

Government of India
Central Electricity Authority
Sewa Bhawan, R.K. Puram
New Delhi-110066

No. 6/1/2014-S.O.(Admn.Coord) 2174-2234

Dated: 1st August, 2014.

OFFICE MEMORANDUM

Subject: Instructions regarding proposal for tours abroad.

The undersigned is directed to say that as per instructions issued by Cabinet Secretariat vide D.O.No.1/19/2/2014-Cab dated 12th June, 2014 (**copy enclosed**), the proposals for visits abroad should reach the competent authority at least 10 days before the date of the proposed visit along with details of the tasks to be accomplished during the visit. A post-visit report should be submitted to the authorities concerned on the outcome after return from the visit.

2. Following are the competent authorities for various levels of officers in CEA:

Designation	Name of the competent authority
Chairperson/Member	Screening Committee of Secretaries*
Chief Engineer	MOS(I/C) for Power, in consultation with JS&FA.
Director & below	Chairperson, CEA, in consultation with Member(E&C)

*except visits to SAARC Countries which may be decided in consultations with JS&FA & with approval of MoS(I/C) for Power

However, in cases of composite delegation being led by Secretary/Additional Secretary and comprising officers of the level of Joint Secretary and below, the proposals should not be split but the complete proposals should be sent to the Screening Committee.

3. Further, at the time of submitting the proposal for any subsequent visit abroad, the efforts made to realize the intended outcome of the earlier visit and the results thereof should also be mentioned.


All such proposals, where the competent authority is Chairperson, CEA, for officer's upto Director level may be submitted to HRD Division for seeking the approval of the Chairperson, CEA in consultation with Member (E&C) [IF Division], CEA. On approval, the sanction order shall be issued by Administration.


This issues with the approval of the competent authority.

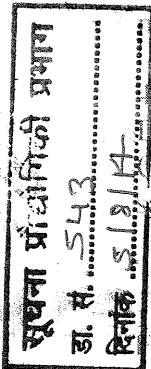
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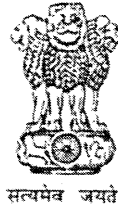
1. PPS to Chairperson/Members/Secretary, CEA.
2. All Divisions / Sections at CEA HQ & Sub Offices.


11/8/14
(Prakash Ekka)
Under Secretary (P)


6/8



12 confidential to all
concerned
13/6
ACC/AC on leave
E.A.



मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली - 110004
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI - 110004

D.O. No. 1/19/2/2014-Cab

June 12, 2014

Dear Secretary,

It has been observed that the proposals for tours abroad are not submitted for approval before the competent authority, in time. Permissions are sought to be obtained in the nick of the time as a result of which the proposals cannot be always scrutinized properly. The Prime Minister has expressed concern at this practice, and has directed that the proposals for visits abroad should reach the competent authority at least 10 days before the date of the proposed visit. The proposal should contain details of the tasks to be accomplished during that visit. On return from the visit, a post-visit report should be submitted to the authorities concerned on the immediate outcome of the visit.

2. The Prime Minister has further directed that for submitting the proposal for any subsequent visit abroad, the efforts made to realise the intended outcome of the earlier visit and the results thereof should also be mentioned.

3. You are requested to bring this to the notice of all concerned for strict compliance in all cases emanating from your Ministry/Department. In this connection, OM No. 1/19/2/2014-Cab dated 11.6.2014 also refers.

4. Receipt of this communication may please be acknowledged.

With regards,

Yours sincerely,

(Ajit Seth)

SECRETARY (P)
2676
13/6/14

Shri P.K. Sinha
Secretary,
Ministry of Power
New Delhi

442/20/Gen/2014
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Shri Dinesh
16/6/14

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