## GOVERNMENT OF ODISHA GENERAL ADMINISTRATION DEPARTMENT

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No	21736 AD-SC-GCS-0065-20	/Gen.	Dated	7	.09.2012

## 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:-

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

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.

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- 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