


MINISTRY OF DEFENCE
(Office of the JS (T) & CAO)

FORWARDING OF PROFORMA FOR TAKING PRIOR PERMISSION
BY GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD

Please find enclosed a copy of GOI, Ministry of Personnel, PG & Pensions, DOP&T OM No. 11013/8/2015-Estt.A-III dated 27 July 2015 on the subject cited above.

2. All AOs of admin sections are requested to circulate this order to the offices under their administrative control for wide publicity.


(Rajesh Narang)
SAO, CAO/A-2
03 Aug 2015

All AOs of Admn Division

Copy to:-

EDP Cell : for uploading the same on CAO's website.

To be circulated to all Coord sections and to be put up on CAO's web site for future reference.

2. Henceforth, the new guidelines along with new performance to be followed strictly.

Dy CAO (Adm)
Dy CAO (MPB)

3/7/15

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. 11013/7/94-
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/-

Pl circulated
SAO/A-2
3/7/15

Dy. No. 10660/Dir (E&A)
Date: 3/7/15

3/7/15
3/7/15

No. 11013/8/2015-Estt.A-III dated 27.07.2015

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → CCS (Conduct Rules)
17. Hindi Section, DoP&T


(M. P. Rama Rao)

Under Secretary to the Government of India

