

**CONTACT WITH FOREIGN MISSIONS,
ORGANIZATIONS/AGENCIES, ETC.****Authority**

1) *Cir. No.*
BDL/04/58/31E
Dt. 14-10-1985

Officers/Employees whose relatives/dependents are staying abroad are required to furnish such information in the proforma attached.

2) *BPE OM No.*
2(37)/79-GM
Dt. 28-08-1985

1. Contacts in General :

Employees of the company should exercise the utmost discretion in their contacts with foreign correspondents, members of foreign missions/organisations and other foreign nationals in India abroad. They should scrupulously avoid any conversation likely to reveal, even inadvertently, information on matters of secret nature. Only the Chief Executive or the executives specifically authorized by him could meet the representatives of the foreign press.

2. Private correspondence :

No private or personal correspondence on matters of an official nature should be entered into directly or indirectly with members of foreign Missions/Embassies/High Commissions in India and abroad.

3. Gifts :

In exchange of gifts with foreign nationals/members of foreign missions or acceptance of foreign articles from them, the relevant provisions of the CDA Rules of the company should be borne in mind and prior permission taken wherever necessary under the rules. It is to be noted that it would be illegal to bring foreign exchange into this country save as provided for in the Foreign Exchange Regulations.

4. Attendance of Formal Receptions :**(a) Receptions :**

The Chief of executive may decide which of the executive as have been invited, will attend receptions such as National Day, Army Day, Air Force Day, etc. receptions given by foreign missions.



(b) **Special Instructions in regard to Specified Foreign Missions in India :**

Government may, as and when necessary particularly when diplomatic relations may be strained or otherwise affected, issue special instructions in regard to attendance receptions and other social functions held by any specified foreign mission in India. Such special instructions, should be scrupulously observed by the Company.

5. Acceptance of invitation/hospitality :

The Chief Executive of the company should decide the level of his officers who could accept invitation from foreign missions. However such levels should be sufficiently senior and not below the rank of Dy. General Manager or equivalent. Over-patronisation and indiscriminate and frequent acceptance of hospitality particularly of an informal nature from foreign nationals employed by foreign missions should be avoided as such excessive hospitality could place the recipient under obligation to the host and may thus impair the impartial and judicious exercise of his functions in the eyes of others.

6. Official and Social Calls :

Unless it is for the commercial interest of the company to make contracts with the missions of other countries officials/social calls on Heads of such missions or members of their staff should not be made by the employees of the Company. Officers of the Company should also ensure that the contacts with representatives of other countries are limited to their appropriate official level.

7. Putting up or staying with foreign nationals as quests :

- (a) The employees of the Company should not stay as quests with foreign diplomats or foreign nationals in India. They could, however, stay with foreign diplomats or foreign nationals abroad with the permission of competent authority.
- (b) The employees of the company should not invite foreign diplomat to stay with them as their quests in India.

8. Acceptance of lifts in aircrafts belonging to foreign Embassies in India or foreign government abroad :

No employee of the Company should not accept or permit his wife or dependents to accept passage money or free air transport from a foreign Mission/Government or Organisation. Exceptional cases, where humanitarian or compassionate grounds are involved, should be referred to the Chief Executive for grant of permission. Relaxation of this rules is permissible only in cases which are covered by specific agreements or memoranda of understanding entered into by the Company with foreign Government or Organisations.

There would however be no objection to the acceptance of the costs of passage in the case of officials of the company who are invited by foreign Government and Organisations to participate in conferences, seminars, etc., if the invitation is extended to a particular official by name with a view to benefit from the expertise of the officer invited. In other cases, in which participation in conferences etc., is considered desirable in the interest of the Official concerned or the company who is sponsoring his deputation, the cost of passage should continue to be met by the company (sponsoring public sector enterprises). Within the foreign country, the official could accept a free flight in connection with official duties only.

9. Joining of Foreign Language Classes :

Employees of the Company desirous of joining foreign language classes conducted by foreign Missions and Embassies in India or organizations controlled by or associated with Foreign Missions or Indo-Foreign Cultural Organizations, should seek prior permission from the competent authority.

10. Association of Employees of the company with Indo-culture Organisations :

Employee of the Company should not be members of, or actively participate in the activities of Indo-foreign cultural organization without the permission of the Chief Executive of the company.

11. Employment of the family of an employee of the company in foreign missions and foreign organizations in India :

(a) Wives (or husbands)/dependents of officers/staff shall not accept employment in foreign missions, offices of foreign organization like USUS,



British Council, B.I.S., etc. or offices or stalls of foreign non-governmental organizations or offices under the control of UN and other international organizations, except with the express permission of the Chief Executive of the Company.

(b) Whenever permission is given to the spouse or dependent of an employee of the company or other persons such as wards who are dependent on and normally live with the employee for taking up employment in foreign mission or any foreign organization (including a commercial concern), the fact should be recorded in the personal file of the employee concerned so that this may be kept in view while considering the posting of the employee.

(c) In cases where such employment has been accepted prior to the coming into force of these rules, the Officer/Staff should intimate in detail the particulars of the appointment held to the Chief Executive of the Company.

12. Report conversations at special functions :

All officers below the rank of General Manager may accept invitation for social functions from foreign diplomats/representatives of foreign missions or other foreign national only with the prior approval of the Chief Executives of the company. The Officers who attend such functions with prior permissions should report to their senior officers any conversation with the foreign diplomats/representatives of foreign missions or other foreign nationals on matters of relevance and importance to the Government or the Company.

13. Supply of information to members of missions and nationals of other countries :

The supply of information to foreign missions or their members or foreign nationals should be decided at the level of the Chief Executive of the Company.
