OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ): DELHI

CIRCULAR

It is noticed that staff members are sending applications seeking permission to visit abroad and to avail foreign hospitality without prior permission of the Central Government (Ministry of Home Affairs, Govt. Of India), as prescribed under Foreign Contribution (Regulation) Act, 2010.

> *"No member of a Legislature or office-bearer of a political party or Judge or Government servant or employee of any corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality."*

Therefore, it is impressed upon all the staff members to first seek permission from this office to apply in the Ministry of Home Affairs, Govt. Of India for their approval to avail Foreign Hospitality, along with all the requisite information/documents as earlier informed vide this Office Circular No. Admn.II/Cir./2013/11193-892 dated 19.03.2013 (copy enclosed for reference) and duly filled in proforma (copy enclosed) see O.M. No. 11013/7/2004-Estt. (A) dated 5th October, 2004 and dated 15th December, 2004.

It is further clarified that permission for visiting abroad duly availing foreign hospitality will be subject to the approval of availing foreign hospitality from the concerned authority and completion of requisite formalities of this office including vigilance clearance.

All the officials are directed to apply well in time for seeking permission to apply for availing foreign hospitality so that this office may have sufficient time (minimum 30 days) to process the request of permission to visit abroad after submitting of permission letter by the official for obtaining foreign hospitality from the department concerned.

Note: The officials are also directed to clearly mention their father's Name/Husband's Name, Place of Posting, Employee Code, email-ID (if any) and Personal Contact number in the application.

Kaveri Baweja

(KAVERI BAWEJA)
Additional District Judge/
Officer Incharge (Admn.II) (HQ):
Delhi

No./Admn.II/Cir./2017 30385-30985 Dated, Delhi the: 15/05/17

Copy for forwarded for information & necessary action to:-

1. The District & Sessions Judges of all District Courts, Delhi/New Delhi.
2. The Judicial Officer of all District Courts, Delhi/New Delhi *with the* request to intimate the staff working under their control.
3. The Sr. Administrative Officers/ Administrative Officers/Branch Incharges at all District Courts, Delhi/New Delhi, *with the direction to intimate the staff working under their control.*
4. Administration, Vigilance Branches and Leave Section of all District Courts, Delhi/New Delhi. ROHINI NORTH
5. Noting Board of all District Courts, Delhi/New Delhi.
6. Dealing Officials, Personal Files, Admn.I, Admn.II & Admn.III, Tis Hazari Courts, Delhi.
7. Hindi Section, Tis Hazari Courts, Delhi.
8. Website Committee, Tis Hazari Courts, Delhi.
9. A. O. (J)/Br. Incharge, Computer Branch of all the District Courts, Delhi/New Delhi with the direction to upload both the aforementioned circulars on the Intranet (Internal website) of respective Court Complex under heading 'Circulars'.

Kaveri Baweja

Additional District Judge/
Officer Incharge (Admn.II) (HQ):
Delhi.

OFFICE OF THE DISTRICT & SESSIONS JUDGE NORTH DISTRICT
ROHINI COURT COMPLEX DELHI

No. 15556-598 Admn/Cir./North/RC/2017 Dated: 01-06-17

Copy forwarded for information & necessary action for:

1. All the Officers of DHJS/DJS, North District, Rohini Court Complex, Delhi with the request to intimate the staff posted under their kind control.
2. All AOJs/Branch Incharges, North District, Rohini with the direction to circulate amongst the staff posted under their kind control.
3. PS to District & Sessions Judge, North District, Rohini Court Complex, Delhi.
4. Dealing Official, Website Committee, Rohini Courts, Delhi.

(S.S. MALHOTRA)
Officer In-charge(Admn.)

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HEADQUARTER): DELHI

CIRCULAR

It is noticed that the staff members are frequently sending applications for seeking permission to visit abroad just few days prior to their proposed departure. On account of this practice, this office is facing problem to process the said applications within time. Therefore, it is impressed upon all the staff members to send such applications sufficiently in advance to their expected departure.

Henceforth, leaving the country without prior permission shall be considered seriously and would entail suitable disciplinary action.

It is also clarified that all such applications must be routed through the Office of the concerned District & Sessions Judge, where the official is posted. Further, the officials should also ensure that their applications must be accompanied with all the requisite information/documents so that the matter may be considered without any delay. The requisite information/documents which are mandatory are as under:

1. An affidavit cum undertaking mentioning clearly therein :
   a) The period of stay abroad, purpose of visit, Name of the Foreign Countries to be visited, address of stay in abroad, Estimated Expenditure (Travel, board/lodging, visa, misc. etc.), Source of Funds.
   b) To mention the amount to be incurred on the visit and who will bear the expenses duly supported with proper self attested documentation showing source of funding.
   c) Undertake that he/she will return from abroad on due date, will not request for extension of leave and shall join the duties immediately on return.
   d) Undertake that he/she will not engage in activities prejudicial to the sovereignty and integrity of India and that his/her departure from India will not be detrimental to the security of India.
2. Enclose the attested photocopy of Passport.
3. Enclose the documents declaring the itinerary of the visit.
4. Photocopy of the application/proforma of kind of leave applied for the visit (if any).
5. To submit the copies of to and fro tickets alongwith the application, if booked or shall undertake to submit the same in the office 10 days prior to the day of proposed visit.
6. The official shall also undertake that he/she will strictly comply with the directions issued to him/her, if permission granted to visit abroad.

The officials are also directed to clearly mention their Father's Name/Husband's Name, Place of Posting, Employee Code, email-id (if any) and Personal Contact number in the application.

The Administration Branches of all the District Court Complexes are directed that they shall ensure the compliance of necessary formalities before forwarding such applications to Head office.

Further, it is impressed upon the Vigilance Branches of all the District Court Complexes to provide the requisite vigilance status reports in such matters on priority basis to avoid any delay in the matter.

18/03/13

(V. K. BANSAL)
Additional District & Sessions Judge /
Officer Incharge (Admn.II) Delhi

No./Admn.II/Cir./2013 11193-892

Dated, Delhi the 19/3/13

Copy forwarded for information & necessary action to :-

1. The District & Sessions Judges of all District Courts, Delhi/New Delhi.
2. The Judicial Officers of all District Courts, Delhi/New Delhi *with the request to intimate the staff working under their control.*
3. The Administrative Officers / Superintendents / Branch Incharges at all District Courts, Delhi/New Delhi, *with the direction to intimate the staff working under their control.*
4. Administration / Vigilance Branches and Leave Section of all District Courts, Delhi/New Delhi.
5. Notice Boards of all District Courts, Delhi/New Delhi.
6. Dealing Officials, Personal Files, Admn.I, Admn.II & Admn.III, Tis Hazari Courts, Delhi.
7. Hindi Section, Tis Hazari Courts, Delhi.
8. Website Committee, Tis Hazari Courts, Delhi.
9. Superintendent/Branch Incharge, Computer Branch of all the District Courts, Delhi/New Delhi, *with the direction to upload the circular on the Intranet (internal website) of respective Court complex under heading 'Circulars'.*

18/03/13

Additional District & Sessions Judge /
Officer Incharge (Admn.II) Delhi

PROFORMA

(See O.M. No. 11013/7/2004-Estt.(A) dated 5th October, 2004) and dated 15th December, 2004.

1. Name

2. Designation

3. Pay

4. Ministry/Department (Specify Centre/State/PSU)

5. Passport No.

6. Details of private foreign travel to be undertaken

Period of abroad		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel; board/ lodging, visa, misc. etc.)	Source of Funds	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No. 6)

Name :
Designation :
Date :