

Subject: - Regarding getting clearance for going abroad in cases other than for training or official work.

Will the Additional Chief Secretaries and Principal Secretaries to the Government, Haryana and kindly refer to the instructions issued by this department vide U.O. No. 17/9/2005-2Pol, dated 13<sup>th</sup> September, 2005, on the subject noted above?

2 Regarding getting clearance for going abroad by officers/officials, it was decided that in cases other than for training or official work with regard to Class-III and Class-IV employees should be approved by the Head of Departments and with regard to Class-I and Class-II Officers at the level of Minister-in-Charge. However, such cases pertaining to Head of Departments, All India Services Officers, HCS Officers and Officers of the Haryana Civil Secretariat from Deputy Secretary onward should continue to be approved at the level of the Chief Minister. It is clarified that clearance in respect of all Class-II officers of the Haryana Civil Secretariat will be given by the Chief Secretary to Government, Haryana being HOD-cum-Administrative Secretary. The new delegation is summarised as under:-

S. No.	Level of officers	Approval Authority .
1	HOD, AIS/HCS Officers, Dy. Secy. and above	C.M.
2	Class I & II officers	Minister-in-Charge
3	Class III & IV	HOD
4	Class II officers of the Haryana Civil Secretariat & its agencies/offices.	C.S.

3 They are requested that these instructions may be brought to the notice of all officers/officials under their control for meticulous compliance.

To

Under Secretary Political, 28.4.15  
for Chief Secretary to Government, Haryana 28/4/15

All the Additional Chief Secretaries and Principal Secretaries to Government, Haryana and all the Commissioners & Secretaries to Government, Haryana.

U.O. NO. 17/9/2005-2Pol  
Endst. No. 17/9/2005-2Pol

Dated 29<sup>th</sup> April, 2015  
Dated 29<sup>th</sup> April, 2015


A copy is forwarded to all the Head of Departments for information and necessary action.

Under Secretary Political, 28.4.15  
for Chief Secretary to Government, Haryana 28/4/15  
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Endst. No. 17/9/2005-2Pol

29th  
Dated April, 2015

A copy each, is forwarded to the Principal Secretary/ Special Principal Secretary/ Additional Principal Secretary/ OSD (JY)/ OSD (BD)/ Political Secretary/ Media Advisor/ Special Senior secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Ministers/ Ministers/ Speaker for the information of Chief Minister / Ministers/ Speaker.

  
Under Secretary Political, 29.4.15  
for Chief Secretary to Government, Haryana 29/4/15

CC  
US/CS  
PS/SPS