

No. 1-27/2014/IFD
Government of India
Ministry of Environment, Forests & Climate Change

India Paryavaran Bhawan, 3rd Floor, Jal Wing
Aliganj, Jor Bagh Road, New Delhi, 110003

Dated: 31st December, 2015

Office Memorandum

Sub: Review of foreign visits undertaken by the offices of the Govt. of India.

The Department of Expenditure, Ministry of Finance has emphasized the need for review of the foreign visits being undertaken by officers of the Govt. of India in order to make the existing guidelines/instructions relating to foreign travel proposals more efficient and effective. In order to facilitate the same, an online Foreign Visit Management System (FVMS) has been put up in place to facilitate necessary approvals as well as create a database for foreign visits. In this connection, a copy of D.O letter No.4(3)/E.Coord/2015 dated 21st December, 2015 to be read with O.M dated 22nd December, 2015 from Dept. of Expenditure, Ministry of Finance is enclosed for ready reference.

2. All the Divisions of Ministry including attached and subordinate offices are accordingly required to ensure to upload the details of the foreign visits undertaken by the officers of the level of Deputy Secretary & above during the year 2013-2014, 2014-2015 and 2015-2016 onwards on the FVMS. Here, it is mentioned that on the basis of the details received from various divisions, the details for the above 3 years have been recently uploaded on the FVMS which may be perused for any updation, if required.

3. In addition to above, all the Divisions are required to prepare a quarterly Rolling Foreign Visit Plan, starting from January, 2016 for foreign visits to be undertaken. This Rolling Plan should be used as a tool to scrutinize in advance the foreign engagements pertaining to respective Ministries/Departments, and prioritize the specific programmes/visits in terms of their essentiality to optimise the outcomes from the foreign travels of officers. This Rolling Plan should also be uploaded and kept updated on FVMS.

4. All the Divisional Heads in the Ministry are required to designate a nodal officer for the division as a whole including the subordinate/autonomous organisations etc. for updating the requisite information on the FVMS from time to time under intimation to IFD. However, it will be the responsibility of the divisional head to ensure that the information in the FVMS is kept updated in order to derive the maximum benefits out of FVMS. The login ID and password for accessing the FVMS, developed by NIC shall be obtained by the Divisional Head. In the event of any difficulty that may arise during implementation of the FVMS the Administrative Divisions may take the help of NIC (Dr. R.K. Pathak, Sr. Tech. Director).

5. The Additional Secretary and Financial Advisor is the nodal officer designated by the Department of Expenditure for the whole Ministry for management of FVMS. Before forwarding any proposal for foreign travel to IFD in future, the respective Divisions are required to ensure that the relevant details as indicated in para no. 2 and 3 above are uploaded in FVMS. No foreign travel proposals will be entertained in IFD in future unless the instructions are complied with by the Divisions concerned and mentioned in the foreign visit proposal itself. A quarterly report pertaining to the divisions may be sent to AS&FA within one week following the quarter ending.

6. This issues with approval of AS&FA.

Abhijit Roy

(Abhijit Roy)
Under Secretary (FF-I)

To

All Divisional Heads (By names)

Copy to : SS/DDG/ADGs/ASs

copy also for information to:

(i) P.S. to M.F.F.C.C.

(ii) Sr. P.P.S. to Secretary (F.F.C.C.)



सत्यमेव जयते

रतन पी. वातल
वित्त सचिव

Ratan P. Watal
Finance Secretary

D.O.No.4(3)/E.Coord/2015

Dear Shri Desai,

As you are aware, a decision to review foreign visits made by Officers of the Government of India was undertaken with a view for making them more efficient and effective. To this end, an online Foreign Visit Management System (FVMS) has also been put in place to facilitate necessary approvals as well as create a database of the foreign visits.

2. Ministries/Departments were sensitized on the preliminary activities to be taken by them to prioritise, rationalise the foreign visit vide DO letter of even number dated 2nd November, 2015.

3. Details of foreign visits undertaken by officers of the level of Deputy Secretary and above during 2013-14, 2014-15 and 2015-16 onwards will require to be uploaded into the FVMS. Login id and passwords have already been communicated to all Ministries/Departments for accessing the FVMS. A User Manual on FVMS had also been prepared and communicated to all Ministries/Departments as well as the NIC unit of the respective Ministries/Departments.

4. Ministries/Departments were also to prepare a Quarterly Rolling Foreign Visit Plan, starting from January, 2016 for foreign visits to be undertaken. This Rolling Plan should be used as a tool to scrutinize in advance, the foreign engagements pertaining to respective Ministries/Departments, and prioritize the specific programmes/visits in terms of their essentiality, to optimise the outcomes from the foreign travels of officers. This Rolling Plan should be uploaded and updated on FVMS.

5. Financial Advisors of the respective Ministries/Departments will be nodal officers for management of FVMS and shall ensure that the information in FVMS is kept updated by the Administrative Divisions of their Ministries/Departments. For this the Administrative Divisions would require to work in tandem with the Financial Advisors to reap

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भारत सरकार
वित्त मंत्रालय
व्यय विभाग

28/12

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE

D4 (FF)

Spoken with ASDFF
PI Pnt. no.

US(FF-2) 29/12/15

Dated: 21st December, 2015



सूचना का

अधिकार

RIGHT TO

INFORMATION

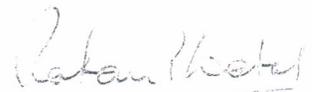
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the benefits deriving out of FVMS. In the event of any problem that may arise during the implementation Financial Advisers (FAs) may seek the guidance of their Administrative Secretaries and NIC unit attached to their Ministry/Department.

6. Cabinet Secretary has also written to your Secretary on the urgency of implementing FVMS in your Ministry/Department.

7. I would expect you to accord the highest priority to this exercise, and to take personal interest so that the uploading of the legacy data and the rolling plan are uploaded by the end of this month positively.

Yours' Sincerely,



(Ratan P. Watal)

Shri P.K. Dash
AS & FA,
M/o Environment, Forests & Climate Change
Indira Paryavaran Bhavan,
New Delhi

No. 4(3)/E.Coord /2015
Government of India
Ministry of Finance
Department of Expenditure

New Delhi the 22nd December, 2015

OFFICE MEMORANDUM

Subject: Review of foreign visits undertaken by officers of Government of India.

This is in continuation of Finance Secretary's d.o. letter of even number dated 2.11.2015 addressed to all Secretaries (a copy of which was endorsed to all Financial Advisers) regarding review of foreign visits undertaken by officers of Government of India during last three years [2013-14, 2014-15 and 2014-15(till September 2015)], and on regulating the future visits with a view to making them more efficient and effective.

2. A meeting was taken by Cabinet Secretary on 18.12.2015 to review the progress on uploading of the data on FVMS. It was noticed that most of the Ministries/Departments have not completed the process at their end. In the meeting, it was also brought out by some Ministries/Departments that there has been some problem in accessing the FVMS, feeding data in the absence of incomplete availability of old data etc.

3. After reviewing the progress on FVMS, in order to have single point of reference in each Ministry/Department, it was decided that (i) Financial Advisers will be the nodal officers for uploading and updating the FVMS in respect of the concerned Ministry/Department (as also indicated in Finance Secretary's d.o. letter dated 2.11.2015), (ii) all Ministries/Departments may complete the feeding of data for the period 2013-14, 2014-15 and 2014-15(till September 2015) [Legacy Data] by 29.12.2015 [In case of any problem is faced in uploading the data, the same may be referred to NIC [Shri Nagesh Shastri, DDG - nagesh@nic.in and Shri C.J. Antony - antony@nic.in] for resolution] and (iii) Quarterly rolling foreign visit Plan (QRP) may be completed for the next quarter (beginning January 2016), which may thereafter be reviewed every month and the plan for one additional month added to it.

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4. It may please be recalled that log in ID, password for each Ministry/Department for accessing the Foreign Visit Manual System (FVMS) developed by NIC, user manual and format in excel for uploading the relevant data were emailed to all Secretaries and Financial Advisers [Director(E. Coord) email dated 9.11.2015 and 17.11.2015 may please be referred].

5. Department of Expenditure is also developing an on-line system to process foreign visit cases, which is expected to be put in place by January 2016. Therefore, action indicated in paragraphs 3 above is required to be completed on urgent basis. D.O. letter dated 21.12.2015 from Finance Secretary to all Financial Advisers on the subject which has been issued separately may also please be kept in view.



(Annie G. Mathew)

Joint Secretary to the Government of India

All Financial Advisers
[as per list attached]