

Nirman Bhavan, New Delhi,

Dated the 4th April, 2013

OFFICE MEMORANDUM

Subject: Delegation of powers to grant permission to Central Health Service officers going abroad on private visits or as tourists-reg.

In supersession of this Ministry's earlier Order No.A-12034/34/98-CHS-I/CHS-V dated 06.07.2005 on the above subject, the undersigned is directed to say that the matter of granting permission to CHS/Dental Officers for visits abroad on private affair or as tourists has been reviewed in this Ministry, and it has been decided to delegate the powers as follows:-

- a) The concerned Ministry i.e. Ministry of Labour & Employment, M/o of Home Affairs, M/o Urban Development, Deptt. of Posts etc.;
- b) Director General of Health Service (DGHS) in respect of officers working in Dte.GHS; and
- c) AS&DG (CGHS) in respect of officers working in Dte. General of CGHS.

The delegation of powers will be in fulfilment of the following conditions:-

- (i) that the concerned Ministry/Dte.GHS/ Dte.CGHS should obtain prior vigilance clearance from the appropriate authority and send the proposal well in time prior to the visit;
- (ii) leave of the kind due and admissible will be granted to the officers for this purpose by the administration subject to the exigencies of public work;
- (iii) that the duration of stay abroad should not exceed 45 days. If the duration is more than 45 days, the request/proposal be sent to this Ministry for consideration/appropriate action;
- (iv) that any request for extension of stay abroad shall not be entertained. In case extension is sought on medical grounds, the medical certificate has to be produced from a hospital approved by the Indian Embassy concerned. Any medical certificate from any other source/authority would not be valid;
- (v) Head of the Department will ensure reporting to the leave sanctioning authority and in turn, the cadre authority in case there is delay in returning the officer to join duty;
- (vi) that the officer will not be allowed to draw his/her salary or any part thereof in foreign exchange;
- (vii) that any extension of stay abroad will be treated as unauthorized absence, resulting in initiation of disciplinary proceedings against the officer;

Contd.....2/-

- (viii) that the officer will not be allowed to resign from his/her present post while staying abroad;
- (ix) that the officer shall not take any assignment abroad;
- (x) that the officer shall not accept any hospitality from the foreign Government;
- (xi) no financial implications are devolved on Government on this account;
- (xii) the applicant should furnish his/her particulars pertaining to foreign travel as per **Annexure-I**.
- (xiii) an undertaking as per **Annexure-II** be obtained from the CHS officer regarding conditions (iii) to (xi) before allowing him/her to proceed abroad;
- (xiv) The concerned Ministries/Departments should examine the requests for going abroad as per the Check List(**Annexure-III**)

This issues with the approval of the Competent Authority.



(V.P. RANA)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

TEL: 23061527

Encl: As above.

To

1. The Secretary,
Deptt. of Economic Affairs,
Ministry of Finance,
North Block, New Delhi.
2. The Secretary,
Ministry of Home Affairs,
North Block, New Delhi.
3. The Secretary,
Ministry of Urban Development
(Dte. of Printing),
Nirman Bhavan, New Delhi.
4. The Secretary,
Ministry of Civil Aviation,
New Delhi.
5. The Secretary,
Deptt. of Posts,
Ministry of Communication & Information Technology,
Dak Bhavan, New Delhi.

Contd.....3/-

6. The Secretary,
Ministry of Agriculture,
Krishi Bhavan, New Delhi.
7. The Secretary (Health & Family Welfare),
Govt. of National Capital Territory of Delhi,
Deptt. of Health & Family Welfare,
9th Level, A-Wing, Delhi Secretariat, Delhi
8. Director General of Health Services,
Nirman Bhavan, New Delhi.
9. Additional Secretary & DG (CGHS),
Nirman Bhawan, New Delhi.
10. Director of Health Services,
Union Territory of Lakshadweep,
Kavaratti.
11. Directorate of Health Service,
Andaman & Nicobar,
Port Blair.

Copy to:

1. All Participating Units of CHS/Central Govt. Hospitals.
2. CHS-I/CHS-II/CHS-III/CHS-IV/VI Sections

PROFORMA TO APPLY FOR GOING ABROAD

- 1. Name :
- 2. Designation :
- 3. Pay :
- 4. Ministry/Department :
- 5. Passport No. :
- 6. Details of private foreign travel to be under taken.

S.No.	Period of abroad	Name of foreign countries to be visited	Purpose	Estimated expenditure (Travel board/lodging, visa,misc.etc..)	Source(s) of funds arranged	Remarks

- 7. Details of previous private foreign travel, if any, undertaken during the last four years.

S.No.	Period of abroad	Name of foreign countries visited	Purpose	Estimated expenditure incurred(Travel board/lodging, visa, misc.etc..)	Source(s) of funds arranged	Remarks

Signature

Name of applicant:

Official Address:

UNDERTAKING

I under take

- (i) that the duration my stay in will not exceed the specified period of my leave;
- (ii) that my extension of stay abroad will not be entertained under any circumstances;
- (iii) that I will not be shown to draw my salary or any part of it in foreign exchange;
- (iv) that any extension of stay abroad will be treated as unauthorized absence, resulting in initiation of disciplinary proceedings against me;
- (v) that I will not take any job/assignment abroad;
- (vi) that I will not resign from my present post while staying abroad.
- (vii) No financial implications are devolved on government on this account; and
- (viii) that in case of extension on medical grounds, then the Medical Certificate has to be produced from a hospital approved by the Indian Embassy concerned.

Expected date of journey:

Own Address:

Signature

Name of applicant:

Official Address:

CHECK LIST FOR RECOMMENDING CASES/REQUESTS FOR ISSUANCE OF PERMISSION TO GO ABROAD ON PRIVATE/PERSONAL VISITS OR AS TOURISTS.

Sr.No.	CHECK POINT	REPLY
1.	Name and Designation of the Officer	
2.	Purpose of visit	
3.	Duration of visit	
4 (a)	Country (ies) to be visited	
(b)	Address of stay	
5. (a)	Whether application for appropriate kind of leave submitted, if so	
(b)	Kind of leave	
(c)	Period of leave	
6. (a)	Whether a copy of valid passport enclosed?	
(b)	Latest property return enclosed?	
7.	Whether clear from Vigilance angle?	
8.	Whether alternative arrangements made so that work does not suffer?	
9.	Whether necessary undertaking(s) submitted/enclosed?	
10.	Details of earlier foreign visits undertaken giving names of countries visited with duration and purpose	

Permission for financial implications:

11 (a)	Whether applied for permission in prescribed form for going abroad?	
(b)	Expenditure on air-tickets	
(c)	Expenditure on accommodation	
(d)	Other expenditure, if any	
(e)	Total expenditure	
(f)	How expenditure on proposed visit is to be met?	
(g)	Whether documentary proof of payment for booking of air ticket/accommodation etc. enclosed	
(h)	Whether any foreign hospitality is proposed to be availed? If so, whether application form F2 for seeking prior permission of the Central Government enclosed?	
12.	Remarks, if any, including the recommendation(s) of AD/JD/Controlling authority	

Signature of AD/JD/Controlling Authority
(with Official Stamp)