

Government of Nagaland
Personnel & Administrative Reforms Department
(Administrative Reforms Branch)

No. AR-12/1/89

Dated Kohima, the 15th May' 2004.

Sub: Restriction of Foreign Travel on Government Expenses

It has been observed that despite restrictions many officers are traveling abroad on government expenses. It has also been noted that the proposals for foreign visits by officers have of late been on increase and often such visits are undertaken without prior approval of the Government.

2. The following guidelines are being issued to be strictly followed while undertaking foreign travel:

GOVERNMENT OFFICIALS ON TOUR

1. Proposal for foreign tours must require the approval of the Chief Minister. The exact date of departure from India and return from abroad should be indicated clearly in the note to be put up to the Chief Minister.
2. Visits abroad on invitation from private source/ non-governmental organisations should not be encouraged. Officers should not visit abroad for gathering of general information or knowledge general purpose study tours.
3. No official should be allowed to undertake foreign tour except for performance of specific duties which cannot be accomplished otherwise. Even when tours are found to be unavoidable, the period of tours should be for minimum period.
4. No Officer should be allowed to over stay or take up any other assignment in addition to whatever he has been allowed to do so.

PRIVATE VISITS

1. A Government servant is required to take permission before going abroad. A request must be submitted through proper channel to the P&AR Department well in advance especially indicating the source of financing the travel and other expenses during the visit.

ACCEPTANCE OF FOREIGN HOSPITALITY.

1. No government functionary shall accept free passage or hospitality from foreign Government/Organisations for visits abroad except under the circumstances mentioned in the succeeding paras:
 - (i) Officers should not accept invitations from foreign agencies particularly private commercial organisations, private bodies or trusts etc. Such an invitation should be accepted only from the duly constituted Screening Committee or the approval of the Chief Minister has been obtained.
 - (ii) Where an invitation has been received without specifying a particular name or designation and the choice of nominating someone is left to the Government, there should be no objection to accept to and fro international fare and hospitality offered by the foreign Government provided the concerned departments are satisfied that the participation of the officer concerned is essential and beneficial to the State..
 - (iii) Similarly, there should be no objection in accepting international fare and hospitality from an International Bodies, of which India is a member.

(iv) In cases where foreign hospitality is proposed to be accepted, clearance of the Ministry of Home Affairs under the Foreign Contributions Regulation Act (FCRA) will be necessary. FCRA clearance shall not, however, be required when the Government delegates receives invitations in their capacity as Chairman, members of the Committee in International Bodies or are delegates, advisers/consultants to the International Bodies of which India is a member.

Sd/- V.N.GAUR

Principal Secretary to the Government of Nagaland.

Dated Kohima, the 15th May' 2004.

No. AR-12/1/89:

Copy to:-

1. The Special Secretary to the Governor of Nagaland, Raj Bhawan, Nagaland Kohima.
2. The Principal Secretary to the Hon'ble Chief Minister, Nagaland Kohima.
3. The P.S. to the Speaker/ Nagaland legislative Assembly, Nagaland Kohima.
4. The Sr. P.S to the Ministers/Minister of State, Nagaland, Kohima.
5. The P.P.S to the Chief Secretary, Nagaland Kohima.
6. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries/Addl.Secretaries, Nagaland Kohima.
7. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission.
8. All Heads of Department, Nagaland.
9. The Publisher, Nagaland Gazette, Kohima for publication the Official Gazette.
10. All Branches in the Nagaland Civil Secretariat.
11. Guard file.

(T.LIMSONG)

Addl. Secretary to the Government of Nagaland.