No. 2017/Trans/Process Reforms/Estt. New Delhi, Dated: 29.11.2017

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, IROAF

Sub: Process Reform - Regarding Station/Headquarter leave permission for going abroad on leave

During interactions with field officials it has emerged that time bound grant of permission to employees for leaving station/headquarters for going abroad while on leave is an issue. The matter has been considered and following instructions are issued.

2. Vide O.M. No F.No. 11013/8/2015-Estt.A-III dated 27th July 2015, Department of Personnel & Training (DOPT), Ministry of Personnel, Public Grievances and Pensions has circulated detailed instructions with regard to requirement of taking prior permission by government servants for leaving station/headquarters for going abroad while on leave. These instructions have been circulated vide Railway Board letter No. E(P&A) I -2015/CPC/LE-3 dated 18.09.2015 (RBE No 107/2015) to all Zonal Railways/PUs and other railway offices.

3. The above mentioned O.M. of DOPT inter alia mentions that “....it is also desirable that requests of Government servants for such permission are dealt with expeditiously. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned within 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him”

4. It should be ensured that the above instructions of DOPT are implemented.

This issues with the approval of CRB.

(RBE No 107/2015)

(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Phone/fax: 011-23047542
29.11.2017

Copy: As per list enclosed
Copy for information to
1. The Director General, Railway Staff College, Vadodara.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwallor.
7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.
12. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:
1. The Genl. Secy., AIRF - Room No. 248, & NFIR - Room No. 256-C, Rail Bhavan
2. The Secy. Genl. IRPOF - Room No. 268, FROA - Room No. 256-A, & AIRPFA - Room No. 256-D Rail Bhavan

Copy to:
1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG(S&T)
3. All AMs, PEDs & EDs of Railway Board

(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
No.E(P&A)I-2015/CPC/LE-3

The General Managers/FA&CAOs,
All Indian Railways and Production Units etc.

Sub: Requirement of taking permission by railway servant for leaving station/headquarters.


DA: As above.

(5. R. KANAUIJIA) 15.9.15
Joint Director Estt. (P&A)
Railway Board

No.E(P&A)I-2015/CPC/LE-3

New Delhi, dated 18.09.2015

Copy forwarded to:-

1. The General Secretary, AIRF, R.No.253, Rail Bhawan, New Delhi (with 35 spares).
2. The General Secretary, NFIR, R.No.256-E, Rail Bhawan, New Delhi (with 35 spares).
3. The Members of the National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (with 60 spares).
4. The Secretary General, FROA, R.No.256-A, Rail Bhawan, New Delhi (with 5 spares).
5. The Secretary, RBSS, Group 'A' Officer Association, R.No.402, Rail Bhawan (with 5 spares).
6. The President, Railway Board Class II Officers' Association.
7. The Secretary General, IRPOF, Room No.341-C, Railway Board.
8. The President, Indian Railway Class II Officer Association.
9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Class IV Staff Association
11. The Secretary General, AIRPF Association.
12. The General Secretary, All India SC/ST Railway Employees Association, R.No.8, Ground Floor, Rail Bhawan, New Delhi-110001.
13. The General Secretary, Retired Railway Employees Welfare Association (Regd.), 490A/16, Gurudwara Road, Gurgaon.
14. The Chief Commissioner of Railway Safety, 16, Ashok Road, Lucknow.

For Secretary-Railway Board

Contd....2/-
Copy to: PSOs/Sr.PPSs/PPSs/Ps/PAs to :- MR, MSR

CRB, FC, ME, ML, MM, MS, MT, AM(B), AM(CE), AM(C), AM(CIS), AM(Elec), AM(F), AM(Plg), AM(Projects), AM(Sig), AM(MS), AM(Mech), AM(PU), AM(RS), AM(T&C), AM(Telecom), AM(T), AM(Vig), AM(Works), Adv(AR), Adv(F), AM(Staff), Adv(Safety), Adv(IR), DG/RHS, DG/RPF, Secretary, ED(PIl), ED(A), EDF(BC), EDC(B&S), EDC(E), EDC(EPlg), ED(Chg), ED(CC), ED(CIS), ED(E&R), EDEE(Dev.), EDEE(G), EDEE(RS), EDEE(RRB), EDE(N), EDE(Res.), EDF(C), EDF(E), EDF(S), EDF(B), EDF(RM), EDF(XI), EDF(XII), ED(H), ED(LM), ED(MIS), EDE(GC), EDT(MPP), EDME(Chg), EDME(FR), EDME(Tr.), EDME(TOT), EDME(Dev.), EDME(W), EDPC-I, EDPC-II, ED(PP), ED(Proj.), ED(Proj.)-DMRC, ED(RE), EDRE(S&T), EDRE(S), ED(Safety), ED(Sig.), ED(S&E), EDRS(C), EDRS(G), EDRS(P), EDRS(S), EDRS(W), ED(TD), EDTrack(M), EDTrack(MC), EDTrack(P), ED(T&C), ED(CP), ED(PM), ED(PG), ED(R), EDT(FCM), EDT(TM), EDT(TM), EDT(T), EDT(S), EDV(A), EDV(E), EDV(S), EDV(T), ED(V), IG/RPF(HQs), IG/RS, JS, JS(C), JS(D), JS(E), JS(G), JS(P), DPC-I, DPC-II, DE(N), DF(A/Cs), DE(G), DE(N), DPR, JDE(G), JDE(L), JDE(LL), JDE(W), JDF(B), JDF(E), JDE(N), JDE(Res.), DS(G), DS(Parl.), US(A), DDE(D&A), DDE(Parl.), DDE(LRI), DDF(EI), DDF(EII), DDE(RI) (with 2 spares), DDE(W), DDP-C-VI, DDE(Trg.) & PAO.


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

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest of security. Individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1st September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sanctioning authority. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned with 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.

(M P Rama Rao)
Under Secretary to the Government of India

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Contd....2/-
Copy to:
1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T

6. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders Establishment CCS Conduct Rules)

17. Hindi Section, DoP&T

(M. P. Rama Rao)

Under Secretary to the Government of India
PERFORMA FOR TAKING PRIOR PERMISSION BY
RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filled by the Railway servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/Department
4. Passport No.
5. Details of Private foreign travels to be undertaken;

<table>
<thead>
<tr>
<th>Period of travel</th>
<th>Name of foreign countries to be visited</th>
<th>Purpose</th>
<th>Estimated expenditure (travel, board, lodging, visa, misc., etc.)</th>
<th>Source of funds</th>
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6. Details of private foreign travel undertaken during the last four years

<table>
<thead>
<tr>
<th>Period of travel</th>
<th>Name of foreign countries to be visited</th>
<th>Purpose</th>
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Signature

Date:

Name and Designation

Part B – To be filled by the Administration

1. Whether the Railway servant is handling large amounts of railway cash.
2. Whether the Railway servant is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the Railway servant is under investigation (Details).
4. Whether the Railway servant is under suspension.
5. Whether any disciplinary proceeding/criminal case is pending against the Railway servant (Details).

Signature

Date:

Name and Designation