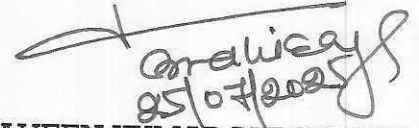


No.F.1(6)(32)/2023/Estt.(NT)/ 4348

Dated the 25<sup>th</sup> July, 2025

**CIRCULAR**

Please find enclosed herewith the detailed guidelines issued by the Govt. of NCT of Delhi vide Office Memorandum No.F.8/24/2022/S.I/2310-2316 dated 02.07.2025 regarding consolidated instructions for grant of permission/approval for Ex-India private visits of officers/officials which are self-explanatory for further necessary action.



25/07/2025

(NAVEEN KUMAR BUDHIRAJA)  
ASSISTANT REGISTRAR, ESTT. (N.T.)

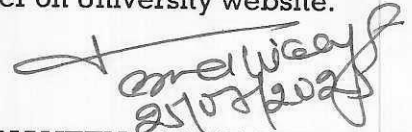
Encl : As above.

No.F.1(6)(32)/2023/Estt.(NT)/

Dated the 25<sup>th</sup> July, 2025

Copy forwarded to the following for information and necessary action please:-

1. OSD to Hon'ble Vice Chancellor, GGSIP University.
2. All Dean(s)/Director(s)/Branch Head(s), GGSIP University (Dwarka and East Campus).
3. CoF, Finance and Accounts, GGSIP University.
4. CoE-I & II, Examination Division, GGSIP University.
5. Superintending Engineer, UWD, GGSIP University.
6. Horticulture Department, GGSIP University.
7. Sanitation Department, GGSIP University.
8. Assistant Registrar, Office of the VC's Secretariat, GGSIP University.
9. Assistant Registrar, Office of the Registrar, GGSIP University.
10. Project Director, UITS with request to upload the Order on University website.
11. Guard File.



25/07/2025

(NAVEEN KUMAR BUDHIRAJA)  
ASSISTANT REGISTRAR, ESTT. (N.T.)

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (SERVICES-I BRANCH)**  
**DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'B' WING,**  
**I.P. ESTATE, NEW DELHI - 110002.**  
(<https://services.delhi.gov.in>)

No. F. 8/24/2022/S.I/2310-2316

Dated: 08/07/2025

**OFFICE MEMORANDUM**

**Sub: Consolidated instructions for grant of permission/approval for Ex-India private visits of officers/officials under Govt. of NCT of Delhi.**

This is in continuation to instructions/guidelines issued by Services Department's earlier OM No. F.8/24/2022/S.I/3690-3695 dated 20.12.2024 and partial modification of OM No. F.8/24/2022/S.I/255-259 dated 20.01.2025.


2. Hon'ble Lt. Governor, Delhi is pleased to order the following delegation to Authorities for grant of permission/approval for Ex-India private visits of Officers/Officials of Govt. of NCT of Delhi:

S.No.	Category of Officers	Competent Authority
1.	All India Service Officers (IAS/IPS/IFS), DANICS/DANIPS officers and HoDs of Departments/Organizations under GNCT of Delhi, Vice Chancellors of Universities, MS/MD/Director(DHS)/Director(DFW)/Heads of Medical Instructions etc.	Hon'ble Lt. Governor/Chancellor
2.	All organised cadres like Teaching, Health, Accounts, Stenographers, DSS, IT, Planning etc.	As decided and delegated by the respective cadre controlling authority
3.	Group 'A' & 'B' officers (Gazetted) of ex-cadre/other than organised cadre under various Departments/organization	Chief Secretary
4.	Group 'B' & 'C' officials (Non Gazetted) of ex-cadre/other than organised cadre under various Departments/organizations.	Administrative Secretary of concerned Department

3. The respective Cadre Controlling Authority of organised cadres, as mentioned at S.No.2, are requested to take appropriate decision & issue separate Office Memorandum, with respect to Competent Authorities for grant of permission/approval for Ex-India private visits of Officers/Officials of their cadre.

4. Further, it has been observed in the past that several requests of officers holding important field assignments for private foreign visits have been received. In several cases, the officers have projected expenditure involving travel and stay which do not commensurate with the normal expenditure even of domestic visits. The unrealistic projections are baffling and tantamount to concealment of facts. Hon'ble Lt. Governor, has desired that such proposals may be recommended with care and circumspection, giving due consideration to current assignment of officers so that it does not in any way impact the field assignments.

5. It has also been noticed that most of such proposals are received in the last moment and presented as a fait accompli for seeking approval of Competent Authority. Besides, it has also been observed that in several instances, the officers had applied for Ex-India visit well in time but after processing the requests of the officers, the proposals are received at a belated stage for seeking the approval for grant of Ex-India permission/Cadre/Vigilance Clearance. At a belated stage, the proposals are submitted as a fait accompli whereas such requests requires consideration in the right perspective. Further, non-approval of such proposals might also put the officers to hardships.



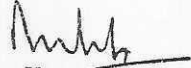
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6. Hon'ble Lt. Governor has desired that due care should be taken while forwarding such proposals with proper verification and assessment of expenditure involved so that it does not amount to a false declaration in any way.

7. Keeping in view above observations, all the ACSs/Pr. Secretaries/HODs of Govt. of NCT of Delhi may carefully examine the request of officers/officials seeking permission to proceed to foreign visit on private affairs on the following points and also requested to bring these instructions to the notice of all the concerned officers/officials for strict compliance:-

- i. **Time Period:** Proposal of private foreign visits in respect of officers/officials should be submitted for consideration of Competent Authority concerned one month prior to the proposed visit.
- ii. **Expenditure:** Details of estimated realistic projection of expenditure in respect of all the dependent family members travelling with the officers/officials on the foreign visit should be given head-wise i.e. Travel/Boarding/Lodging/VISA/Misc. etc. The period of travel and purpose and source of funds must be mentioned in the format prescribed by DoPT vide their OM F.No. 11013/08/2015-Estt.A-III dated 27/07/2015 (Copy Attached).
- iii. **Vigilance Status:** The Leave Sanctioning Authority should carefully examine the vigilance status of the officers/officials concerned and fill up the details in the format prescribed by DoPT vide their OM F.No. 11013/08/2015-Estt.A-III dated 27/07/2015.
- iv. Relevant rules/instructions/guidelines issued by Govt. of India as well as Govt. of NCT of Delhi from time to time shall be applied for processing the proposals of foreign visits of officers under Govt. of NCT of Delhi.
- v. Instructions/Guidelines regarding processing the proposals of Foreign Visits of Officers are also available on the website of Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training at <http://doptcirculars.nic.in/CircularSearch.aspx>.
- vi. All the departments/organisations under Govt. of NCT of Delhi are further advised that all proposals of private foreign visits of officers posted in Govt. of NCT of Delhi be submitted for prior consideration/approval of Competent Authority before making a reference to MHA, GOI or the concerned Ministry for seeking vigilance Clearance etc. Officers are advised to book their tickets only after the approval of Competent Authority.

Encl. As above.

  
(Dr. Ajay Kumar Bisht)  
Special Secretary (Services)

No. F. 8/24/2022/S.I/23/0-23/6

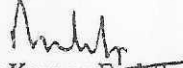
Dated: 02/07/2025

Copy for information and necessary action to:

1. All ACS/Pr. Secretaries/Secretaries/HoDs of Departments/Organizations/Local Bodies/Public Undertakings under Govt. of NCT of Delhi.
2. Section Officer (Co-ord.), Services Department, Govt. of NCT of Delhi with the direction to upload this OM on website of Services Department, GNCTD.

Copy for information to:-

1. Pr. Secretary to Lt. Governor of Delhi.
2. Secretary to Chief Minister, GNCT of Delhi.
3. All Secretaries to Minister of GNCT of Delhi.
4. Staff Officer to Chief Secretary, GNCT of Delhi
5. Guard File.

  
(Dr. Ajay Kumar Bisht)  
Special Secretary (Services)

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F. No. 11013/8/2015-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Establishment Division)

North Block, New Delhi - 110001  
Dated July 27<sup>th</sup>, 2015

OFFICE MEMORANDUM

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

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 specialised nature of work handled by any organisation, changes may be made with the approval of this Department.

  
(M P Rama Rao)

Under Secretary to the Government of India

To

The Secretaries of All Ministries/Departments  
(as per the standard list)

Contd.....2/-

222/c

No. 11013/8/2015-Estt.A-III dated 27.07.2015

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Peroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OM's & Orders → Establishment → CCS (Conduct Rules)
17. Hindi Section, DoP&T

  
(M. P. Rama Rao)

Under Secretary to the Government of India



221/c

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. 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 visited	Purpose

Signature

Date:

Name and Designation

*ms*

**Part B – To be filled by the Administration**

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/ top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details)
4. Whether the Government servant is under suspension.
5. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Date:



Signature

Name and Designation