

No. 1-6/2011-IFD
Government of India
Ministry of Environment & Forests

Paryavaran Bhawan, CGO Complex,
Lodhi Road, New Delhi.
Dated, the 9th June, 2014

OFFICE MEMORANDUM

Subject: Instructions / Guidelines for processing of foreign travel Proposals – regarding.

Reference is invited to this Division's Circular of even number dated 15th April, 2014 on the subject mentioned above. With the approval of Secretary (E&F), it was decided that for the sake of easy availability of data/information concerning the foreign deputation and for the sake of transparency and openness and also in the fitness of things to make it RTI compliant, detailed information on foreign travels of officers of the Ministry may be uploaded on the website of the Ministry in the prescribed format. Simultaneously, the Administration Division was also advised that all the sanction orders related to foreign deputation shall be issued by them for both the Environment & Forests side and upload on the website of the Ministry.

2. Further, all the Divisions were also advised to prepare a calendar prioritising the foreign visits for the year 2014-15 and send to Administration Division for getting the calendar of visits of the Ministry as a whole approved by the competent authority and uploading on the website. It appears that necessary information has not been uploaded on the Ministry's website.

3. It is once again reiterated that necessary action may be taken by the Administration Division to obtain the calendar of foreign visits and details of foreign visits undertaken so far during the current financial year in the enclosed Proforma from Divisions in this Ministry and upload the same on the website of the Ministry without further delay. A compliance report may also be sent to IFD by 16th June, 2014 positively.


(Rajiv Kumar)
Deputy Secretary (FF)

To

1. JS (Admn.), MoEF in respect of para 1 and 2 above.
2. All Divisional Heads including NAEB & NRCD

Information regarding foreign travel of officers of MoEF

S. No.	Name & designation of the officer	Place(s) visited & place-wise duration of visit	Purpose of visit(s)	Number of people included in the delegation	Whether the visit was anticipated and prioritized at the beginning of FY	Total cost of visit	Outcome of the visit vis.a.vis purpose of the visit
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