



Government of Jammu and Kashmir
Public Works(R&B) Department
Civil Secretariat, J&K

Subject: Visits Outside Country by Government Employees-Instructions thereof.

Circular No. 03-JK (PWD) of 2024
Dated 27-11-2024

The procedure for granting permission in favour of Government employees for private visits to foreign countries has been prescribed clearly by the Government from time to time. It has been provided that the station permission for proceeding outside the Country on private affairs shall be granted by the Administrative Department in the same manner as leave outside the Country. Further, the Finance Department in terms of Circular No.A/46(2017)-I-862 dated 21.02.2019, has issued guidelines prescribing therein for seeking proper permission from the competent authority before leaving the station by the Government Employees intending to visit a foreign country on private affairs.

It has however been observed that officers/officials of Subordinate offices of this department proceed on foreign visits without obtaining such prior permission of the competent authority, in violation of rules/norms, and a number of cases are recommended by the Head of Departments for post-facto sanction, thereby defeating the purpose instructions/guidelines notified on the subject by the Government. Furthermore, it has also been observed that the Head of Departments recommend the cases of foreign visit at the last moment, most of the times lacking the complete details and Documents required for considering such cases.

It is accordingly impressed upon all the officers/officials working in various subordinate offices of the departments to strictly adhere the instructions issued on the subject and not to undertake any foreign visit on private affairs without prior approval of the Administrative Department, failing which disciplinary proceeding shall be initiated against the employees.


27.11.2024

With a view to ensuring disposal of foreign visit cases in time, a checklist has been devised forming **Annexure** to these circular instructions. As such all the Head of Departments of Public Works (R&B) Department are therefore enjoined upon to submit foreign visit cases as per checklist, complete in all respects at least three weeks prior to the intended date of departure, to ensure consideration of such requests by the competent authority.

Sd/-

(Bhupinder Kumar) IAS
Secretary to the Government

No. PWD-NGAZOCIV/262/2024(E-7587341)

Dated: 27.11.2024

Copy to the:

1. Special Secretary to Government, Public Works (R&B) Department.
2. Director Finance, Public Works (R&B) Department
3. All Head of Departments of Public Works (R&B) Department.
4. Special Assistant to the Hon'ble Deputy Chief Minister.
5. Private Secretary to Secretary to the Government, Public Works (R&B) Department
6. Incharge Website, Public Works (R&B) Department.
7. Circular file/stock file.


27.11.2024

Deputy Secretary to the Government

Annexure

Checklist

1	Name of the Officer/ Official	
2	Designation/ Place of Posting	
3	Type of Leave applied	
4	Duration of Leave applied	
5	Leave Admissibility	
6	Competent Authority to sanction Leave	
7	Place/ Purpose of Visit	
8	Recommendations of the Controlling Authority	
9	Whether additional charge is required to be given, recommendations thereof	
10	Vigilance Clearance	
11	Work & Conduct/ Integrity Certificate	
12	Affidavit to the effected that the employee shall stick to the specified dates and shall not take any employment during the period and shall not take part in any such activity which is unbecoming of a Government servant.	
13	Additional remarks if any	

L. P. D. S.