

No. A-65014/01/2015-Gp.I

Ministry of Defence

D(Estt.I/Gp.I)

CIRCULAR

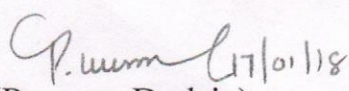
Subject : **Instructions regarding prior permission by officers/officials of MoD for private visits abroad on leave.**

While processing the applications of the officers/officials of this Ministry for the purpose of issuing permission for their personal visit abroad, it has been noticed that the applications are submitted at short notice leaving little time to process their case by the Establishment Division.

2. In this regard, it needs to be mentioned that processing of such applications involve prior clearances from Cash Section, Vigilance Section and Security Office which consume substantial time.

3. In order to avoid delays in processing of such cases, it has been decided that henceforth officers/ officials would submit their application in the prescribed proforma (copy enclosed) **at least a month prior to their date of departure.**

4. This issues with the approval of the Competent Authority.


(Parveen Dudeja)

Under Secretary to the Government of India

Tel : 2301 2846

Encl: AA

All officers/ officials in MoD(Sectt)

✓NIC – With the request to upload the circular in the official website of MoD

**PROFORMA FOR TAKING PRIOR PERMISSION BY GOVERNMENT SERVANTS
FOR PRIVATE VISITS ABROAD**

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation :
2. Address :
3. Pay :
4. Ministry/ Department :
5. Passport No. :
6. Details of private foreign travels to be undertaken :

Period of Travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, boarding, lodging, visa, misc., etc.)	Source of funds

7. Details of private travel undertaken during the last four years :

Period of travel	Name of foreign countries visited	Purpose

Signature

Date :

(Name & Designation)

TO BE COMPLETED BY THE SUPERIOR OFFICER OF THE SECTION IN WHICH THE GOVERNMENT SERVANT IS DIRECTLY EMPLOYED AT PRESENT (in case of Non-Gazetted staff, class I officer; In case of Gazetted officer, the next superior officer)

1.	Is the Government Servant handling any classified work divulgence of which may affect the security of service and the security ?	
2.	Is the Government Servant handling large amount of Government Cash ?	

Signature

Date :

Name & Designation