

HIGH COURT OF DELHI

Shershah Road, New Delhi

No. DHC/Gaz./G-10/2014/ 2488-79

From:

The Registrar General
High Court of Delhi
New Delhi.

To

- 1) The District & Sessions Judge (HQ),
Tis Hazari Courts, Delhi.
- 2) The District & Sessions Judge,
East District, Karkardooma Courts, Delhi
- 3) The District & Sessions Judge,
New Delhi District, Patiala House Courts, New Delhi
- 4) The District & Sessions Judge,
South District, Saket Courts, New Delhi
- 5) The District & Sessions Judge,
North-East District, Karkardooma Courts, Delhi
- 6) The District & Sessions Judge,
Shahdara District, Karkardooma Courts, Delhi
- 7) The District & Sessions Judge,
North-West District, Rohini Courts, Delhi
- 8) The District & Sessions Judge,
South-East District, Saket Courts, New Delhi
- 9) The District & Sessions Judge,
West District, Tis Hazari Courts, Delhi
- 10) The District & Sessions Judge
North District, Rohini Courts, Delhi
- 11) The District & Sessions Judge,
South-West District, Dwarka Courts, New Delhi
- 12) The Principal Judge (HQ)
Family Courts, South-West, Dwarka Courts, New Delhi

New Delhi, dated the 13th May, 2014.

Sub:- Requirement of taking prior permission by Government servants for leaving station/headquarters.

Sir /Madam,

I am directed to draw your attention to OM No. 11013/7/2004-Estt. (A) dated 5.10.2004 and subsequent OM of even number dated 15.12.2004 issued by the Ministry of Personal, P.G & Pensions (Department of Personnel & Training), Government of India on the above subject (copies enclosed) and to request you to adhere to and also ask the judicial officers under your control to adhere to the instructions contained in the said memoranda regarding furnishing of details in the proforma annexed with OM dated 15.12.2004 while seeking permission to visit abroad.

I am further directed to request you kindly ensure that while seeking/forwarding requests for permission to visit abroad, the duly filled in proforma annexed with OM dated 15.12.2004 is also sent to this court.

Yours faithfully,

(H.K.Arora)
Joint Registrar(Gaz.)
for Registrar General

15/5/14
District & Sessions Judge (NW)
Rohini Courts, Delhi

Encl:- As Above

Pl. A.O. (J) Judl. Be. (N/W)

OFFICE OF THE DISTRICT & SESSIONS JUDGE (NORTH-WEST)
ROHINI COURT COMPLEX, DELHI.

No. 13/80-132/8 F2(3)/Judl/NW/RC/14

Dated 17.05.2014

Copy forwarded, alongwith its enclosures for information and necessary action to:-

1. All the Judicial Officers posted in North-West District, Rohini Courts, Delhi.
2. The Judge In-charge, Mediation Centre, Rohini Courts Delhi.
3. The Secretary DLSA (N/W), Rohini Courts Delhi.
4. P.S. to Ld. District & Sessions Judge N/W, Rohini Courts, Delhi.

No. 11013/7/2004-Estt. (A)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

New Delhi, dated the 5th October, 2004

OFFICE MEMORANDUM

Sub. : Requirement of taking prior permission by Government servants
for leaving station/headquarters.

The undersigned is directed to refer to this Department's O.M. No. 11013/7/94-Estt. (A) dated the 18th May, 1994 in which it has, inter alia, been clarified that the Government servant should take permission for leaving station/headquarters especially for private visits abroad. It has also been clarified in O.M. No. 11013/8/2000-Estt. (A) dated the 7th November, 2000 that the leave sanctioning authority while granting leave shall take prior approval, if required, for permitting the officer to go abroad as per the existing instructions. Despite these instructions, instances have come to the notice of the Government where Government servants have left their headquarters without taking prior permission and proceeded abroad.

2. The High Court of Delhi, in its judgment dated the 28th May, 2004 in the Criminal Writ Petition No. 1004/03 (Chandra Kumar Jain Vs. Union of India,) has observed that a Government servant who had visited some foreign countries 161 times on private visits without permission was never questioned and no one in the customs and the other departments suspected why a Government servant was so frequently (161 times) making private visits without permission. The High Court has, therefore, directed the Central Government to frame guidelines on foreign private visits of the Government servants.

3. Keeping in view the observation of the High Court the Ministries/Departments are requested to bring the existing instructions on the subject matter to the notice of all concerned and ensure that Government servants take prior permission before leaving for visits abroad as required under these instructions. When such permission to visit abroad is sought the Government servant is required to furnish information relating to the proposed and previous private visits as per the **proforma** (enclosed).

Hindi version will follow.

P. Mohan
(Smt. Pratibha Mohan)
Director (E-II)

To

All Ministries/Departments of the Government of India.

Copy to :

1. Comptroller and Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
8. All officers and sections in the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.

P. Mohan

(Smt. Pratibha Mohan)
Director (E-II)



No. 11013/7/2004-Estt. (A)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

New Delhi, dated the 15th December, 2004

15 DEC 2004

OFFICE MEMORANDUM

Sup. : Requirement of taking prior permission by Government servants for leaving station/headquarters.

The undersigned is directed to refer to this Department's O.M. of even number dated 5th October, 2004 under which a proforma has been prescribed for the Government servants to furnish details of the private foreign travel proposed as well as undertaken during the last one year by them. The High Court of Delhi during further hearing in respect of direction given in W.P. (Crl.) No. 1004/2003 (Chandra Kumar Jain Vs. Union of India) observed on 17.11.2004 that it would be advisable for the Department of Personnel & Training, to amend the proforma published with the Office Memorandum dated 5th October, 2004 so as to obtain details of previous private foreign travel, if any, undertaken by the Central Government employees during the last four to five years.

2. The matter has been considered and it has been decided that in the entries against serial number 7 of the proforma prescribed under the O.M. dated 5th October, 2004, the words "last one year" may be substituted by the words "last four years". A revised proforma is enclosed.

3. Ministry of Finance etc. are requested to bring the contents of the Office Memorandum dated 5th October, 2004 as well as this

Office Memorandum to the notice of all Government servants serving under their control and ensure that these are strictly followed by all concerned.

4. Hindi version will follow.



(S. Chandrasekaran)

Joint Secretary to the Government of India

To

All Ministries/Departments of the Government of India.

Copy to :

1. Comptroller and Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
8. All officers and sections in the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.



(S. Chandrasekaran)

Joint Secretary to the Government of India

Annexure 'B'

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 :