

Government of Jammu and Kashmir
Home Department
Civil Secretariat, J&K

Subject: Visits outside the Country by Government Employees-Instructions thereof.

Circular No. 05-Home of 2024

Dated: 27 .09.2024

The General Administration Department has clearly prescribed the procedure for granting permission in favour of Government employees for private visits to foreign countries. 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, in terms of Circular No. A/46 (2017)-I-862 dated 21.02.2019 issued by the Finance Department, *inter-alia*, clarified that prior permission of the competent authority for leaving the station shall be mandatory when a Government employee intends to visit a foreign country on private affairs. Besides, vide Circular No. 08-JK (GAD) of 2021 dated 13.02.2021, Government Employees have been clearly directed not to undertake any foreign visit on private affairs without prior approval of the Government.

However, it has been observed that officer(s)/official(s) of J&K Police and other Subordinate Departments are proceeding on foreign visits either without obtaining prior permission of the competent authority or permission request cases is sent to Home Department at the eleventh hour when only a limited time period is left from the intended date of departure. As a consequence, such cases are recommended for post facto sanction thereby defeating the purpose of an elaborate set of instructions/guidelines notified on the subject. The matter has been seriously viewed by the authorities.


Accordingly, it is impressed upon all the officer(s)/official(s) under the administrative control of Home Department to strictly adhere to the instructions issued on the subject and not to undertake any foreign visit on private affairs without prior approval of the Government. The Department concerned shall take note of these instructions and take appropriate action against the defaulters and shall not process any case for post facto sanction. Further, it is directed that cases for grant of permission to visit outside the country shall be submitted by the HoDs to the Home Department atleast 15 days before the intended date of departure in order to have a meaningful examination of the proposals.

Sd/-
(Chandraker Bharti) IAS
Principal Secretary to the Government.
Dated: 27.09.2024

No. HOME-PNG/240/2024/CC- 7576663

Copy to:

1. Director General of Police, J&K.
2. Director General of Police, Prisons J&K.
3. Director General, Prosecution J&K.
4. Director Fire and Emergency Services, J&K.
5. Director Forensic Science Laboratory, J&K.
6. Director Sainik Welfare, J&K.
7. Director Defence Labour Procurement, J&K.
8. Private Secretary to the Principal Secretary to the Government, Home Department.
9. Incharge Website, Home Department.
10. Government Order file/Stock file.


27/09/24
(Sanam Mansoor) JKAS
Under Secretary to the Government
