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No.1425/Misc(Policy)/DGAQA/TECH COORD

/4 Jan 2011

Ministry of Defence  
DGAQA/TECH COORD

OFFICE ORDER NO.01/2011

SUB: SUBMISSION OF FOREIGN TOUR REPORTS

It has been observed that officers deputed for Training/Courses/PDI/inspection/Seminar/Trials etc. in foreign countries from HQ DGAQA/Field Establishments are either not submitting their detailed report or take enough time/wait for reminder to submit the report. This is not in order.

2. In view, all Heads of Field Establishment/Directorate/Group Heads at HQrs DGAQA will ensure the following compliance with immediate effect:

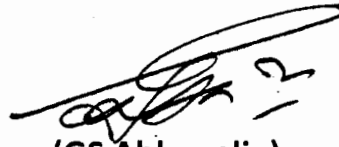
- a) Tour report in quadruplicate will be submitted by officer deputed to foreign country within five working days after joining the duty.
- b) In case of Field Establishment, one copy will be retained by Field Establishment & second copy with comments of RDs will be forwarded to Director General through respective DDGs. Third copy will be forwarded by field establishment with RDs comments to respective Group at HQrs and fourth copy to Tech Coord Group for reference.
- c) In case of officers belonging to HQ DGAQA, one copy will be retained by Group and one copy with Group Heads comments will be forwarded to ADG & DG each and one copy to Tech Coord for reference.
- d) The report should reach to DG/ADG HQrs within ten days after submission of report by individuals.

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- e) Those who have not submitted the report and visited the foreign country in the last nine months i.e. from 01-04-10 have to submit the report as per above detail within 15 days from the date of issue of this letter to DG,AQA.
- f) Non compliance of above will be considered lapse on the part of individual/respective RDs/Group Heads.



(GS Ahluwalia)  
DG, AQA

DISTRIBUTION

PS to DG

DDG(SZ)

DDG (N&CZ)

All field Establishments

All Group Heads at HQ DGAQA

IT Section to download on DGAQA website