

Government of India
Central Electricity Authority
Sewa Bhwan, R.k.Puram
New Delhi

No. 21/30/2006-Adm.Coord.(CEA)/2012


Dated : 10th August, 2016

CIRCULAR

Subject : Instructions for foreign travel – Regarding.

A copy of Ministry of Power's Letter No.2/10/2016-IC dated 29th July, 2016 regarding guidelines / instructions for foreign travel is circulated herewith for information and strict compliance by all officers.

Encl. As above.


10/8/16
(Prakash Ekka)
Under Secretary (P)

Copy to :

1. All Members, CEA
2. All Chief Engineers, CEA
3. All Directors / Joint Directors / Dy. Directors / ADs, CEA
4. All Under Secretaries / Section Officers, CEA.

Copy also to : Director (IT Division), with request to be uploaded in the CEA website. ✓

Sd. D.N. Varma, DDC (IT)


11/08/16

सूचना प्राधान्यको प्रभाग
डा. सं. २
दिनांक १०-०८-२०१६



F.No.2/10/2016-IC
(भारत सरकार)
Government of India
(विद्युत मंत्रालय)
Ministry of Power

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 29th July, 2016.

OFFICE MEMORANDUM

Subject: Instructions for foreign travel – regarding.

The following guidelines/ instructions for foreign travel are hereby circulated for strict compliance by all divisions:

- (1) While sending files for approval of competent authority (Secretary/ Hon'ble Minister), the files should invariably be routed through IFD so that prior IFD/ Finance concurrence is taken, failing which IFD will not entertain the matter for ex-post facto approval and the file will be returned without processing.
- (2) Separate instructions have already been issued for routing of files through IC Division. Compliance may be ensured.
- (3) For foreign visits coinciding with the Parliament Session, it should be clearly brought out in the file at the initial processing stage itself so as to facilitate taking a considered view in the matter.
- (4) Undertaking to meet part expenses of a non-fully sponsored programme is not to be given by programme Divisions without obtaining IFD concurrence and approval first.
- (5) It must be ensured that officers who has earlier attended a similar study tour/ training programme of the nature of non-mandatory or non-in-service training programme is not deputed again for a similar programme.
- (6) The tour report must be submitted within 15 days of return by the concerned officer/ head of delegation to IC Section.

कै. वि. प्र. ०
दिनांक २/८/१६
क्र. २५३६

कै. वि. प्र. ०
दिनांक ०१/८/१६
क्र. १९१२

कै. वि. प्र. ०
दिनांक ११/८/१६
क्र. ३२७५

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All Members
CE (HRD)
Secy. CEATO,

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1. All JSs/EA, MoP.
2. All Directors/ DSs, MoP.
3. All Divisions/ Desks of Ministry of Power

Copy to: Chairman, CEA.

Copy for information to:

PPS to Secretary (Power)/ PPS to AS (BPP)/ PPS to AS (SP).

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२/८/१६

शु. डी. वि. प्र. ०

SO (A-coord.)

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(Praveen Kumar)
Under Secretary to the Govt. of India
Telefax: 23768531
Email: ic.mop@nic.in

११/८/१६
Praveen Kumar
Praveen Kumar