

No.T-15025/53/2025-LC
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi Dated 11.12.2025

OFFICE MEMORANDUM

Subject: Submission of Tour/Participation Reports – Compliance with Instructions issued vide OM dated 31.08.2018.

The undersigned is directed to invite attention to this Ministry's Office Memorandum No.T-15025/21/2028-LC dated 31.08.2018, wherein detailed instructions were issued to streamline the processing of foreign deputation proposals.

2. In this regard attention is drawn to the Para 6 of the said OM, which stipulates that tour reports/participation reports of officers deputed abroad are required to be forwarded to LC Section for record.

3. It has, however, been observed that in several cases, the requisite tour/participation reports have not been submitted to the LC Section upon completion of the foreign engagement. Non-submission of these reports results in incomplete records and also deprives others of the opportunity for cross-learning and adopting best practices observed or learnt during these tours.

4. All Divisions and organizations under the Ministry are therefore requested to strictly adhere to the instructions contained in the OM dated 31.08.2018 and ensure that tour/participation reports are submitted to the LC Section within one month of completion of the foreign deputation. In respect of any past cases where the reports remain pending, the same may kindly be furnished at the earliest.

Rjh

(Rajiv Jha)

Under Secretary to the Govt. of India

To

1. All Bureau Heads of Ministry of Labour & Employment
2. CPFC/ DG(ESIC)/ CLC(C)/ DG(LB)/ DG, DGFASLI/ DG, DGMS/ DG,VVGNI/DG, DTNBWED/DDG (E)
3. All Divisions, Ministry of Labour & Employment
4. All organizations, Ministry of Labour & Employment

12/12/2025

US(SL)

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15/12
12/12/2025
SP

28. No. 1233 (US-A/KM)
21.12.2025

584/2025/ESA
15/12/25

Shram Shakti Bhawan, Rafi Marg,
New Delhi Dated 31.8.2018

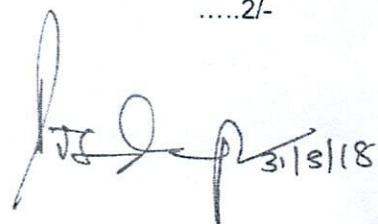
OFFICE MEMORANDUM

Subject: Processing of proposals for Foreign Deputation in the Ministry.

As per the prevalent instructions in the Ministry, the proposals of foreign deputations of officers of Ministry are initiated/processed through the LC Section so that consolidated record of foreign deputations can be maintained at one place. LC/ILAS Section is also required to keep records and reports of meetings/conferences held abroad (or with the International Organisations), officers deputed therein, as well as manage the budget under the FTA head. LC section is also required to apply for and liaise with MEA for political clearance of officers being deputed.

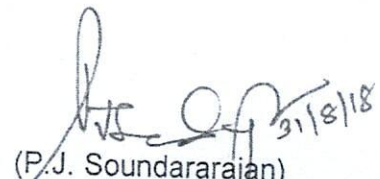
2. In the past, it has been observed that some divisions are not observing these and are directly initiating foreign deputation proposals, without even intimating the LC Section.
3. In order to streamline the foreign deputation proposals in the Ministry, henceforth, all proposals for Administrative Approval of foreign deputations shall be processed through LC Section only. The concerned division(s)/Bureau Head shall forward the proposal to LC Section which shall, examine the proposal with regard to prevalent Government of India instructions for foreign deputations, previous meetings, reports of previous meetings and previous deputations of the officers proposed to be deputed. As far as possible, the relevant officers dealing with the subject should be deputed, but due consideration should also be given for providing opportunity/exposure to all officers of the Ministry. After obtaining Administrative Approval, Political Clearance of officers so deputed shall also be obtained by LC Section.
4. In cases, where the expenditure is to be booked under FTA head of the Ministry, LC Section shall also process for financial sanction. However, where expenditure is to be met from budget head of concerned division/organisation, the concerned division/organisation shall obtain financial approvals independently.
5. In cases, where any International Organisation is sponsoring the foreign deputation, such proposals too shall be forwarded to LC Section for processing and obtaining Administrative Approvals.

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6. LC Division shall also keep record of tour reports of such foreign deputations and upload the Tour reports on FTA (MEA portal). [It is necessary that tour reports are uploaded on the said FTA portal for obtaining political clearance for subsequent tours]. Therefore, a soft copy of tour report should be forwarded to LC Section for record and uploading on FTA. Further, ILAS Section should be kept apprised of MoUs/Agreements with foreign governments/International agencies etc.
7. In case of organisations under control of the Ministry, wherever approval from the Ministry is required, the same procedure shall be followed.
8. This has the approval of Secretary(Labour & Employment).


(P.J. Soundararajan)
Under Secretary to the Govt. of India

To

1. All Bureau Heads, Ministry of Labour & Employment
2. All organisations under the Ministry of Labour & Employment