

No. F. 1-1/2017-Sch.4
Government of India
Ministry of Human Resource Development
(Department of School Education and Literacy)

Shastri Bhawan, New Delhi,
29th December, 2017

To
The Secretary, NCERT,
NCERT Campus,
Sri Aurobindo Marg,
New Delhi-16

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS)-reg.

Sir,

I am directed to forward herewith a copy of this Ministry's Office Memorandum No. 29-28/2017-IFD (Pt.) dated 20th December, 2017, along with its enclosures, on the subject mentioned above, for information and appropriate action. It is requested that foreign deputation proposals of the officials/officers of NCERT for the approval of the Competent Authority in the Ministry may be submitted to the Ministry at least 15 days before the intended date of travel.

Encl: As above.

Yours faithfully,



(T. S. Rautela)

Deputy Secretary to the Government of India

Tel: 2338 3193

124 No. 3 / EC
04.01.2018


No. 29-28/2017-IFD(Pt.)
Govt. of India
Ministry of Human Resource Development
Department of Higher Education
Integrated Finance Division

Shastri Bhawan, New Delhi.
Dated: the 20th December, 2017

Office Memorandum

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS)

The undersigned is directed to forward herewith a copy of Office Memorandum No. 4(4)/E.Coord/2015 dated 27.11.2017 received from Department of Expenditure on the above subject for necessary action and compliance.


(Kiran K. Arora)
Under Secretary (IFD)

Encl: As above.

To

All Bureau Heads in the Department of Higher Education.

All Bureau Heads in the Department of SE&L.

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Dr. Sathyan, Sch 6
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Dr. Arora, Sch 4

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New Delhi, 27th November 2017

OFFICE MEMORANDUM

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS)

Reference is invited to this Department's OM of even number dated 5th January 2016 on the above subject. Para 22 of the ibid OM provides that 'Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation'.

2. It has been observed that Ministries/Departments are not submitting their proposals within the stipulated time, often sending proposals one day prior to the departure of the official (s). While it is understandable that requisite approvals and clearances from different agencies/departments take time, it has been observed that Ministries/Departments have been casual in processing their proposals internally without giving due regard to the time frame stipulated for receiving the proposals in Department of Expenditure and seeking approval of the SCoS. Late receipt of proposals for SCoS approval leads to administrative inconveniences both for the SCoS and Ministries/Departments.

3. Hence, Ministries/Departments are directed to ensure that as far as possible, proposals of foreign visits requiring SCoS approval are received 15 days prior to departure date of the delegation but not later than 5 days before date of departure of the delegation. Proposals not adhering to the time frame are liable to be rejected.

To:
All Secretaries to the Govt. of India
All Financial Advisers of Ministries/Departments

Copy for information to:
(i) Additional Secretary, PMO
(ii) Staff Officer to Cabinet Secretary
(iii) PPS to Finance Secretary & Secretary (Revenue)

[Signature]
27/11/17
(H. Atheli)
Director

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