

Deputation abroad of officials of the Public Sector Undertakings (PSUs)-Instructions Regarding. (OM No. 2(41)/93-DPE (WC) dated 20th September, 1995)

CHAPTER II **PERSONNEL POLICIES**

(k) Deputation/Lien

90. DPE/Guidelines/II(d)/4
Deputation abroad of officials of the Public Sector Undertakings (PSUs)—Instructions Regarding

In accordance with the existing instructions, the Central Government officials while on tour abroad are entitled to daily allowance for journeys on duty in various countries as per the rates fixed from time to time by the Ministry of External Affairs. Normally, accommodation for such officials is arranged in approved hotels by the Embassy/High Commission concerned in the country of visit; such facility is not available to officials of PSUs. Actual expenditure on room rent is reimbursed to MEA by the concerned ministry from their approved foreign travel budget in accordance with the normal procedure laid down for the purpose. In respect of daily allowance which covers food etc., no accounts are required to be rendered by the officials.

2. The officials of the public sector undertakings are allowed daily allowance in accordance with the rates and guidelines laid down by the Reserve Bank of India from time to time applicable to all persons except Government servants. This consolidated amount is to cover daily allowance, hotel accommodation and other contingent expenditures. No arrangement for accommodation is being made by the Embassies for PSU employees.

3. The question of bringing about economy in expenditure on foreign travel of the officers of the Public Sector Undertakings has been under consideration of the Government f/r some time past.

4. It has now been decided that the consolidated amount allowed by RBI guidelines, would cover room rent, taxi charges, entertainment (if any), official telephone calls and other contingent expenditure and daily allowance PSU employees should render accounts on return from tour for all items, other than daily allowance which normally covers food etc. as per MEA rates for each country. Any surplus after calculation of the expenditure incurred (after including daily allowance) for the tour as a whole shall be refunded to the PSUs.

5. The Government nominee Directors in the Boards of Public Sector Enterprises shall be governed by the Government rules and procedures in matters relating to foreign tours (as per Department of Expenditure's OM No. 19045/1/E-IV/93 dated 12.2.93) and rendering of expenditure accounts etc.

6. The above guidelines may kindly be brought to the notice of all PSUs under the administrative control of your Ministry/Department for adoption by the Board of Directors of every PSU.

(OM No. 2(41)/93-DPE (WC) dated 20th September, 1995)
(Guidelines issued on the same subject matter is reproduced below)
(OM No.2(41)/93-DPE(WC) dated 18th January 1996)

Deputation abroad of officials of the Public Sector Undertakings (PSUs)—Instructions Regarding

Reference is invited to the Office Memorandum of even number dated 20th September, 1995 on the above mentioned subject vide which the decision of the Government in respect of the procedures to be followed in the matter of deputation of Public Sector executives abroad, was communicated. In addition to the procedures and the requirements as communicated in the earlier office memorandum, the Government has also decided that the foreign visits of the officers of the Public Sector Enterprises may be monitored by the Board of Management of the respective enterprises. For monitoring such visits of public sector executives, it

would thus be necessary that an effective monitoring mechanism be devised by the respective Boards for the foreign visits of the officials of PSUs. Such mechanisms may be as per the respective requirements of the enterprises. Foreign visits reports of executives may also form a regular agenda for information at the Board meetings of the PSUs.

2. The above instruction may kindly be brought to the notice of all the public enterprises under the administrative control of the different Ministries/ Departments for adoption by the Board of Directors of the PSUs. The Ministries may advise the PSUs to frame the monitoring mechanism as per the specific requirements of the enterprises concerned.