

No.A-44011/1/12-Admn I
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing,
Shastri Bhawan, New Delhi-110001
Dated: 29th Feb, 2012


CIRCULAR

It is brought to notice that processing of leave applications for private foreign visits is different from processing other leave applications. The leave applications of private foreign visits, *inter-alia*, require details of previous private foreign travels for the last 4 years in the prescribed proforma (copy enclosed). The details given in the proforma are required to be verified from the service record and vigilance clearance is also required before taking a decision to allow a Government employee to proceed on leave for private foreign visit. Thus, processing of leave application for private foreign visits takes a longer time.

2. It is also incumbent on the leave sanctioning authority while granting leave to take prior approval of the Competent Authority, if required, for permitting the employee to go abroad as per the existing instructions laid down by DOP&T. The Hon'ble High Court of Delhi in its judgement dated 28th May, 2004 in the Criminal Writ Petition No.1004/03 (Chandra Kumar Jain vs. Union of India) had adversely commented on frequently making private visit without permission by the Government servant and directed the Central Government to frame guidelines on foreign private visits of the Government servants. Keeping in view the observations of the High Court, the DOP&T requested all the Ministries/ Departments to bring the existing instructions on the subject matter to the notice of all concerned and ensure that Government servants should take prior permission before leaving for visits abroad as required under the various instructions.

3 In view of above, it has been decided that all employees of the Ministry of Corporate Affairs should submit their applications for private foreign visit alongwith necessary details in the prescribed proforma well in time i.e. at least 15 days in advance and their controlling officer should ensure that before the employee proceeds on leave he/she has obtained prior permission of the Government in this regard.

4. The above instructions may please be noted for strict compliance.


(J.S. Gupta)

Under Secretary to the Govt. of India

To

1. All officers and staff of Ministry of Corporate Affairs.
2. Hindi Section for Hindi version.
3. e-Governance Cell for uploading the order on MCA website under 'Miscellaneous' Column under the category 'Employees' Corner'.
4. Ad.II Section for issuing similar instructions to Field offices.
5. Guard File/ Notice Board.

PROFORMA

(See O.M. No. 11013/7/2004-Estt.(A) dated 5th October, 2004)

1. Name
2. Designation
3. Pay
4. Ministry/Department (Specify Centre/State/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** year (as under item No. 6)

Name :

Designation :

Date :

[DOPT OM No. 11013/7/2004-Estt.(A), dated 05.10.2004]