No. 12/73/2026-2SII
Government of Haryana
Chief Secretary's Office
(Personnel Department)

Dated Chandigarh, the 30th October, 2026

To,

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors/Chief Adminstrators/Commissioner of Boards/Corporations in the State of Haryana.
4. Commissioner,Ambala/Hisar/Rohtak/Gurugram/Faridabad/Karnal Division.
5. All the Deputy Commissioners of Haryana State

Subject: Streamlining the procedure for submission and processing of proposals for official foreign visits of officials of AIS, officials of A/B/C/D of Haryana state and officials of Boards/Corporations/ Statutory Bodies.

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It has been observed by the State Government that proposals seeking approval for official foreign delegations are being submitted directly to the Hon'ble Chief Minister.

2. In order to ensure comprehensive administrative oversight, verify strict compliance with applicable cadre rules, and thoroughly examine all visit- related parameters including individual eligibility frequency of travel absolute administrative necessity, and budgetary provisions it has been decided that all such proposals must be formally routed through the Chief Secretary's office for prior and thorough examination.

3. Neither any foreign tour proposal should be submitted directly to the Chief Minister of Haryana nor should any proposal be limited merely to seeking cadre clearance from the Chief Secretary's office. Every proposal must undergo complete preliminary scrutiny by the Chief Secretary's Office before being placed before the Chief Minister of Haryana for final orders.

4. It is further clarified that all proposals regarding official delegation visits including official foreign visits, study tours, training programmes, official meetings, conferences, seminars etc. outside the Country in respect of all officials of all Departments/Boards/Corporations/Statutory Bodies of Haryana Government shall be routed through the Chief Secretary's Office for preliminary scrutiny.

5. This issues with the approval of competent authority.

Yours faithfully

Deputy Secretary to Government, Haryana.
Personnel Department.

Endst. No.12/73/2026-2SII **Dated Chandigarh, the 30th October,2026**

A copy is forwarded to the Commissioner & Secretary to Government, Foreign Cooperation Department, Haryana for information and directions that all proposed official foreign visits being processed by Foreign Cooperation Department shall be routed through Chief Secretary's office for prior examination in terms of para. 02 to 04 above before submission to Hon'ble Chief Minister, Haryana.

Deputy Secretary to Government, Haryana.
Personnel Department.

Endst. No.12/73/2026-2SII **Dated Chandigarh, the 30th October,2026**

A copy, each, is forwarded for information and necessary action, where necessary to the following:-

1. Secretary to Governor, Haryana.
2. Director General, Haryana Institute of Public Administration, HIPA Complex, Sector-18, Gurugram.
3. Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi.
4. Director, Information, Public Relations & Languages, Haryana.
5. Principal Accountant General (A&E and Audit), Haryana, Chandigarh.
6. SIO, NIC, Haryana Civil Secretariat, Chandigarh.

Deputy Secretary to Government, Haryana.
Personnel Department.

No.12/73/2026-2SII **Dated Chandigarh, the 30th October, 2026**

A copy, each, is forwarded to Chief Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ OSD(SG)/ OSD(VK)/ OSD(RS)/ OSD(BBB),OSD(VS),Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/ Ministers/ Speaker for the information of Chief Minister/ Ministers/ Speaker.

Deputy Secretary to Government, Haryana.
Personnel Department.

INTERNAL DISTRIBUTION

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3. Sr. A.O., AIS (GIS).
4. Supdt., Training/ Accounts/ Estt.-I, II & III Br.
5. RA at RA's Residence.
6. Spl. Sr. Secy./SPS.
7. I/C, Computer Section.
8. Lib. Haryana Civil Secretariat.
9. Liaison Officer, Telephones
10. 2SII, 3SII, 4SII, 6SII & 7SII.