

SOUTH CENTRAL RAILWAY

Headquarters Office  
Personnel Branch/SC  
Date: 14.12.2017

No. P[R]420/VII

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR No. 213/2017

Copy of Board's letter No.2017/Trans/Process Reforms/Estt. dated 29.11.2017 is forwarded for information, guidance and necessary action. Board's letter dated 18.09.2015 quoted therein was circulated under S.C. No.101/2015.

*Railways*  
14.12.17  
[K.RAVI KUMAR]  
Secy. to PCPO

For Principal Chief Personnel Officer

Copy of Board's ltr. No. 2017/Trans/Process Reforms/Estt. dated 29.11.2017

*Sub: Process Reform – Regarding Station /Headquarter  
leave permission for going abroad on leave*

During interaction with field officials it has emerged that time bound grant of permission to employees for leaving station/headquarters for going abroad while on leave is an issue. The matter has been considered and following instructions are issued.

2. Vide O.M. No.F.No.11013/8/2015-Estt.A-III dated 27<sup>th</sup> July 2015, Department of Personnel & Training [DOPT], Ministry of Personnel, Public Grievances and Pensions has circulated detailed instructions with regard to requirement of taking prior permission by government servants for leaving station /headquarters for going abroad while on leave. These instructions have been circulated vide Railway Board letter No. E[P&A]I-2015/CPC/LE-3 dated 18.09.2015 [RBE No.107/2015] to all Zonal Railways/PUs and other railway offices.

3. The above mentioned O.M. of DOPT inter alia mentions that " it is also desirable that requests of Government servants for such permission are dealt with expeditiously. 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".

4. It should be ensured that the above instructions of DOPT are implemented.

This issues with the approval of CRB.

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

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sd/-  
[Jeetendra Singh/ED[Elect]Transformation Cell



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

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

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A copy of O.M. No. 11013/8/2015-Estt.A-III dated 27<sup>th</sup> 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.

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

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

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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 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 Secy. to the GOI

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**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:  
Designation.

Name and

**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:  
and Designation.

Name

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INDEX No. 1046 LEAVE RULES	S.C.No.
Board have reiterated their instructions that requests for permission by railway servants for leaving station /headquarters, for going abroad should be dealt with expeditiously. Any lacunae in the application should be brought to the notice of the employee within a week. In the event of failure to communicate decision to the railway employee within 21 days of receipt, the concerned employee shall be free to assume that permission has been granted to him.	213/2017