

From

The Additional Chief Secretary to Govt. Haryana
Finance Department

To

1. All Head of Departments in Haryana.
2. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurugram, Hisar and Rohtak.
3. The Registrar General, Punjab and Haryana High Court Chandigarh.
4. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.

Memo No.7/8/2010-4FR/18354

Dated: 15.10.2025

Subject: Restriction on official/private foreign visit.

Reference FD's earlier instructions No.7/25/2015-4FR/4543 dated 16th June, 2016, No.7/8/2010-4FR dated 8th December, 2010, No.7/8/2010-4FR/22168 dated 27th July, 2017 and No.7/8/2010-4FR/2848 dated 18th May, 2022 regarding the subject noted above.

2. In supersession of all instructions, referred to above, detailed guidelines are hereby notified for strict compliance with regard to official/private foreign visit:-

(A) Extent of application:-

- i. These instructions shall be applicable to all Government employees of Group 'A', 'B', 'C' and 'D' including Members of All India Services serving in connection with the affairs of Haryana State, and any other Government employee or class of Government employees to whom the competent authority may, by general or special instructions, make them applicable. The 'competent authority' shall be Finance Department on the recommendations of the concerned Administrative Department.
- ii. In case of foreign travel by the Chief Minister/Ministers/Members of the State Legislature, detailed guidelines have already been issued by the office of Chief Secretary to Govt. Haryana, Political & Parliamentary Affairs Department from time to time. However, prior permission from the Finance Department (FR Branch) is required to be obtained by the concerned Administrative Department from financial perspective.
- iii. In case of contractual employees, detailed guidelines shall be issued by office of the Chief Secretary to Govt. Haryana, Human Resources Department, being competent authority for contractual employees.
- iv. These instructions are not applicable in such cases where orders are issued by the Department of Personnel & Training, Government of India, New Delhi for deputing members of All India Services serving in connection with the affairs of Haryana State for training outside India and training period is treated as part of duty under relevant rules of the Government of India.
- v. These instructions are not applicable in such cases where orders are issued by the office of Chief Secretary to Government Haryana (Training Branch) for deputing officers of the State Services for training/study programmes etc. and in those cases which have been sponsored & funded by any external agency without any financial burden on the State's exchequer.

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(B) In case of foreign travel for official purposes on Government expenses:

- i. Permission of foreign travel shall be considered by the Finance Department maximum for only one official and one private visit in a financial year.
- ii. Total duration of foreign stay during both private and official visit taken together shall not exceed beyond three weeks. Private visit adjacent to official duty shall be allowed up to three weeks or 50% of official trip length (or for short trips < 8 days, up to 4 days); beyond that, no further leave allowed.
- iii. The proposal alongwith 'check-list' duly signed by the concerned officer for foreign visits must be got approved from the Hon'ble Chief Minister on AD's side and only thereafter, the matter be sent to the Finance Department for its concurrence. Format of check-list is attached.
- iv. Online budget report must be signed by the Budget Controlling Authority (BCA) of the department concerned regarding proposed expenditure and availability of adequate budget in the relevant scheme and object head (48-Foreign Travel Allowance). If there is no budget provision under relevant object head (48-Foreign Travel Allowance), then, the same may be got approved from the Finance Department (concerned Expenditure Controlling Branch) at the first instance before sending proposal to the Finance Department (FR Branch) for foreign visit.
- v. Approval of the Finance Department for foreign visits for attending Seminars and Trainings must be obtained in advance before performing actual visits in those cases which are not in accordance with the Training Policy issued by office of the Chief Secretary to Government Haryana (Training Branch) from time to time.
- vi. Administrative Department shall also obtain all statutory, administrative / cadre clearance and political clearances of the officers from concerned Ministries in Government of India as well as from the Cadre Controlling Authorities of the State Government at its own level.

(C) In case of foreign travel by the officer/official on personal ground at his/her own expenses:-

- i. Permission of foreign travel shall be considered by the Administrative Department only for one private visit in a financial year. Name of visiting country must be mentioned in the sanction order.
- ii. Permission of foreign travel may be denied by the Administrative Department on account of office exigency.
- iii. Permission of foreign travel shall not be granted by the Administrative Department to officer/official in those cases where expenses on personal foreign visit are sponsored / borne by the private organisations with which the department has official dealings.
- iv. Permission of foreign travel shall not be granted by the Administrative Department in those cases where criminal case is pending in the Court or charge-sheet for major penalty is pending against the officer/official under Haryana Civil Services (Punishment & Appeal) Rules, 2016.
- v. The officer/official shall leave the country only after permission of the competent authority for foreign visit and leave is granted by the Administrative Department. Under no circumstances, ex-post facto approval is granted by the Administrative Department. In case of any lapse, Administrative Department shall take strict disciplinary action against the officer/official for major penalty under provisions of Haryana Civil Services (Punishment & Appeal) Rules, 2016, as amended from time to time.

- vi. In case of 'handing over/taking over of the charge' system, the officer/ official shall hand over the charge to his/her substitute before going aboard.
 - vii. The concerned officer/official shall not take any job in the foreign country.
 - viii. The concerned officer/official shall not overstay abroad without prior approval of the Administrative Department.
 - ix. The concerned officer/official shall abide by all the rules and regulations and will be faithful to the Constitution of India and the security of the Country shall not be affected in anyway due to his/her going abroad.
 - x. Administrative Department may impose any other condition(s), as deem fit, with reference to service conditions of the officer/official under intimation to the Finance Department (FR Branch).
3. The power to interpret, change, amend, relax and removal of doubt of these instructions shall lie with the Finance Department (FR Branch).
 4. These instructions shall be applicable from the date of issuance of this order.
 5. Copy of this order is available on the official website of the Finance Department i.e. finhry.gov.in.


Chief Accounts Officer
 for Additional Chief Secretary to Govt. Haryana,
 Finance Department

Endst. No.7/8/2010-4FR/18354

Dated: 15.10.2025

A copy is forwarded to the Chief Secretary to Government Haryana (Human Resources Department-I, II, III, Training Branch, all Services Branches and Political & Parliamentary Affairs Department) and all the Administrative Secretaries to Government Haryana following for information and necessary action.


Chief Accounts Officer
 for Additional Chief Secretary to Govt. Haryana,
 Finance Department

To

1. The Chief Secretary to Government Haryana (Human Resources Department-I, II, III, Training Branch, all Services Branches and Political & Parliamentary Affairs Department).
2. All the Administrative Secretaries to Government Haryana.

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

1. The Principal Accountant General (A&E), Haryana, Chandigarh.
2. The Principal Accountant General (Audit), Haryana, Chandigarh.
3. The Incharge, Computer Cell (Finance Department) for uploading these instructions on the website of the Finance Department.


Chief Accounts Officer
 for Additional Chief Secretary to Govt. Haryana,
 Finance Department

Check list for submission of proposal for undertaking foreign tours

1.	Name of the officer:		
2.	Service and Batch:		
3.	Visit: Official/Personal/Any other		
4.	Countries proposed to be visited		
5.	Purpose of 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
i) Administrative Department	_____	_____
ii) Finance Department	_____	_____
iii) FCRA/MHA/Gol	_____	_____
iv) Political Clearance/MEA/Gol	_____	_____
v) Cadre Clearance/GOH	_____	_____
vi) Cadre Clearance/GOI	_____	_____
vii) 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,

Place:

Signature of the officer

Date: