

No. 11013/7/2004-Estt. (A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block,  
New Delhi,  
Dated the 1<sup>st</sup> September, 2008

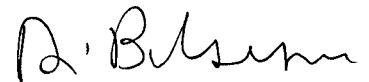
**OFFICE MEMORANDUM**

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

-----

The undersigned is directed to refer to Department of Personnel and Training's O.M. No. 11013/8/2000-Estt. (A) dated the 7th November, 2000 on the abovementioned subject and to say that in para 2 thereof, it was conveyed that while granting leave the sanctioning authority shall take prior approval, if required, for permitting the officer to go abroad as per the existing instructions.

2. References are being received regarding the competent authority whose permission is to be taken by the leave sanctioning authority before sanctioning leave to a Government servant to go abroad. It is clarified that the competent authority as per the aforesaid Office Memorandum dated the 7th November, 2000 is to the competent authority in terms of the instructions, if any, issued by the Cadre Authority or the administrative Ministries/Departments themselves. Department of Personnel and Training has not issued any instructions in this regard in respect of the Central Government servants. In the absence of any such instructions, the approval of the leave sanctioning authority would imply approval to the visit abroad also. It may be ensured that the leave applications in such cases invariably mention the purpose of going abroad.



(A. BALARAM)

Under Secretary to the Government of India

All Ministries/Departments of the Government of India.