

No.PER. 34/2023/2  
Government of Meghalaya  
Personnel & A. R. (A) Department

.....  
Dated: Shillong, the 22<sup>nd</sup> August 2023

**OFFICE MEMORANDUM**

**Subject: Foreign Visits by Officials of the State Government**

1. The attention of the Government is drawn to foreign visits made on official purposes by officials of the State Government. These visits may be for various purposes including attending conferences, leading delegations of entrepreneurs, participation in events organised by the Government of India, participation in visits due to bilateral MoUs, training and capacity building for implementation of Externally Aided Projects, and training and capacity building programs sponsored by the Government of Meghalaya or the Government of India.
2. While these foreign visits are necessary for exposure and building the capacity of the officials, it is felt that there is a need to limit the number of foreign visits of officials in the interest of ensuring equity among officials and in the interest of ensuring economy in the expenditure incurred for foreign travel.
3. It is proposed that henceforth the following guidelines will apply for foreign visits:
  - a. Foreign visits of any official of the State Government including contractual staff will be limited to two visits per financial year.
  - b. Departments while forwarding proposals for foreign travel should clearly indicate the last foreign visit made by the official(s) concerned and should certify that the visit is in adherence to this O.M.
  - c. Out of two visits, the State Government can sponsor only one such visit. The other foreign visit has to be borne by the Government of India or external agency, and visits made under Externally Aided Projects will come under this category.
  - d. Exceptions to the above limit of two visits will only arise in case the official is visiting the foreign country for receiving any award on behalf of the State Government.
  - e. After each foreign visit, the officer concerned should submit a report of the learnings and the outcomes to the Administrative Department concerned.
4. This O.M. shall come into force with immediate effect.

**Sd/- (C. V. D. Diengdoh, IAS)**  
Secretary to the Govt. of Meghalaya  
Personnel & A. R. (A) Department  
\*\*\*\*\*

**Copy forwarded to:-**

1. Private Secretary to the Chief Minister for information of the Chief Minister.
2. Private Secretary to the Chief Secretary, Govt. of Meghalaya, for information of the Chief Secretary.
3. All Administrative Departments
4. All Directorates
5. MBDA/MBMA/MSRLS/SRES, etc.
6. Law (B) Department.
7. Finance (E) Department.
8. All IAS/MCS Officers for information.
9. All Deputy Commissioners/Sub-Divisional Officers.
10. S.I.O. NIC, Meghalaya, Shillong, for uploading in Government Website.
11. Guard File

*By order etc.,*



Deputy Secretary to the Govt. of Meghalaya  
Personnel & A. R. (A) Department

\*\*\*\*\*