

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

No. AR-12/1/89

Dated Kohima, the 3rd July, 2013.

OFFICE MEMORANDUM

Sub: Restriction of Foreign Travel on Government Expenses.

Despite clear instructions on foreign travels on government expenses by government employees, it has come to the notice of the Government that, many officials are not adhering to the guidelines. Further, in view of the acute resource position of the State and consequent austerity measures adopted by the State, it has been decided that such foreign travels stand curtailed except in the following cases:

1. Training courses deemed essential by the department for the concerned officials/officers.
2. Conferences that are vital for formulating policies of the Department/State.
3. To promote for investment/development and other foreign assistance through such trips.
4. On invitation by the host country and all expenses borne by such hosts.
5. All Departments whose cases are covered under the above cases shall prepare a self contained note stating clearly the purpose of visit, the date of departure and arrival, sponsoring agency of the foreign country, duration, size of delegation, anticipated expenditure, availability of budgetary provisions and the time frame for initiating follow up action arising out of the tour and submit it to Administrative Department for due scrutiny by P&AR Department and Chief Secretary. After getting approval from the Chief Minister, the tours may be undertaken. On arrival from the tours, a feedback report shall be submitted to the Chief Secretary.

Sd/- C. J. PONRAJ

Additional Chief Secretary to the Govt. of Nagaland.