

No. 17/9/2005-2Pol
HARYANA GOVERNMENT
POLITICAL DEPARTMENT

Haryana Civil Secretariat
Dated Chandigarh the 28th July, 2009.

To

1. All the Administrative Secretaries to Government, Haryana.
2. The Registrar General, Punjab & Haryana High Court.
3. All the Head of Departments in the Haryana.
4. All the Deputy Commissioner's /SDO (C) in Haryana.

Subject:- Regarding getting clearance for going abroad.

Sir/Madam,

I am directed to invite a reference to the Government U.O.No. 17/9/2005-2Pol, dated 13.9.2005 on the subject mentioned above and to say that as per these instructions, the proposals for visiting abroad by Heads of the Department, the members of All India Services, HCS officers and the officers of the Civil Secretariat from Deputy Secretary onwards are to be approved at the level of Chief Minister. It has been observed that in some cases the proposals do not contain the source of expenditure to be incurred on the foreign visits and also the details of previous visits. Therefore, a check list for submission of requests of the proposals for undertaking foreign tours/visit has been prepared. This would be applicable to all the IAS/HCS/IPS/IFS and other Class-1 officers in the State.

2. You are requested to send the proposals/requests for visiting abroad as per the aforesaid check list, in future.

Yours faithfully,

RPS
Under Secretary Political,

Endst.No. 17/9/2005-2Pol

Dated Chandigarh the 28rd July, 2009.
28/7/09

A Copy each is forwarded to:-

1. Senior Secretary to CM for the information of Hon'ble CM.
2. Secretary to Speaker/Deputy Speaker Haryana Vidhan Sabha for the information of Hon'ble Speaker and Deputy Speaker.
3. All Senior Secretaries/Secretaries/Private Secretaries to All the Ministers/state Ministers/CPS/PS for the information of Ministers/State Ministers/CPS/PS.
4. PS/CS for the information to Chief Secretary.
5. PSCM, APSCM-I, APSCM, DPSCM, OSD/CM, OSD-I/CM, OSD-II/CM for information.
6. Deputy Secretary to Government Haryana, Personnel Department for information and necessary action.

RPS
28/7/09
Under Secretary Political,
BR

Check list for submission of proposal for undertaking foreign tours

10. Previous foreign visits (including private visits) undertaken during last one year

1.	Name of the Officer:	
2.	Service and Batch:	
3.	Visit: Official/ Personal/ Any other	
4.	Countries proposed to be visited	
5.	Purpose of the visit:.	
6.	Proposed departure and the return dates:	Departure
		Return
7.	Sponsoring Agency/ Organisation, if any:	
8.	Likely amount of expenditure to be incurred on the visit if official/ sponsored	
9.	Details of other approvals/ clearances required/ approved, if any:	

	Required	Obtained Yes/No
Administrative Department		
FD		
FCRA/MHA/GOI		
Political Clearance/MEA/GOI		
Cadre Clearance/ GOH		
Cadre Clearance/ GOI		
Any Other, please specify		

10. Previous foreign visits (including private visits) undertaken during last one year

Sr. No.	Name of the Countries visited	Date of Departure from India	Date of return to India	Expenditure incurred on the visit (Rs)	Name of the sponsoring agency/ organization, if any
1					
2					
3					
4					

Place:

Signature of the officer

Date:

For these infrastructures, the proposals for visiting abroad by Heads of the Government, the members of All India Services, BCS officers and the officers of the Civil Secretariat from Deputy Secretary onwards are to be approved at the level of Chief Minister. It has been observed that in some cases the proposals do not contain the details of expenditure to be incurred on the foreign visit. In order to ensure the proper utilization of funds, a check list for submission of requests for visiting abroad has been prepared. This would be applicable to all the IAS/IPS/PCS/PS and other Class-I officers in the State.

You are requested to send the proposals requests for visiting abroad as per the above said check list, in future.

Yours faithfully,
Under Secretary

Encls. No. 1/19005-CPol Dated: Chandigarh the 28th Feb 2007

A copy of this is forwarded to:-
 1. Chief Secretary to CM for the information of Hon'ble CM
 2. Secretary to Speaker/Deputy Speaker Haryana Vidhan Sabha for the information of Hon'ble Speaker and Deputy Speaker
 3. All Group Secretaries/Deputy Secretaries to all the Ministers/ Joint Ministers/PS/PS for the information of all the Ministers/ Joint Ministers/PS/PS
 4. PSCM, APSCM, LACM, JACM, JSCM, JDCM, JSCM, JDCM, JSCM, JDCM for information