

**Government of Jammu and Kashmir  
School Education Department  
J&K Civil Secretariat, Srinagar**

**Subject: - Grant of permission to visit outside the country on Private Affairs.**

**Circular No. 37 -Edu of 2022**

**Dated. 20 .05.2022**

Vide Circular No.A/46(2017)-I-862 dated 21.02.2019, an advisory has been issued by the Finance Department that the applications for grant of Station Leave Permission to visit outside the Country on Private Affairs shall be decided by the concerned Administrative Department as under:

*“When a State Government employee intends to visit a foreign country on private affairs during the period of leave, prior permission of the competent authority to leave the Station is required. While deciding such application, the concerned authority shall keep various factors in view. Permission may be denied in the interest of security. Individuals facing investigation inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. However, the request of employees shall be dealt with expeditiously and permission shall not be denied/ delayed in genuine & justified cases.”*

Vide Circular No. 08-JK(GAD) of 2021 dated 13.02.2021, the General Administration Department has also issued necessary instructions for granting permission to visit outside country in favour of Government employees. In the said circular, it has been provided that:

*“the station permission for proceeding outside the country on private affairs shall be granted by the Administrative Department in the same manner as leave outside the country. Further, the Finance Department in terms of Circular No. A/46(2017)-I -862 dated 21.02.2019 inter-alia clarified that prior permission of the competent authority for leaving the station shall be mandatory when a Government employee intends to visit a foreign country on private affairs.*

*It has however been observed that officers/officials of various departments are proceeding on foreign visits without obtaining prior permission of the competent authority, in violation of rules/norms, as a consequence of which such cases are recommended for post facto sanction thereby defeating the purpose of an elaborate set of instructions/guidelines notified on the subject. The matter has been viewed seriously by the authorities.*

*Accordingly, it is impressed upon all the officers/officials working in various Government Departments/PSUs/Boards/Commissions to strictly adhere to the instructions issued on the subject and not be undertake any foreign visit on private affairs without prior approval of the Government. Administrative Secretaries/HoDS shall take note of these instructions and take appropriate action against the defaulters and shall not process any case for post facto sanction.”*

Besides, vide this department's letter No.Edu-I/15/2021 dated 15.03.2021, the Director School Education, Kashmir/ Jammu has also been advised to recommend proposal of officers/ officials of School Education Department who intends to visit abroad well before three months in advance, so that Administrative Department can consider/approve such cases well in time.

In spite of these aforementioned instructions, it has been observed that such permission case(s) to visit abroad on private affairs have been forwarded/recommended to the Administrative Department by the concerned Directorate(s) at the fag end of the proceeding of the officers/officials outside the country even without providing requisite documents viz. vigilance clearance, copy of passport/visa, non-involvement certificate in any criminal/disciplinary proceedings etc.

Accordingly, it is impressed that:

1. All the officer(s)/official(s) of School Education Department who intends to visit abroad on private affairs shall submit his/her application alongwith requisite documents to his/her controlling officer(s) well before three months in advance.
2. Director School Education, Jammu/ Kashmir and all Chief Education Officer(s) of the J&K UT to adhere the instructions issued by the Finance Department/General Administration Department on the subject matter and recommend the permission case(s) to visit abroad on private affairs to the Administrative Department well before two months in advance alongwith all requisite documents including vigilance clearance of the officer/official.

**Sd/-**

(B.K Singh)

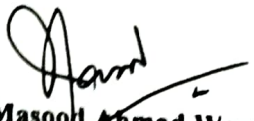
Principal Secretary to the Government  
School Education Department.

No.Edu-GAZ/66/2022-01

Dated 20.05.2022

Copy to the:-

1. Director School Education, Jammu/Kashmir.
2. All Chief Education Officer(s).
3. Pvt. Secretary to Principal Secretary to Government, School Education Department.
4. I/c website.
5. Circular file (w.2.s.c).

  
(Masood Ahmad Wani)  
Deputy Secretary to the Government.