

4003/m A  
21/01/25

**Fwd: Office Memorandum Dated 20.01.2025 in r/o Proposals seeking approval of Hon'ble Lt. Governor, Delhi for Ex-India Permission for private foreign visits of officers of the All India Services & DANICS/DANIPS cadre of GNCTD and all other Group 'A' officers posted in GNCTD-Reg**

2 messages

Ms. Mitali Namchoom &lt;wcd@nic.in&gt;

Tue, Jan 21, 2025 at 10:43 AM

To: JDWCD &lt;jointdirector2-dwcd@delhi.gov.in&gt;, Admin &lt;supdtadmnwcd@gmail.com&gt;

From: "Sh Anil Kumar Singh" &lt;secservices@nic.in&gt;

To: "Ms. Mitali Namchoom" <wcd@nic.in>, "S.K.Jain IAS" <secyart@nic.in>, "Commissioner MCD" <commissioner@mcd.nic.in>, "Chairperson NDMC" <chairperson@ndmc.gov.in>, "IAS Sachin Shinde" <cmd@dtc.nic.in>, director2014@gmail.com, mddsiidc@gmail.com, "DA MB" <ambdi@nic.in>, "MDnCEO" <md@delhitourism.gov.in>, "TARIQ THOMAS" <secretary@ndmc.gov.in>, "Nandini Paliwal" <pstechedu@nic.in>, "Joint Director Planning" <jdplg@nic.in>, "tourism gnctd" <tourism.gnctd@gmail.com>, "DIRECTOR DFS" <director.dfire@nic.in>, pccfgnctd@gmail.com, "Vivek Pandey IAS Secretary AR" <secyar@nic.in>, "Director General (Prisons) Delhi Prisons Tihar New Delhi" <dgthar@nic.in>, directorateofismh@gmail.com, "lokayukta.delhi" <lokayukta.delhi@nic.in>, "stateelectioncomm delhi" <stateelectioncomm.delhi@gmail.com>, "DTTDC" <tourism@delhitourism.gov.in>, "L D JOSHI" <coa@nic.in>, "Directorate General of Health Services" <dirdhs@nic.in>, "osdcmd dscsc" <osdcmd.dscsc@gmail.com>, "DR. DILRAJ KAUR" <cmdscsc.delhi@nic.in>, "Controller Weights and Measures" <cwmbho@nic.in>, "Chief Executive Officer Khadi Board" <khadi-hp@nic.in>, vcdta@dda.org.in, "CEO Delhi" <ceo\_delhi@eci.gov.in>, "Commissioner Disab Delhi" <comdis.delhi@nic.in>

Sent: Monday, January 20, 2025 5:05:19 PM

**Subject: Office Memorandum Dated 20.01.2025 in r/o Proposals seeking approval of Hon'ble Lt. Governor, Delhi for Ex-India Permission for private foreign visits of officers of the All India Services & DANICS/DANIPS cadre of GNCTD and all other Group 'A' officers posted in GNCTD-Reg**

Sir/Madam,

Please find enclosed office Memorandum dated 20.01.2025 on the subject cited above for necessary action.

Regards,

Dy. Secretary (Services)

DocScanner 20-Dec-2024 05-18 PM (1).pdf  
2780K

jointdirector2-dwcd <jointdirector2-dwcd@delhi.gov.in>  
To: supdtadmnwcd <supdtadmnwcd@gmail.com>

Tue, Jan 21, 2025 at 11:12 AM

===== Forwarded message =====

From: Ms. Mitali Namchoom &lt;wcd@nic.in&gt;

To: "JDWCD" &lt;jointdirector2-dwcd@delhi.gov.in&gt;, &lt;supdtadmnwcd@gmail.com&gt;

Date: Tue, 21 Jan 2025 10:43:52 +0530

Subject: Fwd: Office Memorandum Dated 20.01.2025 in r/o Proposals seeking approval of Hon'ble Lt. Governor, Delhi for Ex-India Permission for private foreign visits of officers of the All India Services & DANICS/DANIPS cadre of GNCTD and all other Group 'A' officers posted in GNCTD-Reg

===== Forwarded message =====

[Quoted text hidden]

DocScanner 20-Dec-2024 05-18 PM (1).pdf  
2780K

21/1/25  
Dr. P. N. Noreh.  
Bimul  
to all. Dr. Indrajit  
of also has  
and  
upload in the web  
site.

91/C

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (SERVICES-I BRANCH)**  
**DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'B' WING,**  
**I.P. ESTATE, NEW DELHI - 110002.**  
(<https://services.delhi.gov.in>)

No. F. 8/24/2022/S.I/ 255-259

Dated: 20/01/2025

**OFFICE MEMORANDUM**

**Sub: Proposals seeking approval of Hon'ble Lt. Governor, Delhi for Ex-India Permission for private foreign visits of officers of the All India Services & DANICS/DANIPS cadre of GNCTD and all other Group 'A' officers posted in GNCTD-Reg.**

Instructions/Guidelines on the above subject matter have been issued vide Services Department's Office Memorandum F.No. 8/24/2022/S.I/3690-3695 dated 20/12/2024 (copy enclosed).

Hon'ble Lt. Governor, Delhi has observed that in several instances, the officers had applied for Ex-India well in time but after processing the requests of the officers, the proposals are received at a belated stage for seeking the approval for grant of Ex-India permission/Cadre/Vigilance Clearance. At a belated stage, the proposals are submitted as a fait accompli whereas such requests requires consideration in the right perspective. Further, non-approval of such proposals might also put the officers to hardships.

Accordingly, Departments/Organizations under GNCT of Delhi are advised herewith that all proposals of private foreign visits of officers of All India Services & DANICS cadre of GNCTD and all other Group 'A' officers posted in GNCTD be submitted for prior consideration/approval of Hon'ble Lt. Governor, Delhi before making a reference to the MHA, GoI or the concerned Ministry for seeking vigilance clearance etc. Officers are advised to book their tickets only after approval of Hon'ble Lt. Governor, Delhi.

All ACS/Pr. Secretaries/Secretaries and Heads of Departments/Organizations under GNCTD are requested to bring the above instructions to the notice of all the concerned officers for strict compliance.

This issues with the approval of the Competent Authority.

Encl. As above.

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

Dated: 20/01/2025

No. F. 8/24/2022/S.I/ 255-259

Copy for information and necessary action to:

1. All ACS/Pr. Secretaries/Secretaries/HoDs of Departments/Organizations/Local Bodies/Public Undertakings under Govt. of NCT of Delhi.
2. Section Officer (Co-ord.), Services Department, Govt. of NCT of Delhi with the direction to upload this OM on website of Services Department, GNCTD.

Copy for information to:-

1. Pr. Secretary to Lt. Governor of Delhi, GNCT of Delhi.
2. Staff Officer to Chief Secretary, GNCT of Delhi.
3. Guard File.

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (SERVICES-I BRANCH)  
DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'B' WING,  
I.P. ESTATE, NEW DELHI - 110002.**

(<https://services.delhi.gov.in>)

No. F. 8/24/2022/S.I/3690-3695

Dated: 20/12/2024

**OFFICE MEMORANDUM**

**Sub: Proposal seeking approval of Hon'ble Lt. Governor, Delhi for Ex-India visits of all Group 'A' Officers in GNCTD-Reg.**

The Lt. Governor's Secretariat has observed that several proposals seeking approval of Hon'ble Lt. Governor for grant of Ex-India Permission/Cadre/Vigilance Clearance are received from the All India Service Officers and other Group 'A' Officers posted in GNCTD.

Hon'ble Lt. Governor has observed that over the last few months several such requests of officers holding important field assignments for private foreign visits have been received.

In several cases, the officers have projected expenditure involving travel and stay which do not commensurate with the normal expenditure even of domestic visits. The unrealistic projections are baffling and tantamount to concealment of facts. Hon'ble Lt. Governor, has desired that such proposals may be recommended with care and circumspection, giving due consideration to current assignment of officers so that it does not in any way impact the field assignments.

It is also be noticed that most of such proposals are received in their office in the last moment and presented as a fait accompli for seeking approval of Hon'ble Lt. Governor.

Hon'ble Lt. Governor has desired that due care should be taken while forwarding such proposals with proper verification and broad assessments of expenditure involved so that it does not amount to a false declaration in any way.

Moreover, such proposals should be submitted for consideration of Hon'ble Lt. Governor, Delhi one month ahead of the proposed visit.

Keeping in view the observations of Hon'ble Lt. Governor, Delhi, all the ACS/Pr. Secretaries/HoDs of GNCT of Delhi may carefully examine the request of the officers seeking permission to proceed to foreign visits on private affairs on the following points:

1. **Time Period:** Proposals of private foreign visits in respect of Group 'A' officers should be submitted for consideration of Hon'ble Lt. Governor, Delhi one month prior to the proposed visit.

2. **Expenditure:** Details of estimated realistic projection of expenditure in respect of all the dependent family members travelling with the officers on the foreign visit should be given head-wise i.e. Travel/Boarding/ Lodging/ VISA/ Misc. etc. The period of travel and purpose and source of funds must be mentioned in the format prescribed by DoPT vide their OM F.No. 11013/8/2015-Estt.A-III dated 27/07/2015 (Copy Attached).
3. **Vigilance:** The Leave Sanctioning Authority should carefully examine the vigilance status of the officers concerned and fill up the details in the format prescribed by DoPT vide their OM F.No. 11013/8/2015-Estt.A-III dated 27/07/2015.
4. In this regard the relevant rules/instructions/guidelines issued by Govt. of India as well as Govt. of NCT of Delhi from time to time shall be applied for processing the proposals of foreign visits of officers under Govt. of NCT of Delhi.
5. Instructions/Guidelines regarding processing the proposals of Foreign Visits of Officers are also available on the website of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training at <https://doptcirculars.nic.in/CircularSearch.aspx>.

This issues with the approval of the Competent Authority.

(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)

Dated: 20/12/2024

No. F. 8/24/2022/S.I/3690-3695

Copy forwarded for information & necessary action to:-

1. Pr. Secretary to Lt. Governor of Delhi, GNCT of Delhi.
2. Staff Officer to Chief Secretary, GNCT of Delhi.
3. All Pr. Secretaries/ Secretaries/HoDs, GNCT of Delhi.
4. PS to Pr. Secretary (Services), GNCT of Delhi.
5. Section Officer (Coord.), Services Department, Govt. of NCT of Delhi with the direction to upload this OM on website of Services Department, GNCTD.
6. Guard File.

(BHAIRAB DUTT)

DEPUTY SECRETARY (SERVICES)



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/-

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 OM's & 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

*ms*

**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

|