

No. PAG(Audit)/Telangana/Admn-III/Misc-II/2026-27/

Date: 25.05.2025

CIRCULAR

Sub: Guidelines for obtaining prior permission by the Government Servants for foreign visits -Reg.

Ref: 1. DoPT OM.No.11013/8/2000-Estt.(A)dated 07.11.2000.
2. DoPT OM No. 11013/8/2015-Estt.A-111 dated 27.07.2015

The Department of Personnel & Training in its OM No.11013/7/94-Estt.(A) dated 18.05.1994 had clarified that the failure to obtain prior permission of Competent Authority before leaving station / headquarters for foreign visits, official or private purposes, is to be viewed seriously and may entail disciplinary action.

In this regard, it has been observed that the officials of this office seeking prior permission for foreign private visits are, in many cases, submitting their applications 4–5 days prior to their proposed date of journey. Such delayed submission of applications is causing difficulty in processing the cases in a timely manner, particularly with regard to scrutiny of documents, obtaining necessary clearances, and communication of the decision of the Competent Authority (*in case of discrepancy*).

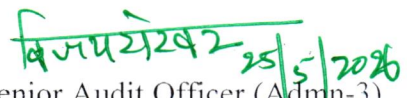
Therefore, in consonance with the instructions contained in the DoPT OM No. 11013/8/2015-Estt.A-111 dated 27.07.2015, it has been decided that the officials seeking prior permission to leave the country and visit foreign countries, shall submit their applications duly attested by Branch Officer/Group Officer concerned as the case may be, alongwith undertaking (copy enclosed) to the Competent Authority, 21 days prior to their proposed date of journey, so as to facilitate processing of the case by the Administration, in accordance with the extant instructions.

All the officials are hereby directed to take note of the above instructions and ensure compliance.

This issues with the approval of Deputy Accountant General(Admn).

Encl:

1. Proforma for taking prior permission
2. Undertaking


Senior Audit Officer (Admn-3)
O/o PAG(Au), Telangana

To

1. Notice Boards
2. Branch Officers of Headquarters' Sections in the O/o PAG(Au), Telangana.
3. SAO/IS Wing, - For uploading this circular on the official website.

**PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**

Part-A: To be filled by the Government Servant applying for visit abroad

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 stay in abroad		Name of Foreign countries to be visited	Purpose	Estimated Expenditure (Travel; board/lodging, visa, misc. etc.)	Source of Funds	Remarks
From	To					
						--

7. Details of private foreign travel undertaken during the last four years:

Period of travel	Name of foreign countries visited	Purpose

I undertake that I will rejoin duty after the proposed period of stay abroad

Signature:

Name :

Date :

Designation :

Mobile Number:

Forwarded to Administration for further necessary action.

Branch/Group Officer

Undertaking

(In terms of Para 297 of O.M. Part-I)

A) I undertake that :-

- a. I will not participate in any anti-government activities during my visit abroad.
- b. I will not stay abroad beyond my leave period as sanctioned by the competent authority.

B) Further, I understand that :-

- a. While I am abroad whether on an official duty or private affairs, I shall continue to be subject to all provisions of Government Servants conduct Rules including those relating to the communication of official documents or information, connections with the press and criticism of Government as expression of opinion on matters relating to foreign countries and
- b. Any breach of these provisions whether committed in India or abroad will render me equally liable to disciplinary action.

Place:

(Signature of the Applicant)

Date:

Name:

Grade:

Employee ID:

Office: