

No. 11019/6/2001-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

New Delhi, Dated the 7<sup>th</sup> March, 2003

To

The Chief Secretaries of all State Governments  
and Union Territories Administration.

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**Subject:-** Delegation of powers to the State Governments/Central Ministries in cases of the members of All India Services proceeding abroad on deputation or ex-India leave (excluding study leave).

Sir,

I am directed to say on the subject mentioned above that an Executive Instruction 'B' was issued by this Department (Letter No. 9/26/71-AIS-III) on 23.09.1972 under Regulation 12 of the AIS (Study Leave) Regulations, 1960 wherein it is provided that all cases, in which the State Government proposes to send a member of an All India Service abroad on deputation or on leave due and admissible to him (including study leave) should be referred to the respective Cadre Controlling Authority in the Government of India.

2. There has been demand for doing away with the aforementioned provision for Central Government's prior approval for grant of ex-India leave excluding study leave so as to avoid delay both at the level of the State Government and Central Government. After careful consideration, it has now been decided to modify the existing provision and stipulate that the approval of the Central Government for travel abroad of members of the All India Service is no longer required in the following cases to the extent provided therein:-

- (a) In case of private visits abroad on leave due and admissible, the delegation is restricted to Casual leave, Earned leave and Leave on Medical Certificate.
- (b) AIS officers may be accorded permission to travel abroad in conjunction with an official visit/tour abroad subject to the condition that the total period abroad (including travel time) should not exceed three (3) weeks.

(c) Official visits/Training/Tours/ Study tours/ Seminars/ Workshops etc. abroad up to three (3) weeks duration where the entire expenses are borne by the Government of India, the State Government, an International Agency such as the United Nations Agency, World Bank, IMF, ADB etc. or an International Agency in which India is a member.

(d) Project related visits as defined in the OM No. 37/15/97-EO(F) dated 05.03.1999, issued by the Office of the Establishment Officer, Department of Personnel and Training, Government of India.

3. While considering the requests of the member of an All India Service for grant of leave to proceed abroad, all the State Governments/Ministries to the Government of India are requested to satisfy themselves regarding the funding of such visits made by the officer concerned in each case and to see that no cadre officer accepts hospitality from a foreign government/private body other than a close relative.

4. It is further noted that the above delegation will not apply to any travel abroad in conjunction with leave granted under the provisions of the All India Service (Study Leave) Regulations, 1960, where the specific clearance of the Central Government is invariably required.

5. The following category of official visits/tours/study tours/seminars/workshops etc. abroad will continue to be referred to DOP&T for grant of cadre clearance:

- (i) all cases of more than three (3) weeks duration.
- (ii) all cases where the invitation is direct to the officer and the State Govt. is not bearing the expenditure, irrespective of the duration of the visit.
- (iii) all cases where foreign hospitality from a private agency is involved.
- (iv) all cases where an officer is getting any remuneration/fees for the work performed by him

6. The proposal should be sent in a self-contained format furnishing all the relevant details in the prescribed format (copy enclosed). In case, proposal is not in the prescribed format or information in respect of any item in the format is missing, no back reference will be made by this Department and cadre clearance will not be granted.

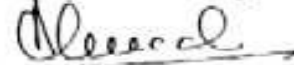
7. The proposal should be forwarded to DOP&T well in time i.e. at least before a fortnight from the date of commencement of the training/workshop etc.

8. To the extent possible, nomination of officers may be made for those seminars/workshops etc. which are related to the job/assignment of the officer.

9. In case where an officer proceeds for a training programme/workshop/seminar/study tour abroad without obtaining the cadre clearance of this Department there is likelihood that the period of his absence would be treated as dies-non.

10. It is requested that the provisions of this circular may be brought to the notice of all the members of All India Services serving with the State / Central Governments at an early date.

Yours faithfully,



(AQEEL AHMAD)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

TELE.NO 23092285

Copy for information and necessary action to:-

(1) The Secretary, Ministry of Home Affairs, North Block, New Delhi. [attention - Shri A.K.Jain, Joint Secretary (Police)]

(2) The Secretary, Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, New Delhi. [attention - Shri R.Chandramohan, Joint Secretary (Forests)]

(3) All Ministries / Departments of the Government of India, New Delhi.

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