

**NO. AAP 290/2012/1**  
**GOVERNMENT OF ASSAM**  
**DEPARTMENT OF PERSONNEL (PERSONNEL: A)**  
**ASSAM SECRETARIAT (CIVIL) DISPUR**  
**GUWAHATI: 781006.**

Dated Dispur, the 29th January, 2013.

**OFFICE MEMORANDUM**

**Sub : Permission for foreign visits on private purpose of State Government officers.**

It is observed that in recent times Govt. is receiving large numbers of applications for private foreign visits. For such foreign visits the following guidelines/instructions for streamlining the process of submission and granting permission for foreign visits on private purpose in respect of all Govt. employees under administrative control of all Administrative Departments are to be followed:

- (I) All such applications for private foreign visits should be submitted in the enclosed format with all relevant particulars. The applications should be routed through the Controlling Authority of the concerned officers and should be submitted to their respective Administrative Departments at least 30 days before the date of proposed visit.
- (II) Purpose of the visit must be specifically indicated viz- Tourism, Recreational, Pilgrimage, Family/Domestic, Academic, Socio-Cultural or attending any other function/event managed by other organizations.
- (III) Officers intending to avail the foreign visits will be required to mention the mode of leave proposed to be availed for the said visits. In case of Earned Leave, leave application in the prescribed format with the recommendation from the Controlling Authority must be submitted along with the application.
- (IV) The source of fund to meet the estimated expenditure on travel, board and lodging and other related expenditure must be indicated. Particulars of sponsor(s), if any, must be indicated. No employee is allowed to avail any foreign hospitality other than those approved by the Govt.
- (V) Particulars of dependent family members including spouse and children who will accompany the officer should be furnished.

All such applications for private foreign visit must invariably be submitted to Honorable Chief Minister through Chief Secretary and Departmental Minister for approval.

It is reiterated that foreign visit without prior Govt. permission will be viewed as gross misconduct on the part of the officer who visits a foreign country even for a private reason and will be liable for disciplinary action.

All Administrative Departments are requested to bring these instructions to the notice of all personnel under their control and ensure that these are strictly followed.

Sd/- Rajiv Kumar Bora  
Principal Secretary to the Govt. of Assam  
Personnel (A), etc Departments

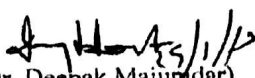
Memo No. AAP 290/2012/1-A

Dated Dispur, the 29th January, 2013.

Copy to:

- 1) All Additional Chief Secretaries.
- 2) All Principal Secretaries/ Commissioner & Secretaries of all Administrative Departments
- 3) All Commissioner of Divisions/ All Deputy Commissioners/ SDO (C)
- 4) All Heads of the Department.
- 5) S.O. to Chief Secretary for kind information of the Chief Secretary, Assam

By order etc.

  
(Dr. Deepak Majumdar)  
Deputy Secretary to the Govt. of Assam  
Personnel (A) Department