

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

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North Block, New Delhi – 110001  
Dated June 29<sup>th</sup>, 2015

OFFICE MEMORANUDM

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

Undersigned is directed to say that a need for further streamlining the procedure for grant of permission for going abroad on private visit has been felt. A draft of instructions and the formats for grant of permission are attached. Comments/ views, if any, in this regard may be sent to the e-mail address [mp.ramarao@nic.in](mailto:mp.ramarao@nic.in) latest by **10<sup>th</sup> July, 2015**.



(M. P. Rama Rao)

Under Secretary to the Government of India

Tel: 23040264

To

All Ministries/ Department of the Government of India.

Copy to:

✓ NIC, DoP&T with the request to place the above O.M. alongwith its enclosures on the website of this Ministry on the homepage for 15 days (what is New?).

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Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Establishment Division)

North Block, New Delhi - 110001  
Dated ....., 2015

OFFICE MEMORANDUM

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

Undersigned is directed to refer to the Office Memoranda 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 1<sup>st</sup> 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 15 days of receipt of complete application. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application.

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

(As per standard mailing list)

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

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

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

4.No.11013/7/94-  
Estt(A) dt the 18<sup>th</sup>  
May, 1994

**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

Name and Designation

**Part B – To be filled by the Administration**

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/ top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details)
4. Whether any disciplinary proceeding is pending against the Government servant (Details).

Signature

Date:

Name and Designation