कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of Indi
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No. HRD/2(1)2013/Delegation of Power/ 14453

Date: 06 OCT 2017

To
All Additional CPFC (Zones) / Director (PDUNASS)
Additional CPFC (ASD) Head Office
All Regional Provident Fund Commissioner
In-charge of the Regional Offices.

Sub: Delegation of Powers for granting permission to visit foreign countries by officials of Central Board, Employees' Provident Fund – reg.

Sir/Madam,

As per the existing instructions, when an employee of the Central Board applies for leave for going abroad on a visit, separate 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. Permission may be denied in the interest of security. Individual facing investigation / enquiry on serious charges, who may try to evade apprehension by Police Authorities, or facing the enquiry may also not be permitted to leave the country. Further, it is also desirable that request of the officers and staff for such permission are dealt with expeditiously.

2. Keeping the above in view, the instructions issued in the past for permitting officers and staff to go abroad on visit have been reviewed. In order to streamline the process of grant of permission for going abroad, it has been decided to delegate certain powers to field officers both at Zonal level and Regional level in certain contingencies. Accordingly, the following delegation of powers have been made by the Central Provident Fund Commissioner under sub-para (3) of Para 24 of the EPF Scheme 1952, in supersession of earlier delegations made vide letter no. HRD/2(1)2013/Delegation of Powers/2092 dated 02nd May, 2016 in this respect.

Sl. No.	Authority	Extent of Delegation	Purpose for which delegation applies
1.	Central Provident Fund Commissioner	All Officers and Staff.	Full powers for all types of visits.
2.	Additional Central Provident Fund Commissioner (Hqrs.) (HR)	All Group 'A' officers up to the level of RPFC-I and all Group 'B' and 'C' officers and staff.	Full powers for all types of visits.
3.	Additional Central Provident Fund Commissioner (Zones)	All officers up to the level of RPFC-I and Group 'B' and 'C' officers and staff working in offices in the jurisdiction of the Zone including the Zonal Office.	Full powers in contingencies like meeting family members. OR

4.	Director (PDUNASS)	All officers up to the level of RPFC-I and staff working in PDUNASS and ZTIs.	For medical treatment outside the country.
5.	Additional Central Provident Fund Commissioner (ZTI)	All the officers up to the level of RPFC-I and staff working in ZTI.	
6.	Regional Provident Fund Commissioner-I in charge of Regional Office.	All Group 'B' and 'C' officers and staff working in the Regional Office.	

2. The above powers delegated shall not be re-delegated and shall be exercised in accordance with the instructions contained in the OM F.No.11013/8/2015-Estt.A-III dated 27th July, 2015 issued by the Ministry of Personnel, Public Grievances and Pensions Department of Personnel Training, Government of India and other such conditions issued from time to time.

3. It may be ensured that the decisions in connection with grant of permission to go abroad on visit are conveyed to the officers and staff 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 officer and staff within one week of the receipt of the application.

4. Regional Provident Fund Commissioner In-charge of the Region and Additional CPFCs (Zones) shall obtain declaration in the format prescribed in the OM cited at Para 3 above while granting permission. Similarly, while forwarding the proposals to Head office for grant of permission, they shall forward the declaration in prescribed proforma obtained from the officials along with their recommendation and after proper examination of the source of finance of the officials for all other contingencies of foreign visit.

Enclosure: As above.

Yours faithfully,

06/10/2017

(Chandramauli Chakraborty)
Additional Central P.F. Commissioner (HRD)

Copy to:

1. FA&CAO, CVO, ACC (HQ)
2. All Officers, Head Office
3. All ZVD/ZAO
4. RPFC (NDC) for uploading on official website
5. DD (OL) EPF Headquarters for providing Hindi version
6. PS to Central Provident Fund Commissioner
7. Guard file.

(M. Ngullie)
Regional P.F. Commissioner-I (HRD)

PROFORMA FOR TAKING PRIOR PERMISSION

PART-A – To be filled by the Government Servant applying for visit abroad

1. Name and Designation :

2. Pay :

3. Office :

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 employee of the Central Board is handling large amounts of government cash.

2. Whether the employee of the Central Board is dealing with secret / top secret matters.

3. Whether any case involving serious charges against the employee of the Central Board is under investigation (Details).

4. Whether any disciplinary proceeding is pending against the employee of the Central Board (Details).

Signature

Date:

Name and Designation

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 with 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/-