

Government of India  
Ministry of Defence  
**Office of the Controller General of Defence Accounts**  
Ulan Batar Road, Palam, Delhi Cantt.  
Tel : 011-25674854 Fax: 011-25674781

**IMPORTANT CIRCULAR**

No: AN-I/1351/4/XXVI/NOC

Date: 28.04.2016

To,

All PCsDA/CsDA & equivalent

(through CGDA Website).

**Subject :- Sanction of Ex-India leave/NOC for proceeding abroad**

The undersigned is directed to intimate that the Competent Authority has decided that henceforth the instructions/proforma prescribed in the following communications/document will be followed/ utilized as regards handling of requests for 'NOC for proceeding abroad' and grant of Ex-India leave to the officers and staff of the Department:


- (i) DOP&T OM F. No. 11013/8/2015-Estt. AQ-III dated 27/07/2015 prescribing proforma for taking prior permission by the Government Servants for PRIVATE VISITS abroad and the time-limit prescribed for dealing with such requests;
- (ii) An undertaking in terms of Para 297 of O.M. Part. I, to be furnished by the Government Servants who intend to proceed on PRIVATE VISITS abroad.
- (iii) DOP&T OM F. No.11013/7/2004-Estt.(A) dated 1<sup>st</sup> September, 2008 regarding approval of leave for proceeding abroad by the Leave Sanctioning Authority.

2. It is requested to regulate the requests for prior permission for proceeding abroad received from the officers and staff of the Department in light of above instructions. The requests being forwarded to this HQRs office, in above regard, should be as per above formats only.

3. All PCsDA/CsDA and equivalents are requested to bring these instructions to the notice of all officers and staff serving under their control (including those on proforma strength) for information, guidance and further necessary action.

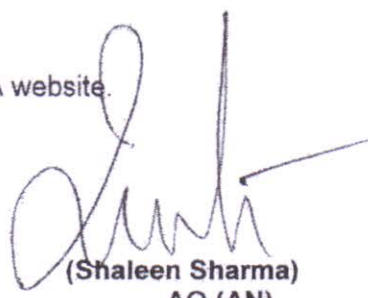
4. It is also enjoined upon all concerned that while forwarding the requests in above regard, it should be ensured that the instructions in the above cited communications are strictly adhered to so as to avoid delay in processing of the applications.

5. This issues with the approval of the CGDA.

  
(S. C. Bansal)  
ACGDA (AN)

Copy to:

1. AN IV Section (Local) : For information and necessary action as above
2. AN II Section (Local) : For information please.
3. ✓ EDP Section (Local) : For uploading on CGDA website.

  
(Shaleen Sharma)  
AO (AN)

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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, 2008

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/-



## Undertaking

(In terms of Para 297 of O.M. Part-I)

A) I undertake that: -

- a) I will not participate in any anti-Government activities during my visit abroad as mentioned in Para 297 of O.M. Part-I.
- b) I will not stay abroad beyond my leave period as sanctioned by the Competent Authority.

B) Further, I understand that: -

- a) While I am abroad whether on an official duty or private affairs. I shall continue to be subject to all the provisions of Government Servants conduct Rules including those relating to the communication of official documents or information, connections with the press and criticism of Government as expression of opinion on matters relating to foreign countries and
- b) Any breach of these provisions whether committed in India or abroad shall render me equally liable to disciplinary action.

Place:

Date:

(Signature of the Applicant)

Name:

Grade:

A/c No.:

Office:

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

*Prave*

**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).

Date:



Signature

Name and Designation

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No. 11013/7/2004-Estt. (A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block,  
New Delhi,  
Dated the 1<sup>st</sup> September, 2008

**OFFICE MEMORANDUM**

Subject: Requirement of taking prior permission by Government servants for leaving station/headquarters for going abroad while on leave.

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The undersigned is directed to refer to Department of Personnel and Training's O.M. No. 11013/8/2000-Estt. (A) dated the 7th November, 2000 on the abovementioned subject and to say that in para 2 thereof, it was conveyed that while granting leave the sanctioning authority shall take prior approval, if required, for permitting the officer to go abroad as per the existing instructions.

2. References are being received regarding the competent authority whose permission is to be taken by the leave sanctioning authority before sanctioning leave to a Government servant to go abroad. It is clarified that the competent authority as per the aforesaid Office Memorandum dated the 7th November, 2000 is to the competent authority in terms of the instructions, if any, issued by the Cadre Authority or the administrative Ministries/Departments themselves. Department of Personnel and Training has not issued any instructions in this regard in respect of the Central Government servants. In the absence of any such instructions, the approval of the leave sanctioning authority would imply approval to the visit abroad also. It may be ensured that the leave applications in such cases invariably mention the purpose of going abroad.



(A. BALARAM)  
Under Secretary to the Government of India

All Ministries/Departments of the Government of India.