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भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड) **(Railway Board)**

No.2018/E(O)II/41/1 New Delhi, dated 03/04/2018.

The General Managers,
All Indian Railways & Production Units.

The Director General, RDSO, Lucknow.

Sub: **Foreign deputation of officers up to SG level for technical training/ visits under contractual provisions - Procedure for processing proposals -**

Instructions have been issued by Board vide their letters No.2017/Trans/01/Policy dated 31.1.2018 & 13.02.2018 which provide that proposals relating to deputation of staff and officers up to Selection Grade for foreign technical training/ visits in connection with technology collaboration/ transfer of technology/ equipment testing/ inspection etc. against specific provision in contracts administered/ entered into by the Railways/Production Units/RDSO, may be sent by the Railways/PUs/RDSO with the concurrence of PFA and approval of GM & DG/RDSO, to Secretary Railway Board for fast track processing of such cases for approval by Board.

2. In order to ensure that no proposal gets delayed, these instructions are being issued to supplement the instructions already issued vide letters dated 13.1.2018 and 13.2.2018. The following may be adhered to while sending the proposals to the Board for foreign visits/ training:-

i) It may be ensured that the nomination/ proposal for deputation abroad is under a specific provision in the related contract.

ii) Essentiality/ need for sending officers abroad may be specifically considered taking into account availability of IT tools including video conferencing and other resources such as personnel/ expertise available with Railway Adviser's Organization.

iii) Instructions issued by the Ministry of Finance (Deptt. of Expenditure) vide their letter No.F.11/13/2017-PPD dated 24.10.2017, whereby Ministries/ Departments have been advised against making provision in contracts for pre-inspection of firm's premises by Govt. officials at the expense / hospitality of suppliers/ vendors, may be kept in view.

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iv) Duration of the visit as also size of the delegation may be kept to the absolute minimum.

v) Since proposals involving any delegation for foreign travel (irrespective of the level of officers) exceeding 5 working days or 5 members need to be placed before the Screening Committee of Secretaries. such proposals may be sent to Board at least a month in advance.

vi) No officer should be nominated to undertake more than 4 official visits abroad in a year.

vii) Estimated cost and availability of funds to meet the expenditure may be confirmed and indicated in the proposal.

viii) Proposal may be sent in a standard format (specimen attached). It should be accompanied by the prescribed proformae (attached), duly filled in, which are required for seeking political clearance. and approval by SCoS where applicable.

ix) Proposals may be sent to E(O)II Section, Railway Board or e-mailed to eo2@rb.railnet.gov.in.

x) As regards proposals involving training abroad, Railways should follow the process/ procedure laid down by Estt. (Training) Directorate of Board. Such proposals may be sent to E(Trg) Section, Railway Board or e-mailed to trainingbranch.rb@gmail.com

(K. Gangadharan)
Director (Deputation)
Railway Board

Copy for information to:-

PSO/Sr.PPS to CRB, FC, MT, ME, MS, MRS. MTR, DG/RHS, DG/RPF, DG/Stores, DG(S&T) & DG(Pers.).
All Addl. Members. PEDs. EDs/JSs of Railway Board
Transformation Cell, E(Trg.). F(E)II. F(FEx). Protocol & Cash-I Sections of Railway Board.

05/04/18

ANNEXURE-I

STANDARD FORMAT FOR FOREIGN DEPUTATION PROPOSALS

1. Sponsoring Rly./ PU/Organization:

2. Country/Countries to be visited :

3. Duration of the visit: From To No. of Working days

4. Composition of the delegation:

Name	Desig.	Service	Grade	Date of Superannuation
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5. Nature of visit:

6. Justification:

   - Name of project/project cost/completion time/status/ supply contract/
   - Institution/ entity organizing the event/
   - Tasks to be performed
   - Outcome of the visit

7. Approx. cost (including registration fee, if any):

8. Political Clearance
   (Whether proforma duly filled in & signed, is attached): Yes/No

9. FCRA Clearance:
   (N.A./Applied For/Received)

10. Source of Funding & position of availability of funds:

11. Any other relevant information:

ANNEXURE-II

PROFORMA TO BE ENCLOSED WITH FOREIGN DEPUTATION PROPOSALS (REQUIRED FOR POLITICAL CLEARANCE)

1.

S.No.	Name	Designation	DOB	Pay Matrix	Equivalent rank in GOI	Organization/ Address	Aadhar Number	Email	Mobile

2. Purpose of Visit
(Detailed reasons, copies of agenda/invitation etc. to be attached)

3. Country/Countries to be visited:

4. Duration of the visit in each Country — From (dd-mm-yy) — To (dd-mm-yy) — No. of Days

[Including/Excluding journey time (to and fro)]

5. Full details of foreign visits undertaken by the officer(s) during the last three years:
(To be given as per the proforma attached)

6. Justification why, instead of the visit, Indian Mission abroad cannot be asked to represent out interest ?:

7. Outcome anticipated from the visit:

8. Availing Ex-India Leave:

9. Whether approval of the PFA and GM/DG has been obtained:

10. Source of Funding of the Visit:

Signature of the Controlling Officer/PHOD

(Contd…2/-)

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS (INCLUDING FOR THE PURPOSE OF TRAINING)

		2016	2017	2018(till date)
(a)	Number of visits made			
(b)	Countries visited			
(c)	Period of deputation of stay in each country with dates			
(d)	Purpose of visit			

To be signed by the officer concerned

ANNEXURE-III

PROFORMA FOR SCoS APPROVAL FOR DEPUTATION ABROAD

1. Sponsoring Ministry / Department: Ministry of Railways
2.

S.No.	Names of Officers with Designation	Ministry / Department	Scale of Pay / Grade Pay/Pay Matrix Level	Date of Superannuation / Completion of tenure	Source of funding	Aadhar No.
	S/Shri					
3.	(i) Purpose of Visit in brief					
	(ii) Tasks proposed to be undertaken/ accomplished & outcome to be achieved by the proposed visit.					
4.	Country/countries to be visited (City/country) all places					
5.	Duration of visit (excluding journey time)		From	To	No. of Days	
6.	(a) Actual expenditure in the previous financial year (FY) in the Foreign Travel Expenses Head (FTE)					
	(b) Budget Provision under FTE had for the current FY 2016-17					
	(c) Budget provision for the current FY after 10% cut in the FTE head					
7.	Commitment made for the current year (visits planned/approved total of expenditure as annexure to be enclosed)					
8.	Commitment made for the current year (visits planned/approved **excluding** items included in S.No.7) (including hotel charges/bills not received etc.)					
9.	Balance funds available for the current financial year under FTE head (6(b or c)-(7+8)]					
10.	(a) Budget for the ongoing quarter in the current fiscal under FTE					
	(b) Expenditure incurred so far in the ongoing quarter under FTE					
	(c) Whether the expenditure on the proposed visit falls within the half yearly/quarterly ceiling ? If not, full justification may be given.					

11.	Estimated expenditure on the proposed visit :		
	(a)	Air Fare & Airport tax (Class of travel)	
	(b)	DA@US$___/day for ___ days = US$	
	(c)	Entertainment, if any	
	(d)	Contingency, if any	
	(e)	Hotel accommodation USD___/day X ___ days =	
	(f)	Excess baggage *	
	(g)	Gifts *	
	(h)	Transport *	
	(i)	Mobile Phone *	
	(j)	Lunch / dinner to be hosted *	
	(k)	Any other (please specify with justification thereof) *	
	(A)	Estimated expenditure – rupees component	
	(B)	Foreign Exchange component n US$ and its equivalent in rupees	
	(C)	Total expenditure for this visit (A)+(B) in rupees	
12.	Full details of the foreign visits undertaken by the officer(s) during the last three calendar years (to be enclosed as a separate annexure)		
13.	Whether deputations/delegations sent in the past for similar purpose? If so, the name of officers deputed together with period of deputation.		
14.	Whether tour report was submitted after the last visit abroad? (A copy of the previous tour report indicating quantified outcomes including tangible and/or non tangible benefits of that visit to be enclosed).		
15.	Why cannot the purpose be served by:		
	(i)	Deputing officers at the functional level viz. Director/ Dy. Secretary, instead of deputing officers of higher level (s).	
	(ii)	Our Mission abroad/officer of the Ministry/Department already stationed abroad ; or	
	(iii)	Any other officer already abroad / or being deputed in the same or neighbouring country ; or	
	(iv)	Video conferencing. Justification to be given as to why his facility cannot be utilized.	
16.	Whether FCRA clearance from MHA and Political Clearance from MEA have been obtained ? (copies to be enclosed).		
17.	i) Whether the proposal attracts ban imposed under the economy instructions of the Department of Expenditure i.e. study tours, workshops, conferences, seminars, presentation of papers abroad etc.		
	ii) If so, justification for the proposed visit		

18.	i) Whether the number of visits by the officer(s) in a year is within the norms laid down in this regard i.e. **four** in a Calendar year.	
	ii) If not, reasons/justification therefore.	
19.	In case the proposal is being sent less than 15 days before the date of departure whether condonation of delay has been obtained from Cabinet Secretary in terms of instructions of D/o Expenditure.	

To be signed by the Controlling Officer/PHOD