

**National Highway Authority**

Administration Wing (HRD) Cell

No. 18(1)-Abroad/HRD/NHA/2024/ 09 Islamabad the, January 19<sup>th</sup>, 2024

**C I R C U L A R**

Subject: **INSTRUCTIONS ON VISIT ABROAD**

Ministry of Communications has forwarded instructions of Cabinet Division circulated vide U.O No. Note No. 9-148/2002-Min.II dated January 12, 2024 on the subject noted above.

2 It has been observed that Ministries/Divisions are forwarding summaries for Visits Abroad for approval of the Prime Minister without fulfilling mandatory requirements under Para 7 of the instructions on Visit Abroad circulated by the Cabinet Division on 26-10-2018. The said instructions clearly states that: -

“Summaries seeking orders of the Prime Minister should reach 14 days prior to the visit abroad through Ministries of Foreign Affairs, Finance (Where applicable) and shall contain details of expenditure involved including the Foreign Exchange component and balance in the relevant budget head (in the main body of the summary) and details of previous visits abroad during the last twelve months”

3. In this aspect Finance Division has also shared its concerns that summaries are initiated just a few days in advance of the scheduled, visits leaving little time for Finance Division to process the summaries.

4. Above guidelines / instructions are circulated for information, dissemination, strict compliance of the Instructions on Visit Abroad and to adhere to the prescribed procedure for seeking approval of the Prime Minister.

(JAHANZAB)

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**All Members (HQ/Regions/Zones/)**

**All GM (HQ/Regions/ Zone)/ Secretary NHA**

**Dir (Pers/Reg/Estb/Rectt/MIS/Legal/PR/Env/Complaint/Land/ISO)**

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