

Government of West Bengal
Personnel & Administrative Reforms Department
Training Cell
Writers' Buildings
Kolkata-700 001

MEMORANDUM

No. 42-PAR(Trg)/HR/O/3T-11/2011

Dated, Kolkata, the 2nd February, 2011.

Subject: Procedure to be followed in connection with private foreign visits of employees of State Government, Semi or Quasi-Government organization including employees of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and institutions etc.

The procedure for permitting Government servants to visit foreign countries in private capacity has been liberalized by Government of India and now the leave sanctioning authority grants the permission to the official concerned for private visits abroad.

In view of sharp increase in number of Government servants visiting foreign countries in private capacity, a need has been felt to liberalize the existing instructions of State Government in this regard.

Accordingly, in partial modification of the Order No. 466-PAR(Trg)HT/O/3T-112/97 dated July 18, 2003, following procedure would be adopted in case of private visits of Government servants to foreign countries:

- (1) All categories of employees may be permitted to visit abroad in their private capacity, with the prior clearance of the authority competent to sanction their leave.

- (2) The application shall be made to the competent authority in the attached proforma (Annexure-I) at least fifteen days before the commencement of such visit.
- (3) The permission shall be granted by the leave sanctioning authority with a copy to the cadre controlling authority within seven days of receipt of such application. A standard format of permission is enclosed herewith (Annexure-II).
- (4) In partial modification of Order No. 974-PAR(Vig.) dated Calcutta, July 25, 2000 of Home (P&AR) Department, Vigilance Clearance shall not be required for according permission to travel abroad in private capacity.
- (5) For the purpose of clarification, private visit would mean the visits in which the entire expenditure is being borne by the officer concerned or his family members. The term 'family' means wife or husband, as the case may be, sons and daughters including adopted sons/daughters, mother and father.

Visits involving any kind of domestic/foreign sponsorship or acceptance of foreign hospitality on boarding, lodging or any other component of the visit shall continue to be governed by the earlier order.

Sd/-
(Samar Ghosh)
Chief Secretary
Government of West Bengal

No. 42/1(61)-PAR(Trg)/HR/O/3T-11/2011

Dated, Kolkata, the 2nd February, 2011.

Copy forwarded for information and necessary action to –

(1) The Additional Chief Secretary/ Principal Secretary/Secretary,

Department.


Secretary to the
Government of West Bengal

11/4/17

PROFORMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE I)

1. Name
2. Designation
3. Pay
4. Office (specify Department / Directorate / Undertaking / Corporation etc.)
5. Passport No.
6. Details of private foreign travel to be undertaken

Period of abroad		Names of the foreign countries to be visited	Purpose	Estimated Expen-diture (Travel, board / lodging, visa, misc. etc.)	Sources of Funds *	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No. 6)

Name :
Designation :
Date :

* In case of foreign funding which comes under purview of the FCRA, 1976 clearance from the Ministry of Home Affairs, Government of India is required to be obtained.

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Permission to visit foreign countries in private capacity (Annexure II)

No.

Date

I.....(Name of leave sanctioning authority).....posted as.....(designation)..... hereby authorize(Name of applicant)..... posted as.....(designation of applicant).....to visit(Name of countries)..... for the period..... in his/her private capacity. She/he has been granted(nature of leave)..... for the period for this purpose.

Date :

Signature :

Copy for information to:

1. Cadre controlling authority