

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग



सत्यमेव जयते

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F. No.: A - 50 / 1 / 2024 - GAD SEC

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यूटी सचिवालय / UT Secretariat

लेह / Leh, Dated: 01 / 08 / 2024

Subject: Requirement of taking prior permission for leaving station and headquarters for going abroad while on leave.

- Ref:
1. DoPT OM No. 11013/7/94-Estt. (A) dt. the 18th May, 1994.
 2. DoPT OM No. 11013/8/2000-Estt. (A) dt. the 07th November, 2000.
 3. DoPT OM No. 11013/7/2004-Estt. (A) dt. the 05th October, 2004.
 4. DoPT OM No. 11013/8/2004-Estt. (A) dt. the 15th December, 2004.
 5. DoPT OM No. 11013/8/2004-Estt. (A) dt. the 01st September, 2008.
 6. DoPT OM No. 11013/8/2015-Estt. (A) - III dt. the 27th July, 2015.

Circular No.: 07- LA (GAD) of 2024

Dated: 01 - 08 - 2024

The Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training, from time and again has issued several OM's conveying instructions regarding the requirement of taking prior permission for leaving headquarters / stations for going abroad while on leave.

2. In compliance with the aforesaid instructions, this Department is receiving several applications from the Administrative Departments, UT of Ladakh, in respect of their employees seeking permission to visit abroad on a private visit. At times such applications are being received very late, with just a few days left for travelling abroad or when the employee has already left the station and travelled abroad.

3. In this respect, kind attention is invited of all the Administrative Departments, Directorates & Head of Department towards the extant guidelines which stipulate the requirement of taking prior permission to visit abroad.

To simplify the processing of all such applications made by employees seeking permission to travel abroad, the following instructions shall be adhered to:

(i) Every such application seeking permission to travel abroad while on leave, shall be made well in advance before the schedule date of departure / leaving headquarters or station to travel abroad, complete in all respect to the Head of Department / Controlling Authority / Administrative Department, as the case may be.

(ii) Head of Department / Controlling Authority / Administrative Department, shall ensure that the application made is examined in detail, verifying the entries made in the proforma given in - *Part A* and certifying the entries of the checklist given in - *Part B of the DoPT OM dated 27.07.2015* and obtaining the required Vigilance Clearance / No Dues Certificate etc. Such verification and certification and obtaining the Vigilance Clearances / No Dues Certificate etc., would mean that the case is clear for grant of permission to travel abroad, from all angles.

(iii) Head of Department (HoD) / Controlling Authority / Administrative Department concerned shall submit the application made along with all documents and verification / certification to the:

(a) *General Administration Department (GAD)*: through the Administrative Secretary concerned in respect of cases of Officers who are HoD's, Officers of JKAS cadre, Officers of other Central Services and All India Services; along with earned leave admissibility certificate. GAD will verify the contents of the application and the checklist and process the case further to the Competent Authority for seeking orders of granting permission to travel abroad.

(b) *Competent Authority*: through the Administrative Secretary concerned and Advisor to Lt. Governor, after following due process and after HoD / Controlling Authority / Administrative Department verifying contents of Part – A and certifying Part – B including that the Vigilance Clearance has been obtained; in respect of all other cases of employees in the Administration of Union territory of Ladakh.

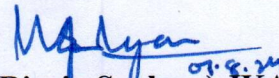
(iv) *The Competent Authority to grant permission to travel abroad, in all cases shall be the Hon'ble Lt. Governor, UT of Ladakh.*

By order of Administration of UT of Ladakh.

Sd/-
(Michael M. D'Souza) IAS
Administrative Secretary
General Administration Department

Copy to the:

1. *All Administrative Secretaries*, UT Secretariat, UT of Ladakh.
2. *Deputy Commissioner/CEO*, LAHDCs, Leh and Kargil.
3. *All Directors / HODs / Chief Engineers*, UT of Ladakh and *Registrar*, University of Ladakh.
4. *Joint Director (Information)*, UT of Ladakh for wide dissemination in all mediums of information.
5. *Director (IT)*, NIC, UT Ladakh for uploading on the UT website.
6. *Private Secretary to Advisor to Hon'ble Lt. Governor*, UT of Ladakh for information of Advisor to Hon'ble Lieutenant Governor, Ut of Ladakh.


(रिगज़िन स्पालगोन / Rigzin Spalgon) JKAS,
Additional Secretary
General Administration Department