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19/03

DC/SDC/ADG	14/3
SPS Dy No.	711 (M)
Date	14/3/2014

Dated 12th Feb, 2014.

1G (Pers)

Subject: Processing of cases of deputations/delegation abroad.

The Ministry of Finance (Department of Expenditure) and the Cabinet Secretariat have been issuing various instructions/guidelines regarding processing of cases of deputations/delegation abroad of officials and non-officials etc. from time to time. Reference is also invited to IFD O.M of even Number dated the 15th July, 2013.

2. It has been observed that foreign deputation proposals are submitted at the eleventh hour and in cases where more than one officer is involved in the same trip, separate proposals for different officers (instead of a composite proposal) are submitted.

3. The Instructions were issued vide Ministry of Finance (Department of Expenditure)'s O.M. No.7(3) E.Coord/2006 dated the 22nd July, 2006, wherein all concerned were advised to ensure that proposals are received in the Integrated Finance Division at least 21 days before the date of departure in cases requiring approval of the Screening Committee of Secretaries and 15 days before in all other cases. In case of delay for unavoidable reasons, it is necessary to mention the reason for Condonation of delay separately to IFD.

4. It may be ensured that all proposals for deputations abroad may be referred to the IFD through the Administrative Ministries/Departments with the approval of Joint Secretary concerned along with the prescribed deputation proforma duly filled in and signed by him.

5. It may also ensured that in case of composite proposals in which officials from different Departments/Divisions are required to be deputed, a consolidated proposal should be submitted for the deputation to the IFD.

Directorate General, CRPF
 पु. महानिरीक्षक (कार्मिक) का निजी अनुभाग
 Director General, CRPF
 P. Mahanirikshak (Karmik) ka Niji Anubhag

18 MAR 2014

DIG (Pers)/ESTT/CR&VIG/ORG/RECTT/LAW/
 पु.उ.नि. (का./स्था./गो.व सर्त./संग./भर्ती/विधि)

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5. Cases should invariably be submitted in main/relevant file dealing with subject matter.

7. It is again requested that the above instructions may be scrupulously followed while processing cases of deputation abroad of officers and prior concurrence may be obtained before submitting the case for the approval of the Secretary/Minister-in-Charge.

8. This issues with the approval of AS&FA(H).

MKS

(M. K. Singh)

AFA(Fin-I)

Copy to :-

1. All Joint Secretaries of MHA including DoL/RGI.
2. All Joint Secretaries, DOP&T/D/o AR&PG/DoP&PW/ DONER
3. DG,CISF/BSF/CRPF/ITBP/SSB/Assam Rifles/NSG/NCB/NIA
4. Director, IB/BPR&D/NPA for information and necessary action.
5. Sr. PPS to HS/PPS Secretary(BM)/SS(IS)/AS(F)/AS(CS)/
AS&FA(Home)/AS(NM)
6. Sr.PPS to Secretary(P)