

**1-36/2024-IR-Part(2)**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**

Room No.509, Sanchar Bhawan,  
20 Ashoka Road, New Delhi-110001.

Dated: 24 March, 2025

**OFFICE MEMORANDUM**

**Subject: Centralized Handling of Foreign Delegation Proposals.**

Reference is invited to Para (ii) of OM No. 30-01/2024-Admn.Coord. dated 31.01.2024 (enclosed), which states:

*"All foreign delegation requests/proposals should be sent to the IR Division, and the proposal of names/tour details finalized by the IR Division should form the final proposal for approval."*

2. In this regard, it is reiterated that all Wing Heads must ensure that no foreign delegation request/proposal is submitted directly for approval before being submitted to the IR Division.

3. Furthermore, Wing Heads are kindly requested to ensure that while forwarding foreign delegation requests/proposals to the IR Division, the guidelines outlined in OM No. 6-21/2024-IR dated 12.12.2024 and OM No. 6-25/2024-IR dated 27.01.2025 are duly followed.

4. This issues with the approval of the competent authority.

**Enclosures:** As above

  
24/3/25

**(Monu Gupta)**  
Director (IR-1)

To:

All Division Heads in DoT

Copy to: -

1. Secretary (T), DoT
2. Administrator USOF
3. Member S/T/F, DCC, DoT
4. DGT
5. Additional Secretary (T), DoT