

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION DEPARTMENT

No. 21736 /Gen. Dated 7 .09.2012
GAD-SC-GCS-0065-2012

OFFICE MEMORANDUM

Sub: **Grant of permission to Government servants for travel outside India**

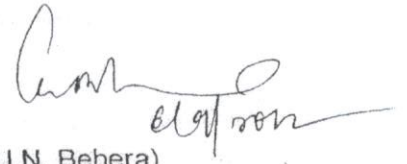
Government has felt it necessary to streamline the procedure for grant of permission to Government servants for travelling outside the country. Accordingly, the following guidelines are prescribed for the purpose.

1. According to the instruction contained in para 6 of Appendix-6 of the Odisha Service Code, special permission of Government is required in case of gazetted officers proceeding outside India during casual or vacation leave or leave of absence during gazetted holidays. Now, as per approval of Government, the authority competent to grant permission to travel outside India, to different categories of officers employed under the State Government, except members of the All India Services, shall be as follows :-

Sl. No.	Category of Officer	Authority competent to sanction permission to travel abroad
1	Non-Gazetted (Group-C & Group-D) Officers	Authority competent to sanction Earned Leave
2	Gazetted (Group-B) Officers	Authority competent to sanction Earned Leave
3	Gazetted (Group-A) Officers up to the rank of Joint Secretary	Secretary of the Administrative Department
4	Gazetted (Group-A) Officers above the rank of Joint Secretary except Secretaries to Government and Heads of Department	Minister in charge of the Department
5	Secretaries to Government and Heads of Department	Chief Minister

2. Before according permission, the competent authority shall obtain from the officer an undertaking that no criminal or vigilance case is pending against him. In cases where the competent authority finds necessary, he may obtain clearance from the Police or Vigilance Directorate, in respect of the officer concerned.

3. The Circular No. 11019/06/2001-AIS-III dated 05.12.2007 issued by the Department of Personnel and Training, Government of India, delegates power to the State Governments for sanction of leave to the members of All India Services for their visit outside India for different purposes as enumerated in para 2 (i), (ii) and (iii) of the circular. The instructions contained in the said circular shall be followed by the State Government in case of sanction of leave of AIS officers working under it.
4. The Finance Department is being requested to modify para 6 of Appendix-6 of the Odisha Service Code accordingly.

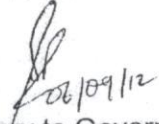


(U.N. Behera)

Special Secretary to Government

Memo No. 21737 /Gen., Dated 7 .09.2012

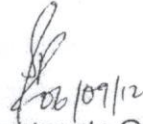
Copy forwarded to the Finance Department for information and necessary action. They are requested to modify Appendix-6 of the Odisha Service Code in accordance with the above guidelines.



Additional Secretary to Government

Memo No. 21738 /Gen., Dated 7 .09.2012

Copy forwarded to All Departments of Government/ All Heads of Department/ All Collectors/ the Registrar, Orissa High Court/ Registrar, Orissa Administrative Tribunal, Bhubaneswar/ Special Secretary, Orissa Public Service Commission/ Additional Commissioner, TC, Gopabandhu Academy of Administration/ Secretary Orissa Staff Selection Commission/ Special Secretary, G.A.(Vigilance) Department, Cuttack for information and necessary action.



Additional Secretary to Government