

**Most Immediate  
For Personal Attention**

**No.Per(A-IV)-B(15)-3/2009**  
Government of Himachal Pradesh  
Department of Personnel,  
Appointment-IV Section.

From

The Chief Secretary to the  
Government of Himachal Pradesh.

To

1. All the Additional Chief Secretaries/  
Principal Secretaries/Secretaries to the  
Government of Himachal Pradesh, Shimla-171002.
2. All the Heads of Departments in Himachal Pradesh.
3. All the Divisional Commissioners/Deputy Commissioners in  
Himachal Pradesh.
4. All the Managing Directors of Board/Corporations in Himachal  
Pradesh.

Dated Shimla-171 002, the 9<sup>th</sup> October, 2017.

**Subject:-**

**Regarding nominating/forwarding applications of various Heads of  
Departments/IAS/HPAS/HPSS Officers for Foreign training/visits,  
etc.- instructions thereof.**

Sir/Madam,

I am directed to invite a reference to the subject mentioned above and to re-affirm that the Department of Personnel is the cadre controlling authority of Heads of Departments/IAS/HPAS/HPSS officers. These officers cannot be recommended/ sponsored for any foreign training programmes/visits directly without obtaining prior approval of the Department of Personnel. But it has come to the notice of this Department that some Departments are still recommending the names of some officers for foreign training/visits at their own level and approach the Personnel Department only when the nominations are accepted. Instances have also come to notice where some departments have recommended the names of some officers for foreign visits sponsored by the interested/stakeholder companies with whom they have official dealings. Such foreign visits funded by interested/stakeholder companies are highly irregular and violative of the Conduct Rules. Cadre clearance by the Department of Personnel for such visits may not be treated as mere formality and not to be presumed as an ex post approval taken for granted even without completing codal formalities.

It is, therefore, reiterated that such foreign visits sponsored by the interested/stakeholder companies with whom the department(s) have official dealings, may not be recommended. Further, in future, IAS/HAS/HPSS Officers/Heads of Departments will not be released for any foreign visit unless the same has been approved by the Department of Personnel.

This may be given Personal Attention.

Yours faithfully,



( Tarun Shridhar )

Additional Chief Secretary (Personnel) to the  
Government of Himachal Pradesh.  
Ph. No. 0177-2622382

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