

No. 1-27/2014/IFD
Government of India
Ministry of Environment, Forests & Climate Change

India Paryavaran Bhawan, 3rd Floor, Jal Wing
Aliganj, Jor Bagh Road, New Delhi, 110003

Dated: 31st December, 2015

Office Memorandum

Sub: Review of foreign visits undertaken by the offices of the Govt. of India.

The Department of Expenditure, Ministry of Finance has emphasized the need for review of the foreign visits being undertaken by officers of the Govt. of India in order to make the existing guidelines/instructions relating to foreign travel proposals more efficient and effective. In order to facilitate the same, an online Foreign Visit Management System (FVMS) has been put up in place to facilitate necessary approvals as well as create a database for foreign visits. In this connection, a copy of D.O letter No.4(3)/E.Coord/2015 dated 21st December, 2015 to be read with O.M dated 22nd December, 2015 from Dept. of Expenditure, Ministry of Finance is enclosed for ready reference.

2. All the Divisions of Ministry including attached and subordinate offices are accordingly required to ensure to upload the details of the foreign visits undertaken by the officers of the level of Deputy Secretary & above during the year 2013-2014, 2014-2015 and 2015-2016 onwards on the FVMS. Here, it is mentioned that on the basis of the details received from various divisions, the details for the above 3 years have been recently uploaded on the FVMS which may be perused for any updation, if required.

3. In addition to above, all the Divisions are required to prepare a quarterly Rolling Foreign Visit Plan, starting from January, 2016 for foreign visits to be undertaken. This Rolling Plan should be used as a tool to scrutinize in advance the foreign engagements pertaining to respective Ministries/Departments, and prioritize the specific programmes/visits in terms of their essentiality to optimise the outcomes from the foreign travels of officers. This Rolling Plan should also be uploaded and kept updated on FVMS.

4. All the Divisional Heads in the Ministry are required to designate a nodal officer for the division as a whole including the subordinate/autonomous organisations etc. for updating the requisite information on the FVMS from time to time under intimation to IFD. However, it will be the responsibility of the divisional head to ensure that the information in the FVMS is kept updated in order to derive the maximum benefits out of FVMS. The login ID and password for accessing the FVMS, developed by NIC shall be obtained by the Divisional Head. In the event of any difficulty that may arise during implementation of the FVMS the Administrative Divisions may take the help of NIC (Dr. R.K. Pathak, Sr. Tech. Director).