

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION DEPARTMENT

No.GAD-SER2-MISC-0001-2015- 2586 /Gen., dated 01/02/2016

OFFICE MEMORANDUM

Sub: Proforma for taking prior permission for official foreign visit by Government employees.

Guidelines for foreign visit by the State Government employees were circulated among all departments of Government vide G.A. Department Office Memorandum No.21736/Gen., dated 07.09.2012. It has been felt further to streamline the procedure for grant of permission to the Government employees for going abroad on official visit.

2. In view of the above, Government have been pleased to decide that while applying for official foreign visit, the details of the proposed visit along with information on earlier foreign visits, if any, during the last five years whether paid for by the State Government or any other source may be furnished by the Government employees who intend to go abroad on official visit, in the prescribed proforma annexed herewith.

3. This shall come into force with immediate effect.

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(C.R. Patra) 1/2/16

Memo No. 2587 /Gen., dated 01/02/2016
Copy forwarded to Finance Department for information and necessary action. They are requested to make suitable amendments, if any, in the Odisha Travelling Allowance Rules in pursuance of the above G.A. Department Office memorandum.

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Joint Secretary to Government
Contd.....P/2

Memo No. 2588/Gen., dated 04/02/2016
Copy forwarded to All Departments/All Heads of Departments/All
Collectors/Registrar, Orissa High Court, Cuttack/Registrar, Odisha
Administrative Tribunal, Bhubaneswar/Secretary, Odisha Public Service
Commission, Cuttack/ Additional Commissioner, Gopabandhu Academy of
Administration, Bhubaneswar/Secretary, Odisha Staff Selection Commission,
Bhubaneswar/ Secretary, Odisha Subordinate Staff Selection Commission,
Bhubaneswar/Special Secretary, G.A.(Vigilance) Department for information
and necessary action.

Wf
11/2/16
Joint Secretary to Government

Memo No. 2589/Gen., dated 04/02/2016
Copy forwarded to Principal Secretary to Governor of Odisha/PS to
Chief Minister, Odisha/PS to Chief Secretary/Secretary, Board of Revenue,
Odisha, Cuttack/PS to DC-cum-ACS/Sr. PrPS to Principal Secretary to
Government, G.A. Department/PS to Chief Administrator, KBK for information
and necessary action.

Wf
11/2/16
Joint Secretary to Government

Memo No. 2590/Gen., dated 04/02/2016
Copy forwarded to All sections of G.A. Department/Library of G.A.
Department/Guard file for information and necessary action.

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11/2/16
Joint Secretary to Government

Memo No. 2591/Gen., dated 04/02/2016
Copy forwarded to Officer-in-Charge, IT Centre, Secretariat with a
request to upload this G.A. Department Office Memorandum in the website of
G.A. Department for information of all concerned for necessary action.

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11/2/16
Joint Secretary to Government

**PROFORMA APPLICATION
FOR SEEKING PRIOR PERMISSION BY
GOVERNMENT EMPLOYEES FOR OFFICIAL VISITS ABROAD**

(To be filled in by the Government servant applying for visit abroad)

1. Name and Designation
2. Pay
3. Department
4. Passport No.
5. Details of official foreign travels / visits to be undertaken

Sl. No.	Period of foreign travel/visit	Name of the foreign country to be visited	Purpose of visit	Sponsoring Authority	Estimated Expenditure (travel, boarding, lodging, visa, misc etc.)	Source of funding

6. Details of official foreign travel / visit undertaken during the last five years.

Sl. No.	Period of official foreign visit	Name of the foreign countries visited	Purpose

Place:
Date:

Signature
Name and Designation