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## New guidelines for officials visiting foreign countries

They have to obtain clearance from a chain of authorities

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Concerned over some officials visiting foreign countries without prior approval, the State government has come out with a new set of guidelines to regulate frequent jaunts of IAS/KAS officers and delegations led by Ministers.

The government has directed officials not to visit foreign countries without prior approval from the authorities concerned, including the Centre. The new guidelines aim to make the visits more effective and beneficial to the State.

A circular issued on August 28, 2018, by the State Secretariat said officials have to obtain clearances from their department heads and Ministers before submitting applications to the Chief Minister's office. The Chief Minister's office would not process the applications if they are not cleared by the respective department heads/Minister and the Department of Administrative Personnel

### Official route

- Officials have to obtain clearances from their department heads, Ministers before submitting applications to CMO
- IAS officers, Ministers have to obtain clearance of Union Ministry of External Affairs once it is cleared at State level
- Post-visit they have to submit report on places visited and purpose

### and Reforms (DPAR).

In the next step, IAS officers and Ministers, who take delegations abroad, have to obtain clearance from the Union Ministry of External Affairs.

For availing transport, accommodation and foreign hospitality, officials have to obtain Foreign Contribution Regulation Act (FRCA) clearance from the Union Home Ministry and other clearances from the Finance Ministry, the circular said.

IAS officers have to ob-

tain "cadre clearance" from the Centre, which would take at least two to three weeks are required.

The foreign visit application must contain details such as places to be visited, duration of the trip, expenditure to be incurred, purpose of visit. Officials have to provide information on the details of foreign visit of the officers during the last three years and dates of submission of previous tour reports along with expenditure incurred.

### Furnish details

Officials and Ministers also have to furnish details regarding involvement of hospitality in foreign countries.

After the foreign visit, officers and Ministers have to submit reports to the government on places they visited and delegations they met. The report should contain the benefit the State would get from their visit. The Centre had issued guidelines for regulating foreign tours on January 5, 2016.