

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

No.AR-12/1/89

Dated Kohima, the 21st July' 2009.

Sub-: Restriction of Foreign Travel on Government Expenses:

It has been observed that despite restrictions many officers are travelling abroad on Government expenses. It has been noted that the proposals for foreign visits by officers have of the 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 organizations should not be encouraged. Officers should not visit abroad for gathering of general information or knowledge 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 take up any other assignment in addition to whatever he has been allowed to do so.

PRIVATE VISTS

- 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 organizations, 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 member.

Sd/- V.N. GAUR
Principal Secretary to the Govt. of Nagaland.