rank.