

By Speed Post

No.A-42011 /73/2011-Ad.II
Government of India
Ministry of Corporate Affairs


5th Floor, 'A' Wing
Shastri Bhawan, New Delhi
Dated, 8th July, 2011

OFFICE MEMORANDUM

Sub:- Private Foreign Visit by field office employees with out Ministry's approval -reg.

All employees of all grades are required to seek '**prior permission**' from the Ministry which is necessary as per rules before undertaking private foreign visit. But it has come to Ministry's notice that some time some officials in the field offices are not taking prior permission from the Ministry before undertaking foreign visit.

2. All the Regional Directors are requested to ensure strict compliance of the above said instructions in future. The employees proposing to undertake Private Foreign visits have to submit the application with prescribed format sufficiently in advance to their controlling officers, who will fax/email it, the same day to Ministry for approval. The controlling officers shall be held responsible if any further instance comes to Ministry's notice.


8/7/11
(R.K.Pandey)

Under Secretary to the Govt. of India

To

1. All Regional Directors

✓ 2. E-G-Cell - Employees corner / call centers