

**No. Per(AP)F(1)-1/2023
Government of Himachal Pradesh
Department of Personnel (A-I)**

From

**The Chief Secretary to the
Government of Himachal Pradesh.**

To

- 1. All the Administrative Secretaries to the
Government of Himachal Pradesh, Shimla.**
- 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 Boards /
Corporations
in Himachal Pradesh.**

Dated Shimla-2 the 29.01.2025.

**Subject :- Regarding nominating / forwarding applications
of various IAS / Heads of Departments (HoDs) /
HPAS / HPSS Officers for foreign training / visits
etc. – instructions thereof**

Sir / Madam,

I am directed to invite your kind attention towards this department's letters No. Per(A-IV)-B(15)-3/2009 dated 11.01.2016, 09.10.2017, 29.06.2018 and Per(AP)F(1)-1/2023 dated 12.05.2023, on the subject cited above and to say that it has been observed that some IAS / HoDs / HPAS / HPSS officers are proceeding on foreign training / visit without prior cadre clearance / approval from the department of Personnel, which is against the spirit of above mentioned instructions. The controlling officers are also allowing these officers to undertake foreign visit / tours without the prior approval of the department of Personnel.

Contd.P.2.

P/2

It is, therefore, reiterated that henceforth, IAS / HoDs / HPAS / HPSS officers shall not proceed on any foreign training / visit / ex-India leave etc. without the prior cadre clearance / approval from department of Personnel and the Controlling Officers, may also not relieve such officers to proceed on foreign visit / training in violation of these instructions..

This may be given personal attention.

Yours faithfully,

M. Sudha Devi

(M. Sudha Devi)
Secretary (Personnel) to the
Government of Himachal Pradesh
E-mail: perssecy-hp@nic.in
Ph. No. 0177-2621902

No.Per(AP)F(1)-1/2023
Government of Himachal Pradesh
Department of Personnel (A-I)

From

The Chief Secretary to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-2.
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 Boards/Corporations in Himachal Pradesh.

Dated Shimla-2, the

12th May, 2023

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 your kind attention towards this department's letter No.Per(A-IV)B(15)-3/2009, dated 29th June, 2018, on the above noted subject, wherein it was advised that proposal for foreign visits of the IAS/HPAS/HPSS officers should not be sent to the Hon'ble Chief Minister directly. Even in cases, where Hon'ble Chief Minister is the Minister-in-Charge of the concerned department, the file should be routed through the Chief Secretary to the Government of Himachal Pradesh.

However, it has been noticed that some administrative departments are still sending the proposals regarding foreign visits/training in respect of the IAS/HPAS/Heads of Departments directly to the Hon'ble Chief Minister/Minister-in-Charge without the intervention of the Chief Secretary to the Government of Himachal Pradesh.

Contd/-

It is, therefore, re-iterated that in future, all the proposals regarding foreign visit/training by any IAS/HPAS/HPSS officer/Head of Departments be sent to the Hon'ble Chief Minister/Minister-in-Charge through the Chief Secretary to the Government of Himachal Pradesh.

This may be given personal attention.

Yours faithfully,



(Amarjeet Singh)

Special Secretary(Personnel)to the
Government of Himachal Pradesh
Ph.No . 0177-2621894
email: persbr1-hp@nic.in

Endst.No. as above Dated Shimla-2, the

12th May, 2023

Copy to the Principal Secretary to the Chief Minister, Himachal Pradesh, Shimla-2 for information.



(Amarjeet Singh)

Special Secretary(Personnel)to the
Government of Himachal Pradesh

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

From The Chief Secretary to the
Government of Himachal Pradesh.

To

1. All the Additional Chief Secretaries/Pr. 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-171002, the 29th June, 2018.

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 your attention to this departments letters of even number dated 11th January, 2016 and 9th October, 2017, on the subject captioned above and to say that despite these instructions, instances have come to the notice that some departments are still releasing of IAS/HPAS officers for foreign training/visit without prior cadre clearance from the Department of Personnel.

Instances have also come to the notice that some departments have been sending proposals for foreign visits of IAS/HPAS officers directly to the Hon'ble Chief Minister and submit the files to the Department of Personnel afterwards. This is also violative of Government instructions.

It is hereby directed that proposal for foreign visits of IAS/HPAS/HPSS officers should not be sent to the Hon'ble Chief Minister directly. Even in cases where Hon'ble Chief Minister is the Minister-in-charge of the concerned department, the file will be routed through the Chief Secretary to the Government of H.P.

It is, therefore, reiterated that henceforth, if IAS/ HoD/HPAS/HPSS officers proceed on unauthorized foreign visit without prior cadre clearance, stern disciplinary action will be initiated not only against such erring officer but also against the Controlling Officer also who allows/ releases such officers to proceed in violation of these instructions. The Administrative departments should also desist from sending files directly to the Hon'ble Chief Minister for permission to undertake foreign visits and follow the channel prescribed.

Yours faithfully,


(Prabodh Saxena)
Principal Secretary (Personnel) to the
Government of Himachal Pradesh
Ph. No. 0177-2624538

**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 9th 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



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.

From,

Dated Shimla-171 002, the 11th January, 2016.

Subject:-

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

Sir,

I am directed to invite a reference to the subject mentioned above and to say that Department of Personnel is the cadre controlling authority of Heads of Departments/IAS/HPAS/HPSS officers. Therefore, their names cannot be recommended for any foreign training programmes/visits directly without obtaining the prior approval of Personnel Department. 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 these officers have proceeded on foreign visit without cadre clearance from the Department of Personnel. This is highly irregular and violative of the Conduct Rules.

It is, therefore, reiterated that 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 kindly be given Personal Attention.

Yours faithfully,



(Tarun Shridhar)

Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

Ph. No. 0177-2622382



11.1.2016