

No.19(36)/E.Coord/2018
Government of India
Ministry of Finance
Department of Expenditure
E.Coord Branch

New Delhi, the 30th May, 2018

OFFICE MEMORANDUM

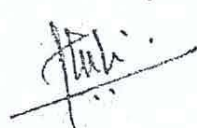
Subject: Guidelines to be followed for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International)

Ministry of Finance, Department of Expenditure has been issuing guidelines for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International) from time to time with the objective that Ministries/Departments undertake such events keeping in mind the absolute necessity of it and adhering to utmost economy. The extant guidelines have been reviewed and stand revised.

2. It has been decided that henceforth only proposals involving expenditure above Rs. 40 lakhs for International as well as domestic Conferences/ Seminars/ Workshops etc. will need to be referred to the Department of Expenditure.

3. International conferences/ workshops /seminars/ meetings etc:

- i) All proposals involving expenditure of Rs. 40 Lakh or less for holding conferences/ workshops/ seminars/ meetings etc. involving participation of foreign delegates may be decided by the Ministry/ Department in consultation with their Financial Adviser. The approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) shall be obtained.
- ii) All Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with international participation should be referred to the Department of Expenditure (DoE) with the approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) for obtaining approval of the Cabinet Secretary through Secretary (Expenditure).
- iii) Commitment for bearing travel/ accommodation cost-on participants from foreign countries should be kept to the barest minimum. Ministries/ Departments shall exercise utmost economy and austerity in this regard.
- iv) "In-principle" approval of the Minister-in-charge should be taken sufficiently in advance before the event.
- v) Priority will be given to those conferences that arise out of international agreements/ obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.



vi) All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.

vii) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval or as per the powers delegated under this OM.

4. Domestic conferences/ workshops /seminars/ meetings etc:

Proposals involving Rs. 40 (Forty) lakh or less may be decided by the Ministry/ Department in consultation with their Financial Adviser. Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with participation limited to Indian delegates only may be referred to Department of Expenditure for approval of Secretary (Expenditure). Approval of Secretary of the Ministry/ Department may be obtained prior to the file being referred to Department of Expenditure.

5. Autonomous Bodies:

- i) Conferences held by Autonomous Bodies generally generate revenue from sponsorships and registrations and most of the time either they do not require government support or require in small portions. Administrative Ministries are competent to grant approval for holding the conferences (whether domestic or international) where no funds are required from Government.
- ii) However, if Government funds are required and the financial assistance required is more than Rs. 40 Lakhs for International as well as Domestic conferences/ workshops /seminars/ meetings etc. such cases shall be referred to Department of Expenditure.

6. General Instructions:

While referring the cases of Conferences etc., whether domestic or international, to Department of Expenditure, following may be strictly adhered to:

- (i) Holding of Exhibitions/ fairs/ seminars/ conferences/ workshops etc. abroad should be discouraged except for promotion of trade and business and for projection of 'Brand India'. For this purpose, depending on the nature of event, if more than one Ministry/ Department is involved, a Nodal Ministry/ Department should be identified to take the lead for coordinating and organizing the event.
- (ii) All proposals referred to Department of Expenditure on the subject should be sent at least one month in advance of commencement of the event and only through the Financial Adviser concerned. While referring the proposals to the Department of Expenditure, it may be ensured that necessary clearances viz. from Ministry of External Affairs, Ministry of Home Affairs etc. and approval of competent authority in the Ministry/ Department have been obtained and placed in the file. In the absence of these, the proposals will be returned without processing in the Department of Expenditure.



- (iii) Sufficient provision in the relevant Budget should be ensured before such proposals are processed in the Ministry/ Department and before referring proposals to Department of Expenditure. The proposal should clearly indicate the budget provision.
- (iv) Stipulated timeline for submission of proposals may be adhered to strictly. It may be noted that henceforth, delayed proposals will not be processed unless accompanied by a Delay Report containing reasons for delay, duly approved by the Administrative Secretary.
- (v) Holding of conferences/ workshops /seminars/ meetings etc. in Five Star Hotels is banned except in case of bilateral/ multilateral official engagements held at the level of Minister-in-Charge or Administrative Secretary with foreign Government or international bodies of which India is a Member. Any deviation in this regard should be referred to the Department of Expenditure with adequate justification.
- (vi) Ministries/Departments shall not resort to seeking ex post- facto approval on the proposals since they are liable to be rejected. Hence, adequate advance planning and obtention of all requisite approvals/clearances is emphasized.

7. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/ Departments shall ensure utmost economy in public expenditure.

8. This is in supersession of Department of Expenditure's earlier instructions on the subject cited above issued vide following O.Ms No.:

- i) 19(9)/E.Coord/2011 dated 5th March, 2015
- ii) 19(9)/E.Coord./2012 dated 12th July, 2012
- iii) 19(9)/E.Coord./2012 dated 13th September, 2011
- iv) 7(1)/E.Coord/2010 dated 13th September, 2010
- v) 7(1)/E.Coord/2010 dated 31st May, 2010
- vi) 7(5)/E.Coord/2002 dated 28th May, 2003

9. These instructions will come into operation with immediate effect.

H. Atheli
30/5/18

(H. Atheli)
Director
Tel: 2309 2604

To

- 1. All Ministries/ Departments as per standard mailing list
- 2. All Secretaries to the Government of India
- 3. All Financial Advisers of Ministries/Departments

No. 2(2)/Fin/GS-I/2022
Government of India
Ministry of Defence (Finance)
(GS-I Section)

South Block, New Delhi
Dated the 13th Nov, 2023

To

- | | |
|--|---|
| (1) The Secretary, Dept of Military Affairs,
South Block, New Delhi | (5) CISC, South Block, New Delhi |
| (2) The Vice Chief of Army Staff,
South Block, New Delhi | (6) DG Coast Guard, Major Dhyan Chand
Stadium (National Stadium complex) |
| (3) The Vice Chief of Naval Staff,
South Block, New Delhi | (7) DGAFFMS, Defence Offices Complex,
Africa Avenue |
| (4) The Vice Chief of Air Staff
Vayu Bhawan, New Delhi | (8) DG Border Roads, Naraina, Ring Road
HQ DGBR |

Subject: Circulating Ministry of Finance (DoE) orders related to holding of conferences/workshops/seminars (Domestic & International) in India and Foreign visits of Indian delegation.

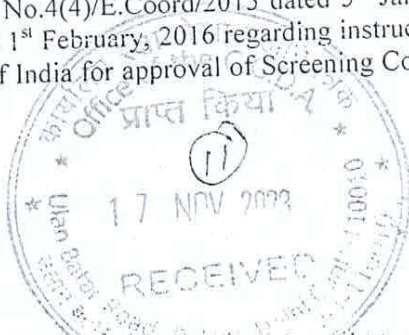
Sir,

It is brought to your kind attention that Ministry of Finance (Dept of Expenditure) has been issuing from time to time various OM/orders regarding holding of conferences/workshops/seminars (Domestic & International) in India and Foreign visits of Indian delegation to different countries. Subsequently, clarifications have also been issued with respect to their applicability to cases of visits of Indian Service delegations abroad and military exercises held in India between Indian and foreign defence forces.

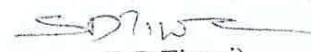
2. It is felt necessary that the contents of these OM/orders be brought to the knowledge of all concerned with reference to proposals of In Visits of Foreign Army delegations and foreign visit of Indian Army delegations.

3. Therefore, the following OM/orders of MoF (DoE) are hereby forwarded for your perusal and information please:

- (a) MoF OM No.19(36)/E.Coord/2018 dated 30th May 2018 along with clarification dated 15.11.2018 regarding guidelines to be followed for holding of conferences/workshops/seminars etc. (Domestic & International).
- (b) MoF OM No.4(4)/E.Coord/2015 dated 5th January, 2016 along with clarifications dated 25th January, 2016 and 1st February, 2016 regarding instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries and exemptions thereon.



Yours faithfully,


(S D Tiwari)

Dy. Financial Advisor (GS)

Copy to:

- ✓ 1. CGDA Office – The orders may please be brought to the notice of all concerned IFA's & paying authorities.
2. Addl FA (RS) & JS, South Block, New Delhi

288

No.19(36)/E.Coord/2018
Government of India
Ministry of Finance
Department of Expenditure
E.Coord Branch

New Delhi, the 30th May, 2018

OFFICE MEMORANDUM

Subject: Guidelines to be followed for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International)

Ministry of Finance, Department of Expenditure has been issuing guidelines for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International) from time to time with the objective that Ministries/Departments undertake such events keeping in mind the absolute necessity of it and adhering to utmost economy. The extant guidelines have been reviewed and stand revised.

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- (ii) All proposals referred to Department of Expenditure on the subject should be sent at least one month in advance of commencement of the event and only through the Financial Adviser concerned. While referring the proposals to the Department of Expenditure, it may be ensured that necessary clearances viz. from Ministry of External Affairs, Ministry of Home Affairs etc. and approval of competent authority in the Ministry/ Department have been obtained and placed in the file. In the absence of these, the proposals will be returned without processing in the Department of Expenditure.

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- i) 19(9)/E.Coord/2011 dated 5th March, 2015
 - ii) 19(9)/E.Coord./2012 dated 12th July, 2012
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H. Atheli
30/5/18

(H. Atheli)
Director
Tel: 2309 2604

- o
- All Ministries/ Departments as per standard mailing list
 - All Secretaries to the Government of India
 - All Financial Advisers of Ministries/Departments

- 129.

Ministry of Finance
Department of Expenditure
E.Coord Branch

Reference M/o Defence' I.D. Note No. 1(4)/GS/2015 dated 19.07.2018 seeking clarification whether the procedure stated vide DoE's OM dated 30th May, 2018 should be followed for proposals for joint bilateral/multilateral training/exercises held in India between the defence forces of India and other countries, for which the financial implication exceeds Rs. 40.00 lakh

2. The aforementioned proposal has been examined. M/o Defence(Finance) is advised that purely military exercises and military exercises with social events may be differentiated. The DoE's O.M. No. 19(36)/E.Coord/2018 dated 30.05.2018 may be applied on military exercises with social events.

3. This issues with the approval of the Competent Authority.

Sunita Saxena
(Sunita Saxena)

Under Secretary to the Govt. of India
Tel. No: 23095604

✓ FA (DS), M/o Defence

MOF (Exp.) ID Note No.19(36)/E.Coord/2018 (300377263) dated: 15/11/2018

Copy to: Sh. S P Arya, DFA (GS-I/O), M/o Defence

MS
19/11
Add FA (AN) - JS

to link and put up.

A 19/x1

DFA (R)
AFA (4-1)

Admitted
20/11/18

5193/ADDX/FA(AN)
19/11/18

017/FA/JS-I
20/11/18

No.4(4)/E.Coord/2015
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 5th January, 2016

OFFICE MEMORANDUM

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).

In order to regulate foreign visits of Government of India officers and delegations and to make these visits more effective, the existing sets of guidelines/instructions on the subject have been comprehensively reviewed. The revised guidelines, as follows, are hereby circulated for strict compliance by all Ministries/Departments:-

- (1) Ministries/Departments shall upload the data related to foreign visits on the online Foreign Visit Management System (FVMS) which has been developed and can be accessed at the URL notified at the Department of Expenditure website. Each Ministry/ Department has been provided with an user ID and Password for this purpose.
- (2) To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of proposed programmes/ visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.
- (3) The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele-conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letter, tele/video conferencing or representation from our Missions abroad, no foreign visit need be undertaken.
- (4) Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall ensure in every case, that officers of appropriate functional level dealing with the subject are sponsored/ deputed instead of those at higher levels.

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- (5) Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members, shall be placed before the SCoS for approval.
- (6) No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.
- (7) Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/ Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.
- (8) In an outgoing Indian delegation, there need not be any Ministry of External Affairs' official from India. Instead, services of the Indian Mission situated in the destination country could be utilised. Also, the practice of mobilisation of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any exceptional requirements, prior approval of the Cabinet Secretary should be obtained.
- (9) Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.
- (10) Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.
- (11) The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If, however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Minister may be brought out clearly for consideration of Prime Minister through SCoS.
- (12) Proposals relating to foreign visits/deputation abroad of officers of the rank of Secretary and Additional Secretary, shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar).

-) The proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisers (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.
-) In respect of foreign visits of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of competent authority viz. Minister-in-Charge with the concurrence of FA.
-) Composite delegation led by Secretary/Additional Secretary comprising officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.
-) Visits of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (ABs) are exempted from SCoS procedure unless they form part of a composite delegation from the administrative Ministry.

Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/ABs or otherwise, and in connection with affairs of PSUs/ABs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).

Visit of non-officials at Government cost will require approval of PM. Their visits are to be routed through SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.

There shall be no objection in accepting international air travel costs and hospitality from an international body of which India is a member, if the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme. The terms and conditions on deputation shall not be supplemented with the terms and conditions on deputation offered by the Government of India viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by the foreign Government/ sponsors.

Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary

and above level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.

- (21) Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required). Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visit.
 - (22) Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.
 - (23) Deputation abroad of officers of the level above Director upto Joint Secretary will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visits of officers upto the level of Director and equivalent will be decided by the administrative Secretaries in consultation with the concerned FA.
 - (24) Deputations of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PSUs/ Autonomous Bodies, etc. shall also be regulated in accordance with the spirit of these guidelines.
 - (25) The leader of the delegation shall upload the tour report in the requisite format on FVMS and also submit the same to the Minister containing, inter-alia, the major achievements from the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.
2. These instructions are in supersession of all earlier instructions on the subject.
 3. This issues with the approval of Finance Minister.

Annie Mathew

(Annie Mathew)

Joint Secretary to the Government of India

All Secretaries to the Govt of India
All Financial Advisers of Ministries/ Departments
Private Secretaries to all Ministers

Copy for information to:

- (i) Additional Secretary, PMO
- (ii) Staff Officer to Cabinet Secretary
- (iii) PSO to Finance Secretary

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No. 4(4) F. Coord 2015
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated 25th January, 2016.

OFFICE MEMORANDUM

Subject : Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).

This Department has been receiving references seeking clarification on certain issues with reference to this Department's OM of even number dated 05-01-2016 on the above subject. Accordingly the following clarification is issued :-

- a) Approval of SCoS is not required in case of foreign visits of upto Joint Secretary level officers as part of foreign training component, Mid-Career Training Programme (MCTP) or any other training, irrespective of number of members and days.
- b) The provision of seeking approval of Cabinet Secretary for condoning delay in submission of proposals sent less than 15 days before the date of departure of delegation has been done away with.
- c) Calculation of number of foreign visits in respect of any officer will be with reference to calendar year.


(N. Radhakrishnan)
Director (F. Coord)
Tel. : 2309 2769

All Secretaries to the Government of India.
All Financial Advisors of Ministries / Departments.

Copy for kind information to :-

Additional Secretary, PMO
Staff Officer to Cabinet Secretary
PSO to Finance Secretary

North Block, New Delhi
Date the 1st February, 2016

OFFICE MEMORANDUM

Subject: Exemption from Screening Committee of Secretaries (SCoS) procedure to Services delegations of Ministry of Defence.

The undersigned is directed to refer to Department of Expenditure (Ministry of Finance) O.M. of even number 4(4)/E.Coord/2015 dated the 5th January 2016 regarding instructions for processing foreign visits of officers of the Government of India for approval of the Screening Committee of Secretaries (SCoS) and to say that as a special dispensation to the Ministry of Defence the following proposals will be exempt from Screening Committee of Secretaries procedure -

- a) Abroad training visits and visits of Services delegations under contractual obligations of officers below the level of Additional Secretary.
 - b) Deputation abroad of Services Delegations (led by officers below the level of Additional Secretary) for participation in Joint Exercises irrespective of the size of the delegation.
 - c) Foreign visits of Services delegations irrespective of number of officers (below the level of Additional Secretary or equivalent) in connection with adventure and sports activities, ski expedition, mountaineering expedition etc.
3. This issues with the approval of Finance Secretary.


(N. R. Krishnan)
Director
Tel. 2309 273

Ministry of Defence
[Kind attn : Shri S.S. Mohanty,
Financial Adviser (Defence Services)]
South Block, New Delhi.

Copy, for kind information, to:

Cabinet Secretariat
[Shri S.K. Madan, S.O. to Cabinet Secretary]
Rashtrapati Bhavan,
New Delhi-110001.