

**No. 12/33/2011-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training**

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North Block, New Delhi, the 16th May, 2011

OFFICE MEMORANDUM

Subject: - Checklist for clearance in respect of Group 'A' officers working under the Central Staffing Scheme, visiting abroad-reg.

Please refer to this Department's O.M. No. 26/22/2003-FAS, dated 23/05/2003, regarding delegation of powers to the Central Ministries in case of officers of Gp. 'A' Central Services serving under the Central Staffing Scheme for their visit abroad for attending trainings, study tours, seminars, workshops etc. As per para '4' of the aforesaid O.M., clearance of this Department is required for the following category of official visits/tours/study tours/seminars/workshops etc. abroad: -

- (i) All cases of more than three (3) weeks duration.
- (ii) All cases where the invitation is direct to the officer and the State Government is not bearing the expenditure, irrespective of the duration of the visit.
- (iii) All cases where the foreign hospitality from a private agency is involved.
- (iv) All cases where an officer is getting any remuneration / fees for the work performed by him.

2. It has been noted that proposals for grant of cadre clearance to officers of the Gp. 'A' Central Services serving under the Central Staffing Scheme for the above category of foreign visits, are received in this Department without complete details leading to avoidable delay. In order to ensure that all the relevant details are made available in one go, a Checklist has been prescribed for the purpose.

3. It is requested that all proposals for grant of Cadre clearance to officers of the Gp. 'A' Central Services serving under the Central Staffing Scheme for their visit abroad, may kindly be sent to this Department in the enclosed **Checklist format**, giving complete details required to process the case.

4. It is also requested to submit the proposals to this Department at least 15 days before the commencement of the proposed foreign visit. It is to be informed that in case the proposal is found incomplete, the same will not be considered by this Department and no action will be taken thereon. Neither, any back reference will be made to seek additional information. However, the implication of para 8 of DOP&T O.M. No 26/22/2003-FAS, dated 23/05/2003, will hold good and the onus to get the clearance from DOP&T in time will lie on the Ministries / Departments of the Gol or the officer concerned, before proceeding abroad.



(G. Srinivasan)

Under Secretary to the Government of India

To,

The Secretaries,
All Ministries / Departments of the Government of India.

Copy to:

✓ NIC Cell, DOP&T, for placing it under the 'Instructions on Foreign Assignments' category of the Circulars of EO Division.

Checklist for clearance in respect of Group 'A' officers working under the Central Staffing Scheme, visiting abroad

1. Name and designation of the officer
2. Date of birth
3. Details of the training programme/ workshop/seminar etc. with a copy of the invitation/admission
 - (i) Name of the course/workshop/seminar etc.
 - (ii) Name of the institution/country
 - (iii) Duration
 - (iv) Details of the cost of the training/workshop/Seminar
4. Expenditure
 - (i) Details of expenditure on the visit abroad(including travel, hospitality etc.)
 - (ii) Source of funding
5. Agency that bears the cost of the training/ workshop/seminar
 - (i) Details of such cost
 - (ii) Details of the Agency
6. Service/cadre to which the officer belongs
7. Year of allotment to the cadre
8. Job description of the officer
9. Relevance of the training/workshop/seminar to the job of the officer
10. Whether the officer is clear from vigilance angle
11. Recommendation of the Cadre Controlling State Government/Ministry
12. No objection/approval of Deptt. of Personnel & Trg. will be subject to clearance by Ministry of External Affairs from political angle, MHA in FCRA and Ministry of Finance if need be from Screening Committee etc.