

North Block, New Delhi  
10<sup>th</sup> November 2014

**OFFICE MEMORANDUM**

**Subject: International travel – clarification regarding.**

Guidelines/instructions on the subject of international travels have been issued by this Department from time to time. Latest instructions on the subject have been issued vide this Department's O.M. of even number dated 29.10.2014 [Paragraph 2.4 refers]. In order to clarify the subject further, following instructions on international travels are reiterated for compliance –

- (i) Proposals for participation in conferences/ seminars/ conventions/ workshops/study tours/presentation of papers abroad at Government cost will not be entertained except those that are fully funded by sponsoring/inviting organizations which may be considered keeping in mind the public interest and Government business at home.
- (ii) No officer should undertake more than four (4) official visits abroad in a calendar year. For visits exceeding four by an officer, detailed justification would need to be furnished and such visit would be allowed **only in exceptional** cases depending on functional need.
- (iii) The size of the delegation and the duration of visit shall be kept to the absolute minimum. The Administrative Secretary shall make sure that in every case officers of appropriate functional level dealing with the subject are sponsored / deputed instead of those at higher levels. **Visits at the level of Secretaries should be planned only if their presence is essential and officers of or the level of Additional Secretary/Joint Secretary cannot substitute them for the purpose of enunciating Government policies/standpoint.**

Contd...



(7)

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2608488)

**(ESTABLISHMENT BRANCH-IV)**

23 APR 2015

Endst. No.: GMCH/EIV/EA1(24/1)/2015/

149333

Dated, Chandigarh the

A copy of letter No. 7(1)/E.Coord/2014/ dated 10.11.2014 received from GOI, Ministry of Finance, Department of Expenditure, New Delhi, is forwarded to the followings for information & necessary compliance:

1. The Deputy Controller (F&A), GMCH, Chandigarh.
2. The Office Superintendent (Est.-I,II,III,HA-I & HA-II), GMCH, Chandigarh.
3. The System Analyst, IT Centre, GMCH with a request to **e-circulate/email** the same to all the HODs/Branch Incharges of GMCH, Chandigarh.

*Devlane*  
23.04.15

Superintendent (Est.-IV)  
GMCH, Chandigarh.