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No. 1405/Directive/DGAQA/Tech Coord

25 Jun 2015

To

DDG (N&C Zone)  
DDG (South Zone)  
DDG (Nasik)  
DDG (Koraput)

**POLICY DIRECTIVE 01/2015:**  
**DEPUTATION OF OFFICERS ABROAD**

This directorate processes the cases for deputation of officers from field establishments nominated for the foreign visit regularly. It is seen that some of the cases get delayed due to non availability of the required documents to support them. In order to stream line the procedure, it is requested that following documents are ensured attached along with the statement of case while seeking in principle approval for nomination and for issuance of GOI letter for deputation abroad.

**A) Documents for seeking nomination approval**

- i. Letter from sponsoring agency (HAL, ADA, NAL, ADE, IAF etc as applicable).
- ii. Statement of case justifying the need for deputation.
- iii. Proposal from ORDAQA and Recommendation of DDG.
- iv. Copy of Contract clearly mentioning the role and participation of DGAQA rep, as this being one the requirement of Defence Finance (IFDP-II).
- v. Fund status for the visit whether funded by DGAQA or sponsoring agency, if funded by sponsoring agency, a letter towards that.
- vi. Bio-data of the officers nominated. (Visits abroad proceeding five years).
- vii. Screening Committee minutes at HQ, DGAQA

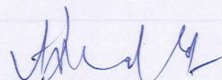
**B) Documents for GOI letter for deputation**

- i. Letter from sponsoring agency / OEM for firm date of visit.
- ii. Invitation letter from OEM.
- iii. Political clearance proforma duly filled (Annexure – I)
- iv. Deputation Proforma duly filled (Annexure – II), details of expenditure for air fare, DA, Accomodation etc. as called in column 11 of deputation proforma even though it is funded by sponsoring agency.
- v. Relevant documents, if any

...2/-

2. Internal and external screening committee in the finance division needs 15-20 days for the approval. In this regard a flow chart is placed at Annexure – III which may be very much helpful to understand the procedure to be followed for issuance of Govt. of India (GOI) letter in MOD. For issue of GOI letter after approval of nomination, the case must be forwarded at least four weeks prior to departure date for smooth processing.

3. For your necessary action please.

  
(A Dhanabalan)  
ADG, AQA  
For DG, AQA

Copy to:

All Sections at HQrs

PPS to DG, AQA

✓ IT Section – for uploading on website

PROFORMA FOR POLITICAL CLEARANCE

1.	Visit of (Name & Designation of Leader Of Delegation)	
	Equivalent rank in GOI (eg Secretary/ Additional Secretary/ Joint Secretary)	
	Pay Scale	
2.	Accompanied by (names & delegation of all accompanying members; role of each as member of the delegation)	
3.	Places/Countries and Dates of visit	
4.	Nature : Bilateral/Multilateral/ Private/ Transit	
	Outcome anticipated from the visit	
	Lost outcome if the visit is not undertaken/ proposed	
5.	Whether an invitation received from visiting countries. If so, details (Please enclose a copy)	
	If multilateral event, level of participation from other countries	
6.	Details of meetings fixed in countries/places being visited	
7.	Whether concerned Indian Missions/ Posts have been consulted on arrangement and meetings required.	
	Level at which administrative approval for the visit taken in the nodal organisation	
8.	Sources of funding for the visit	
	If any foreign hospitality is proposed to be accepted, whether approval of MHA from FCRA angle has been obtained	

**PROFORMA FOR APPROVAL OF DEPUTATION ABROAD**

1. Sponsoring Ministry/ Department:

2.

Sl. No.	Names of Officers with Designation	Ministry/ Department	Scale of Pay (Rs.)/ Grade pay	Date of Superannuation / Completion of tenure	Source of funding
i)					
ii)					
iii)					
3.	(i) <b>Purpose of Visit</b> in brief. Detailed Justification, Copies of the Agenda etc. to be enclosed as separate Annexure.				
	(ii) Tasks proposed to be undertaken/ accomplished & Outcome to be achieved by the proposed visit. Please indicate exact outcomes and tangible/ non-tangible benefits in quantified terms, wherever possible.				
4.	Country/Countries to be visited (city/country) all places				
5.	Duration of visit (excluding journey time)		From	To	Days
6.	(a) Actual expenditure in the previous financial year (FY) in the Foreign Travel Expenses Head (FTE)				
	(b) Budget provision under FTE head for the current FY				
	(c) Budget provision for the current FY after 10% cut in the FTE head				
7.	Actual expenditure incurred in the current FY under FTE (Visits to be stated chronologically with progressive 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:	Amount (Rs.)
(a)	Air fare & airport tax (class of travel)	
(b)	D.A @ 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 in US\$ & its equivalent in rupees	
(C)	Total Expenditure for the 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.	(i) Whether deputation/ delegations sent in the past for similar purpose? If so, the name of officers deputed together with period of deputations.	
	(ii) Is an increase proposed in the number of delegated vis a vis that approved/ deputed on the last occasion? If so, justification for increasing the delegation size may be furnished. Justification for participation of each member of the delegation to be brought out in a separate Annexure.	
14.	(i) 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)	
	(ii) Details of efforts made by the Ministry/ Department during the interregnum to fully realize the intended outcome of the earlier visits. A copy of follow up action taken thereon to be enclosed.	

15.	Why can not the purpose be served by:	
(i)	Deputing officers at the functional level viz. Director/ Dy. Secretary, instead of deputing officer 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)	<b>Video conferencing</b> Justification to be given as to why this 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, seminar, presentations 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 therefor.	
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.	

**Note:\*** Sr. No. 10: The cost for each item including expenditure to be incurred by Embassies/ Missions should be clearly stated after ascertaining the prevailing rates from the Indian Mission/ Embassy.

Director General, AQA

Joint Secretary (Aerospace)

Joint Secretary & Financial Advisor

Annexure- III

## FLOW CHART FOR PROCESSING CASE FOR DEPUTATION ABROAD

