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F. No. 11013/8/2015-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Establishment Division)

North Block, New Delhi - 110001
Dated July 27th, 2015

OFFICE MEMORANDUM

Subject: Requirement of taking prior permission for leaving station/ headquarters for going abroad while on leave.

1. No. 11013/7/2004-
Estt.(A) dt the 1st
September, 2008

2. No. 11013/7/2004-
Estt.(A) dt the 15th
December, 2004

3. No. 11013/8/2000-
Estt.(A) dt the 7th
November, 2000

4. No. 11013/7/91-
Estt.(A) dt the 18th
May, 1994

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest of security. Individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1st September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sanctioning authority. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned within 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.


(M.P. Rama Rao)

Under Secretary to the Government of India

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Contd.....2/-

391C
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PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filled by the Government servant applying for visit abroad

- 1. Name and Designation
- 2. Pay
- 3. Ministry/ Department
- 4. Passport No.
- 5. Details of private foreign travels to be undertaken:

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation

2821C

UNDERTAKING

I.....state that in the event I am granted
.....days leave from.....to to visit....., I undertake that I
shall not extend my leave under any circumstances and I shall report for duty on
expiry of my leave i.e. on failing which I shall be liable for disciplinary
action as per Government rules. I also hereby undertake that I shall not take up
any employment either Full time or part time including private profession, practice
and consultancy etc, in the Foreign country during my leave period, failing which I
shall be liable for disciplinary action.

Date:.....

Signature.....

Place:.....

Name:.....

Designation:

Emp. Code No.....

E-mail Address:.....

Countersigned.....

(Signature of Controlling Officer
with date & rubber stamp).