

SOUTH CENTRAL RAILWAY

Headquarters Office.
Personnel Branch/SC.

No.P(R)/420/VII

Date: 13.10.2015

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR NO. 101/2015

Copy of Board's letter No.E[P&A]I-2015/CPC/LE-3 dated 18.09.2015 is forwarded for information, guidance and necessary action.

[Handwritten Signature]
13/10/15

(P.RADHA KRISHNA)
Secretary to CPO
for Chief Personnel Officer.

Board's letter No. E[P&A]I-2015/CPC/LE-3 dated 18.09.2015 [RBE No.107/2015]

Sub: Requirement of taking permission by railway servant for leaving station /headquarters.

A copy of O.M. No. 11013/8/2015-Estt.A-III dated 27th July, 2015 received from the Ministry of Personnel, Public Grievances & Pensions [Department of Personnel & Training] on the above subject is enclosed herewith for information and necessary action.

Sd/-
(S.R.Kanaujia)JDE[P&A]

Copy of DOP&T's O.M. No. 11013/8/2015-Estt.A-III dated 27th July, 2015

Sub: Requirement of taking prior permission for leaving station / headquarters for going abroad while on leave.

1. No. 11013/7/2004-
Estt.[A] dt. the 1st
September, 2008
2. No. 11013/7/2004-
Estt.[A] dt. the 15th
December, 2004
3. No. 11013/8/2000-
Estt.[A] dt. the 7th
November, 2000
4. No. 11013/7/94-
Estt.[A] dt. the 18th 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 1st 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 specialized nature of work handled by any organisation, changes may be made with the approval of this Department.

(Sd/-)
(M P Rama Rao) Under Secretary to the Government of India

PROFORMA FOR TAKING PRIOR PERMISSION BY RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filled by the Railway 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 to be visited	Purpose.

Signature

Date:

Name and Designation.

Part B – To be filled by the Administration

1. Whether the Railway servant is handling large amounts of railway cash.
2. Whether the Railway servant is dealing with secret /top secret matters.
3. Whether any case involving serious charges against the Railway servant is under investigation [Details].
4. Whether the Railway servant is under suspension.
5. Whether any disciplinary proceeding /criminal case is pending against the Railway servant [Details].

Signature

Date:

Name and Designation.

INDEX No.1046 LEAVE RULES	S.C.No.
Board have circulated DOP&T's instructions on requirement of railway servants taking permission for leaving station / headquarters	101 /2015