

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 प्राधिकरण की प्रमाण
आ. सं. 2
दिनांक 10-08-2016



F.No.2/10/2016-IC

(भारत सरकार)

Government of India

(विद्युत मंत्रालय)

Ministry of Power

Shram Shakti Bhawan, Rafi Marg,
New Delhi the 12th September, 2016
15th



OFFICE MEMORANDUM

Subject: Instructions for foreign travel – regarding.

The undersigned is directed to refer to this division's O.M. of even no. Dated 27.5.2016 (copy enclosed) on the subject mentioned above and to say that officers were requested to forward the copy of tour report on completion of tour to IC division. However, it is seen that tour reports of the visits undertaken by officers are not being furnished to IC division. (CC/HRD)
9/16

2. All divisions were also requested to furnish the complete details of the foreign visits undertaken by the officers, through their division, during January to April, 2016 to IC Division. The same has not been received from some divisions.

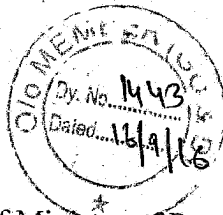
3. Apart from the above, complete details of the foreign visits undertaken by the officers in respect of each division were also requested to forward to IC Division by the concerned Division for uploading on the Foreign Visit Management System (FVMS) on monthly basis in the enclosed proforma by 5th of every month in respect of the preceding month. The same has not been received in IC division.

4. It is therefore requested that the copies of tour reports should invariably be forwarded to IC Division on completion of tour by officers or officials concerned within two weeks of return failing which the Division will not be in a position to convey its 'NOC' for ~~other~~ deputation cases. Further, IC Division be kept informed of the planning and progress etc. of engagements with foreign organizations/ governments under existing arrangements.

5. It is also requested to furnish the complete details of the foreign visits undertaken by the officers, through their division, during this year to IC Division for uploading the same on FVMS.

7. All Officers/ Divisions are requested to ensure strict compliance of the above instructions.

Encl : as above.



(Praveen Kumar)

Under Secretary to the Govt. of India
e-mail: ic.mop@nic.in

All Members | (GOED)

Secy. CEA / All Officers/Sections of Ministry of Power

CE (HRD) Copy to : Chairperson, CEA for similar action.

Copy for information to:
PS to JS(IC)

16/9/16

19/9
all CEs
SA

28/9
D.O. 17 Division



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.

केंद्रीय निदेशक (मो-1)
क्र. 2536
दिनांक 2/8/16
कें. वि. प्रा.

1912
दिनांक 01/8/16
कें. वि. प्रा.

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दिनांक 1/8/16
कें. वि. प्रा.

109 (A/cres)
3/8/16

All Members
CE (HRD)
Secy. CEATO,

8/8

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).

1859/USUP
2/8/16

Sh. D. Singh

SO (A-Coord.)

2/8/16

Q

078

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

11/8/16
Praveen Kumar
Sh. Arjun



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

Shram Shakti Bhawan, Rafi Marg,
New Delhi the 27th May, 2016

OFFICE MEMORANDUM

As per recent instructions of Department of Expenditure, Ministry of Finance, the details of foreign visits undertaken by GOI Officers are required to be updated in the Foreign Visit Management System (FVMS) of DoE regularly.

2. It has been decided with the approval of Secretary(P) that IC Division of the Ministry would be the nodal point for entering and updating the data of foreign deputation.

3. In this regard, all divisions are requested to furnish the complete details of the foreign visits undertaken by the officers, through their division, during January to April, 2016 to IC Division immediately.

4. Apart from the above, complete details of the foreign visits undertaken by the officers in respect of each division should be forwarded to IC Division by the concerned Division for uploading on the FVMS on monthly basis in the enclosed proforma by 5th of every month in respect of the preceding month. Nil information may also be conveyed.

5. Copies of tour reports should also invariably be forwarded to IC Division on completion of tour by officers or officials concerned within two weeks of return. Further, IC Division be kept informed of the planning and progress etc. of engagements with foreign organizations/ governments under existing arrangements.

6. All Officers/ Divisions are requested to ensure strict compliance of the above instructions.

Encl : as above.

(Praveen Kumar)

Under Secretary to the Govt. of India
e-mail: ic.mop@nic.in

All Officers/Sections of Ministry of Power

Copy to : Chairperson, CEA for similar action.

Copy for information to:

PS to JS(IC)

e/c
Jeeved
30/5/16

