

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM**  
**KAHILIPARA, GUWAHATI-19**

No.G(B) Misc.3/2013/15

Dated Kahilipara the,18-02-2013

From : Sri P. Jidung. M.A.,M.Phil, L.L.B, A.E.S.  
Director, Higher Education, Assam  
Kahilipara, Guwahati-19

To, The Principal (all colleges),  
.....Govt./ Provincialised College/Mahavidyalaya,  
PO..... District.....

Sub : Permission for foreign visit on private purpose of state Govt. Officers.


Ref : Govt. letter No.AHE.28/2008/102, dated 08-02-2013 and  
No.AAP-290/2012/1-A, dated 29-01-2013

Sir,

In inviting a reference to the Govt. letter on the subject cited above, I would like to forward herewith a copy of the Govt. Office Memorandum vide No.AAP-290/2012/1-A, dated 29-01-2013 received from the Dy. Secretary to the Govt. of Assam, Personnel (A) Department, Dispur, Guwahati-6 in connection with the permission for foreign visits on private purpose of state Govt. Officers and to request you to take necessary action as per Govt. O.M.

Yours faithfully,

Enclosed: As stated above.


  
Director, Higher Education, Assam  
Kahilipara, Guwahati-19

Memo No.G(B) Misc.3/2013/15-A

Dated Kahilipara the,18-02-2013

Copy to:

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for information.
- 2) The Dy. Secretary to the Govt. of Assam, Personnel (A) Department, Dispur, Guwahati-6

  
Director, Higher Education, Assam  
Kahilipara, Guwahati-19

1  
R.P. PD  
12/2  
G.O.B  
12/2

Regr.  
R. Chandra

GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR:::GUWAHATI-6

Dated Dispur the 8<sup>th</sup> February, 2013.

NO.AHE.28/2008/102

From : Shri R.P.Mazumdar,  
Officer-on-Special Duty,  
Higher Education Department.

To : The Director of Higher Education, Assam,  
Khilipara, Guwahati-19.


Sub : Permission for foreign visits on private purpose of State Govt. Officers.

Sir,

In inviting a reference to the subject cited above, I am directed to send here a copy of Office Memorandum vide No.AAP.290/2012/1 dated 29/1/2013 received from the De Secretary to the Govt. of Assam, Personnel (A) Department for information and necessary action.

Encl: As stated

Yours faithfully,

  
Officer-on-Special Duty,  
Higher Education Department  
Govt. of Assam

1571  
12/2/13

SE  
12/2/13

NO. AAP 290/2012/1  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL: A)  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI: 781006

Dated Dispur, the 29th January, 2013.

OFFICE MEMORANDUM

Sub : **Permission for foreign visits on private purpose of State Government officers.**

It is observed that in recent times Govt. is receiving large numbers of applications for private foreign visits. For such foreign visits the following guidelines/instructions for streamlining the process of submission and granting permission for foreign visits on private purpose in respect of all Govt. employees under administrative control of all Administrative Departments are to be followed:

- (I) All such applications for private foreign visits should be submitted in the enclosed format with all relevant particulars. The applications should be routed through the Controlling Authority of the concerned officers and should be submitted to their respective Administrative Departments at least 30 days before the date of proposed visit.
- (II) Purpose of the visit must be specifically indicated viz- Tourism, Recreational, Pilgrimage, Family/Domestic, Academic, Socio-Cultural or attending any other function/event managed by other organizations.
- (III) Officers intending to avail the foreign visits will be required to mention the mode of leave proposed to be availed for the said visits. In case of Earned Leave, leave application in the prescribed format with the recommendation from the Controlling Authority must be submitted along with the application.
- (IV) The source of fund to meet the estimated expenditure on travel, board and lodging and other related expenditure must be indicated. Particulars of sponsor(s), if any, must be indicated. No employee is allowed to avail any foreign hospitality other than those approved by the Govt.
- (V) Particulars of dependent family members including spouse and children who will accompany the officer should be furnished.

All such applications for private foreign visit must invariably be submitted to Honorable Chief Minister through Chief Secretary and Departmental Minister for approval.

It is reiterated that foreign visit without prior Govt. permission will be viewed as gross misconduct on the part of the officer who visits a foreign country even for a private reason and will be liable for disciplinary action.

All Administrative Departments are requested to bring these instructions to the notice of all personnel under their control and ensure that these are strictly followed.

Sd/- Rajiv Kumar Bora  
Principal Secretary to the Govt. of Assam  
Personnel (A), etc Departments

Dated Dispur, the 29th January, 2013.

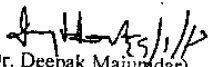
Memo No. AAP 290/2012/1-A

Copy to:

- 1) All Additional Chief Secretaries.
- 2) All Principal Secretaries/ Commissioner & Secretaries of all Administrative Departments
- 3) All Commissioner of Divisions/ All Deputy Commissioners/ SDO (C)
- 4) All Heads of the Department.
- 5) S.O. to Chief Secretary for kind information of the Chief Secretary, Assam

cc Directorate of Higher  
Education, Assam, Kamrup  
Guwahati.

By order etc.

  
(Dr. Deepak Majumdar)  
Deputy Secretary to the Govt. of Assam

**APPLICATION FOR PERMISSION FOR FOREIGN VISIT OF STATE GOVERNMENT OFFICE**

- 1 Name :
- 2 Designation :
- 3 Name of the foreign Country/Countries proposed to be visited :
- 4 Period of the visit :
- 5 Mode of leave : (a) Earned leave w.e.f. .... to.....  
 Prefixing:  
 Suffixing:  
 (b) Casual leave for .....days on .....  
 With HQ leave permission w.e.f..... to.....
- 6 Purpose of visit :
- 7 Name of the Person(s)/ Organization to be visited and its relationship with the officer. Complete address and contact numbers (including e-mail) of the host, if any, may be specified :
- 8 Total estimated expenditure and source of funding :
- 9 Status of submission of assets and liabilities statement :
- 10 Particulars of dependent family members accompanying the officer during the visit :
 

Sl. No	Name	Age	Relation with the officer
1			
2			
3			
4			
- 11 (a) Details of hospitality, if any, proposed to be availed during the visit :  
 (b) Attach sponsorship document(s), if applicable :
- 12 Details of private foreign travel during last three years, if any, (enclose a separate sheet, if necessary) :
- 13 Remarks :

Signature:

Date: