No. 1-6/2011-IFD
Government of India
Ministry of Environment & Forests
(Integrated Finance Division)

Paryavaran Bhavan, CGO Complex,
Lodhi Road, New Delhi
Dated, the 15th April, 2014

CIRCULAR

Subject: Instructions/Guidelines for processing of foreign travel proposals – Regarding.

In continuation to Circular No. Secy.(EF)/PPS/2011 dated 14th June, 2011 on the subject mentioned above, the following additional guidelines/instructions are issued for information and necessary action:

1. 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, it has been decided that detailed information on foreign travels of officers of the Ministry may be uploaded on the website of the Ministry. For this purpose, a copy of the proforma devised is enclosed. Accordingly all the sanction orders related to foreign deputation shall be issued by Administration Division for both the Environment and Forest side and the details of foreign deputation of all the officers of Environment & Forest should be uploaded by the Administration Division on the website of the Ministry.

2. All Divisions may prepare a calendar prioritising the foreign visits 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.

3. The direction of the Screening Committee of Secretaries contained in DoE's I.D. Note No. DC 53139/E.Coord 2014 dated 21.3.2014 in cases where budget head of other Divisions were utilised is reproduced below:
   "For future, MoEF is advised to plan/prioritise their foreign tour proposals in advance as adjustments viz. incurring/adjustments of expenditure from budget heads other than authorised, will not be allowed".
   Accordingly, all the Divisions are advised to comply with the directions of SCOS while processing the foreign travel proposals to avoid recurrence of such incidents.

(Sudhansu Mohanty)
AS&FA

To

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