

GOVERNMENT OF KERALA

Abstract

Employees leaving the country for private purpose - Guidelines - Issued.

Finance (Rules) Department

G.O(P)No.233/08/Fin.

Dated, Thiruvananthapuram, 3.6.2008.

Read:- 1. Circular No.10553/Adv.O2/2001/P&ARD dated 29.4.02.
2. Circular No.3114/2003/CSO dated 22.9.05 from the Chief Secretary.

ORDER

In the circular read as 1st paper above, Government have clarified that specific sanction of the leave sanctioning authority should be obtained to go abroad on private purpose after availing leave including casual leave. In the circular read as 2nd paper above, it was instructed that Government sanction is necessary to visit abroad on personal purpose. Government have examined the matter further and are pleased to clarify that there is no need to obtain Government sanction in the case of private visit abroad on eligible leave as defined in the Note below Rule 118 A Part I Kerala Service Rules, but the specific sanction of the leave sanctioning Authority should be obtained before undertaking the journey.

2. The following instructions are also issued hereby for the guidance of the leave sanctioning authorities:

- (i) The application for leave (C/L, E/L, HPL, Commuted leave and LWA) should clearly mention the country/countries proposed to be visited and the purpose of the foreign visit.
- (ii) The total number of days of absence from the country will not exceed 15 days in respect of C/L and one month in respect of other kinds of leave stated above.
- (iii) The permission will be granted by the authority competent to sanction leave being applied for. In case the officer himself is authorized to avail CL (and the visit abroad is on CL), the

permission to travel abroad must be taken in writing from the immediate superior (controlling officer).

- (iv) While sanctioning the leave, it will be clearly mentioned in the order that the officer is permitted to proceed abroad on private visit. The name of the country and the purpose should also be mentioned. If these are not mentioned, it is up to the officer to get the sanction order duly amended (after return from the tour). Otherwise, it will be presumed that his visit abroad was unauthorized.

3. Any deviation from the above conditions will be sanctioned only by the Government. Such orders in Government will be issued only in consultation with Finance Department and with the approval of the Minister (Finance).

By Order of the Governor,

L.C. GOYAL,
PRINCIPAL SECRETARY (FINANCE)

To

The Accountant General (Audit/A&E), Kerala, Thiruvananthapuram.
All Heads of Departments and Offices.
All Departments and sections of the Secretariat.
The Director of Treasuries, Thiruvananthapuram.
The Secretary, Kerala Public Service Commission,
Thiruvananthapuram (with C.L).
The General Manager, K.S.R.T.C, Thiruvananthapuram.
The Registrar, High Court of Kerala, Ernakulam (with C.L).
The Registrars, University of Kerala/Kochi/Calicut/Mahatma
Gandhi/Kannur (With C.L).
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.
The Registrar, Kerala Agricultural University, Mannuthi.
The Secretary Ombudsman for Local Self Government,
Thiruvananthapuram.
The Advocate General, Kerala, Ernakulam (with C.L).
The Secretary, K.S.E.B., Thiruvananthapuram (with C.L).
All Principal Secretaries/Secretaries/Special Secretaries/Additional
Secretaries/Joint Secretaries/Deputy Secretaries/Under
Secretaries to Government.