

No. Per (AP-B)-B (3)-4/2017
Government of Himachal Pradesh
Department of Personnel
(Appointment-II Section)

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Dated Shimla-171002, the 13th/February/2020

OFFICE MEMORANDUM

Subject: Requirement of taking prior permission by government servants for leaving station/ headquarters during leave or otherwise, especially for visits abroad- Regarding.

The undersigned is directed to say that instances have come to the notice of the Government from time to time on the issues related to taking prior permission for leaving station/ headquarters during leave or otherwise, especially for visits abroad.

2. Attention is invited to the provisions of **FR-11** which provides that unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Government which pays him, and he may be employed in any manner required by proper authority etc. This means that no officer is entitled to pay and allowances for any time he may spend beyond the limits of his charge without authority. Thus, it is implicit in these provisions that a Government servant is required to take permission for leaving station/ headquarters and more so when he proposes to go abroad during such absence, as such visit may have wider implications.

J. K. Singh

Contd...2/-

3. However, it is also clarified that in case leave applied for the purpose of visiting foreign country is sanctioned, it would imply that permission for going abroad is also granted and, therefore, leave sanctioning authority should keep this aspect in mind while granting the leave applied for. For this purpose, while granting leave, the Leave Sanctioning Authority shall take prior approval of the Appointing Authority or any subordinate authority to whom the powers have been delegated to accord such permission to visit abroad, as the case may be. It may also be ensured that the leave applications in such cases invariably mention the purpose of going abroad. Besides, when such permission to visit abroad is sought, the Government servant is required to furnish information relating to the proposed and previous private visits as per the **Proforma** (enclosed).

3. Notwithstanding the power of the authority to accord permission to visit abroad as enunciated in the preceding para, the authority competent while considering the request of the Government servant shall also take care of the pending criminal cases in the Court of Law, if any. In case, the Government servant is facing departmental disciplinary proceedings, then NOC or report from the Enquiring Authority may be obtained to the effect that visit of such Government servant may not hinder the departmental proceedings.

4. All the Departments/ Boards/ Corporations/ Universities/ Councils etcetera are requested to bring the existing instructions to the notice of all concerned for strict compliance and failure to obtain such permission will be viewed seriously and will entail disciplinary action.



(R.D.DHIMAN)

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



**All Administrative Secretaries to the
Government of Himachal Pradesh,
Shimla-171002**

Endst. No. As above Dated Shimla-171002, ^{19/24} February, 2020

Copy to –

1. The Principal Accountant General, Himachal Pradesh, Shimla-171001.
2. All Divisional Commissioners in Himachal Pradesh.
3. The Resident Commissioner to the Government of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi.
4. All Heads of Departments in Himachal Pradesh.
5. All Deputy Commissioners in Himachal Pradesh.
6. All Managing Directors/ Registrars/ Secretaries, Boards/ Corporation/ Universities/ Banks in Himachal Pradesh.
7. The Secretary, HP Public Service Commission, Nigam Vihar, Shimla-171002.
8. The Director of Vigilance, Himachal Pradesh, Shimla-171002.
9. The Secretary, HP Staff Selection Commission, Hamirpur (HP).
10. All Section Officers in Himachal Pradesh Secretariat, Shimla-171002.


(O.P. BHANDARI)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Phone: 0177-2626097

PROFORMA

1. Name
2. Designation
3. Pay
4. Department/PSU
5. Passport No.
6. Details of private foreign travel to be undertaken

Period of Abroad		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel, board/lodging, visa, misc. etc.)	Source of funds	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No.6)

Name:

Designation:

Date:

Contact Number:

Jisha