

**Item No. 16 Delegation of powers for granting permission to visit foreign countries by officials of Central Board.**

Delegation of powers for taking prior permission for leaving station / Headquarters for going abroad on non-official foreign visits/tours of officials while on leave was last amended vide circular No. HRD/2(1) 2013/Delegation of Powers/2092 dated 02nd May, 2016 [Annexure-16A]. As per circular dated 02.05.2016, delegated powers were as under:-

Sl. No.	Authority	Extent of Delegation	Purpose of foreign tour
1.	Central Provident Fund Commissioner	All Officers and Staff.	Full powers for all types of private visits.
2.	Additional Central Provident Fund Commissioner (Hqrs.) (HR)	All Group 'A', 'B' and 'C' officers below the level of Additional CPFC, Head Office.	Full powers in contingencies like meeting family members.  OR  For medical treatment outside the country.
3.	Additional Central Provident Fund Commissioner (Zones)	All RPFC in charge of Regions working in the Zone and all officers and staff working in Zonal Office.	
4.	Regional Provident Fund Commissioner in charge of the Region	All officers and staff working in the Region.	
5.	Director (NATRSS)	RPFCs-I, ZTI and all the officers and staff working in NATRSS.	
6.	Regional Provident Fund Commissioner in charge of Zonal Training Institute (ZTI)	All the officers and staff working in ZTI.	

2. Central Provident Fund Commissioner on file bearing no. HRM-IV/HRM-V/2(22)11/SS/Vol.I/Foreign Visit [Annexure-16B] has to re-delegated the above said powers to the level of ACC (HQ) so that granting permission to officers and staff of EPFO to visit abroad on personal visit can be facilitated for quicker disposal.

3. In this regard, the Central Provident Fund Commissioner is empowered under sub-para (3) of Para 24 of the Employees' Provident Fund Scheme 1952 to re-delegate the powers delegated to him by the Central Board subject to placing the same before the Central Board in its next meeting for ratification/information [Annexure-16C]. Accordingly, the following revised delegation in supersession of the orders dated 02nd May, 2016 has been approved

by the CPFC which has been circulated vide circular No. HRD/2(1) 2013/Delegation of Powers/14453 dated 06th October, 2017 [**Annexure-16D**]:-

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  For medical treatment outside the country.
4.	Director (PDNASS)	All officers up to the level of RPFC-I and staff working in PDNASS and ZTIs.	
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.	

4. Further, 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 [**Annexure-16E**] 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.

**Proposal: The Central Board may kindly take note of this delegation of powers of Central Provident Fund Commissioner to respective officers in terms of sub-para (3) of Para 24 of the EPF Scheme 1952.**

ई-मेल/ E-mail: acc.hq.hr@epfindia.gov.in

दूरभाष/ Telephone : 011-26186512

फैक्स/ Fax : 011-26100166

**WEB CIRCULATION**

कर्मचारी भविष्य निधि संगठन  
 श्रम मंत्रालय भारत सरकार  
**Employees' Provident Fund Organisation**  
**(Ministry of Labour and Employment, Govt. Of India)**  
 भविष्य निधि भवन, -14 भीकाजी कामा प्लेस, नई दिल्ली -110066  
**Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi – 110066**  
[www.epfindia.gov.in](http://www.epfindia.gov.in) , [www.epfindia.nic.in](http://www.epfindia.nic.in)

No. HRD/2(1)2013/Delegation of Powers/ 2092

Dated : 02.05.2016

To

All Additional CPFC (Zones) / Director, NATRSS/Additional CPFC (ASD)  
 All Regional Provident Fund Commissioner  
 In-charge of Regional and Sub-Regional Offices/Zonal Training Institutes

02 MAY 2016

**Subject : Requirement of taking prior permission for leaving station/Head Quarters for going abroad on private visit while on leave and delegation thereof.**

Dear Sir/Madam,

As per the existing instructions, when an employee of the Central Board 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. 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 personal 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 PF Commissioner in supercession of earlier delegations made in this respect.

Sl. No.	Authority	Extent of Delegation	Purpose of foreign tour
1.	CPFC	All Officers and Staff	Full powers for all types of private visits.
2.	Additional CPFC (HQRS) (HR)	All Group 'A', 'B' and 'C' Officers below the level of Additional CPFC, Head Office	Full powers in contingencies like meeting family members  OR for medical treatment outside the country.
3.	Additional CPFC (Zones)	All RPFC in charge of Regions working in the Zone and all officers and staff working in Zonal Office.	
4.	RPFC in charge of Region	All officers and staff working in the Region.	
5.	Director, NATRSS	RPFCs-I, ZTI and all the officers and staff working in NATRSS.	
6.	RPFC In-Charge of Zonal Training Institute (ZTI)	All the officers and staff working in ZTI.	

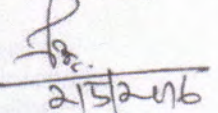
3. The above powers delegated shall not be re-delegated and shall be exercised in accordance with the instructions contained in the OM F. No. 11013/8/ 2015-Estt.A-III dated 27 July 2015 issued by Ministry of Personnel, Public Grievances and Pensions Department of Personnel Training, Government of India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

4. It may be ensured that the decisions in connection with grant of permission to go abroad on personal 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. In the event of failure on the part of the Competent Authority to communicate its decision to the official concerned within 21 days of the receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

5. RPFCs 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,

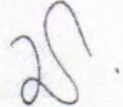


(P.K.UDGATA)

ADDITIONAL CENTRAL P.F. COMMISSIONER (HQRS)

Copy to:

1. FA & CAO, CVO, ACC (HQ) (PKU), ACC (HQ) (RB)
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



(RAHUL ARYA)

REGIONAL P.F. COMMISSIONER-II (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).

Date:

Signature

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 27<sup>th</sup>, 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 1<sup>st</sup>  
September, 2008

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

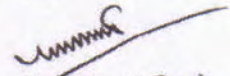
3. No. 11013/8/2000-  
Estt.(A) dt the 7<sup>th</sup>  
November, 2000

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

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 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 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 within 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/-



Page No. - 47 -

File No. HRM-IV/2 (22) 11/SS  
HRM-IV/2 (22) 11/SS

S. No. 89 (R)/Pages. 432/Cor.

This office has received a reference from RPFC-I, RO, Mumbai-I for grant of permission to leave the country in respect of Smt. Sunita M. Adhikari, SS, RO, Mumbai-I for the period 13.09.2017 to 18.09.2017. The service detail of the officer is as under:-

	Name & Designation of Official (Sh./Smt./Mrs./Ms)	RO/SRO	Place to visit	Period
1.	Sunita M. Adhikari,	RO, Bandra	Bangkok Pattaya	13.09.2017 to 18.09.2017.
2.	Work allotted to the official	The official working in Accounts Gr. 19 as Section Supervisor.		
3.	Conduct of the official	Smt. Sunita M Adhikari, SS is punctual and integrity is certified.		
4.	The person who will look after the work in her absence.	Other Section Supervisor will look after her work during the period of her proposed foreign tour.		
5.	Grievances pending in the seat of the concerned official	Her concerned branch officer has certified that there is no pendency and grievances pending on her charge.		
6.	Vigilance Clearance Certificate	The Regional Vigilance has given clear VCC to her (Page. 430/c).		
7.	Reasons to visit abroad	Tourist.		
8.	Sources of Funds	Her expenditure will be managed from her salary savings (Page. 427/c)		
9.	Type of leave applied by the official	She has applied for Earned Leave for the period 13.09.2017 to 19.09.2017 (Page. 429/c).		
10.	Details of the previous visit, if any, and with clarification if permission has not been granted from Head Office.	The Competent Authority has granted permission to visit. 1. Dubai, U.A.E for the period 23.05.2016 to 10.06.2016. 2. Singapore, Malaysia for the period 28.08.2012 to 15.09.2012. 3. Dubai, U.A.E for the period 20.01.2013 to 05.02.2013.		
11.	Estimated Expenditure of foreign tour.	Rs. 60,000/- (Page. 428/c)		

2. Central P.F. Commissioner being the Competent Authority, may kindly grant permission to the above official of RO, Mumbai-I to visit abroad as per scheduled mentioned above, subject to usual terms & conditions as laid down by the DoP&T.

Submitted for approval please.

सहायक  
स्टाफ  
(ज्योति शर्मा)  
नं. 21870  
RPFC-I (HRM-IV)

SO (HRM-IV)

We may place the matter before CPFC for kind consideration and approval please

05/09/2017

Contd. 9/17



378

From page:

Mrs Sumita M. Adhikari, Section Supervisor has requested for abs permission to visit abroad and her documents have been received from APFC - II, No orders in support of grant of permission, the same have been found in order.

The matter may be placed before C.P.F.C for consideration as the proposed visit is for tourism.

06/09/2017  
Regional P.F. Commission

~~Acc (HRM)~~

06/09/17  
K. V. SARVESWARAN  
Addl. Central P. F. Commissioner

06/09/2017

C. Secy  
6/9/17

~~cc/c~~ Acc (HRM) (HRM) may sanction all such cases in future

7/9/17

~~Acc (HRM) HR~~

07/09/17  
K. V. SARVESWARAN  
Addl. Central P. F. Commissioner

~~APFC (HRM)~~

## CHAPTER III

APPOINTMENT AND POWERS OF COMMISSIONER AND  
OTHER STAFF OF BOARD OF TRUSTEES

<sup>1</sup>19. *Central Provident Fund Commissioner and Financial Adviser and Chief Accounts Officer.* — The Central Provident Fund Commissioner and the Financial Adviser and Chief Accounts Officer shall not undertake any work unconnected with their office without the previous sanction of the Central Government.]

<sup>2</sup>[20. \*\*\*]

<sup>3</sup>21. *Opening of Regional and other offices.* — The Central Board may <sup>4</sup>[\*\* \* \*] open such regional and local offices as it may consider desirable for the proper implementation of the Scheme. It may also define the functions and duties of the regional and local offices.

22. *Secretary of the Central Board or a Regional Committee.* — <sup>5</sup>[(1) The Central Provident Fund Commissioner shall be the Secretary of the Central Board and of the Executive Committee. The Regional Provident Fund Commissioner-in-charge of the Region shall be the Secretary of the Regional Committee of the State/Union Territory within his jurisdiction.]

(2) The Secretary to the Central Board or <sup>6</sup>[the Executive Committee or] a Regional Committee shall, in consultation with the Chairman, convene meetings of the Central Board or <sup>7</sup>[the Executive Committee or] the Regional Committee, as the case may be, keep a record of its minutes and shall take the necessary steps for carrying out the decisions of the Central Board or <sup>8</sup>[the Executive Committee or] the Regional Committee, as the case may be.

<sup>1</sup> Subs. by G.S.R. 690 (E) dated the 30th June, 1989 (with effect from 1st July, 1989).

<sup>2</sup> Omitted by G.S.R. 1845, dated the 28th November, 1963 (with effect from 30th November, 1963).

<sup>3</sup> Subs. by G.S.R. 1845, dated the 28th November, 1963 (with effect from 30th November, 1963).

<sup>4</sup> Certain words omitted by G.S.R. 690 (E), dated the 30th June, 1989 (with effect from 1st July, 1989).

<sup>5</sup> Subs. by G.S.R. 521, dated 16th August, 1991 (with effect from 1st September, 1991).

<sup>6</sup> Ins. by G.S.R. 690 (E) dated the 30th June, 1989 (with effect from 1st July, 1989).

<sup>1</sup>22A. *Appointment of officers and employees of the Central Board.* — The power of appointment vested in Central Board under sub-section (3) of section 5-D of the Act shall be exercised by the Board in relation to posts carrying the maximum scale of pay of Rs. <sup>2</sup>[14,300 — 18,300].]

23. *Information of appointments to the Central Board.* — References relating to all appointments of officers of the <sup>3</sup>[level of the Regional Provident Fund Commissioners and above made by the Chairman, Central Board] shall be placed before the next meeting of the Central Board for information.]

<sup>4</sup>24. *Administrative and financial powers of a Commissioner.*

— (1) A Commissioner may, without reference to the <sup>5</sup>[Central Board], sanction expenditure on contingencies, supplies and services and purchase of articles required for administering the Fund subject to financial provision in the budget and subject to the limits upto which a Commissioner may be authorised to sanction expenditure on any single item from time to time by the Central Board <sup>6</sup>[\* \* \*].]

(2) A Commissioner may also exercise such administrative and financial powers other than those specified in sub-paragraph (1) above, as may be delegated to him from time to time by the Central Board <sup>7</sup>[\* \* \*].]

(3) A Commissioner may delegate from time to time the administrative and financial powers delegated to him by the Central Board to any officer under his control or superintendence to the extent considered suitable by him for the administration of the Scheme. A statement of such delegation shall be placed before the next meeting of the Central Board for information.]

<sup>1</sup> Ins. by G.S.R. 690 (E), dated 30th June, 1989 (with effect from 1st July, 1989).

<sup>2</sup> Subs. by G.S.R. 79, for " 4500 — 5700 " dated 25th February, 2000 (with effect from 4th March, 2000).

<sup>3</sup> Subs. by G.S.R. 690 (E), dated 30th June, 1989 (with effect from 1st July, 1989).

<sup>4</sup> Subs. by G.S.R. 147, dated the 29th January, 1960.

<sup>5</sup> Subs. for " Board ", by G.S.R. 1845, dated 28th November, 1963 (with effect from 30th November, 1963).

<sup>6</sup> The words " with the approval of the Central Government " omitted by G.S.R. 690 (E), dated the 30th June, 1989 (with effect from 1st July, 1989).



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
 श्रम एवं रोजगार मंत्रालय, भारत सरकार  
 Ministry of Labour & Employment, Government of India  
 भविष्य निधि भवन / Bhavishya Nidhi Bhawan  
 14, मीकाजी कामा प्लेस नई दिल्ली 110066  
 Bhikaiji Cama Place, New Delhi 110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in)



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 02<sup>nd</sup> 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.	

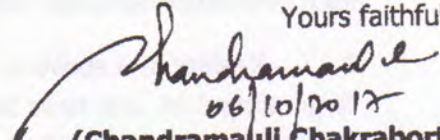
2. The above powers delegated shall not be re-delegated and shall be exercised in accordance with the instructions contained in the OM F.No.11013/8/2015-Estt.A-III dated 27<sup>th</sup> July, 2015 issued by the Ministry of Personnel, Public Grievances and Pensions Department of Personnel Training, Government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

  
06/10/2018  
(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 27<sup>th</sup>, 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 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

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 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 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/-

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 27<sup>th</sup>, 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 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

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 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 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 within 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

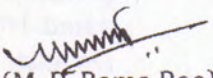
To  
The Secretaries of All Ministries/Departments  
(as per the standard list)



No. 11013/8/2015-Estt.A-III dated 27.07.2015

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → CCS (Conduct Rules)
17. Hindi Section, DoP&T

  
(M. P. Rama Rao)

Under Secretary to the Government of India

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

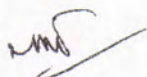
6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

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 the Government servant is under suspension.
5. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Signature

Date:

*[Handwritten signature]*

Name and Designation