



## EAST COAST RAILWAY

मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
Rail Sadan, IInd Floor, Bhubaneswar-751 017

स्थापना क्रमांक/ Estt. Srl. No. 195/2017

पूतरे/कार्मिक/आर/ECOR/Pers/R/Leave

Date: 29.12.2017

सेवा मे, सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर  
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरु, संबलपुर,  
मु:कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,  
महा सचिव/इकोर अ. कां., महा सचिव/इकोर अ. यू.,  
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

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

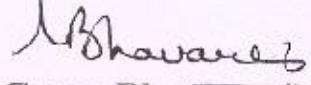
पूतरे के विषय क्रमांक/ECOR's Subject Serial No-LVE-3/2017

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उपर्युक्त विषय पर बोर्ड पत्र सं 2017/Trans/Process Reforms/Estt.  
दिनांक 29.11.2017 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाई हेतु अग्रेषित  
है।

A copy of the Board's Letter No-2017/Trans/Process Reforms/Estt.  
dated -29.11.2017 on the above quoted subject is forwarded herewith for information,  
guidance and necessary action.

Encl: As above,

  
(M.Ganga Bhawavani)  
Dy.Chief Personnel Officer(IR)  
For Principal Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(मुख्या.), वकाधि(स्टाफ), वकाधि(राज. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.-1),सहा.कार्मिक अधि.(कल्याण),  
सहा.कार्मिक अधि.(बिल), सहा.कार्मिक अधि.(भर्ती)



RB-2978  
Sl.No. 4/12/17  
दिनांक/Date  
आशुतोष/Initial

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
रेलवे बोर्ड RAILWAY BOARD

ECON

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 27<sup>th</sup> 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.

DA/- Rly Bd letter No E (P&A) I - 2015/CPC/LE-3 dated 18.09.2015  
(RBE No 107/2015)

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

Copy: As per list enclosed



F. No. 11013/8/2015-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Establishment Division)

North Block, New Delhi - 110001  
Dated July 27<sup>th</sup>, 2015

OFFICE MEMORANDUM

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

1. No. 11013/7/2004-  
Estt.(A) dt the 1<sup>st</sup>  
September, 2008

2. No. 11013/7/2004-  
Estt.(A) dt the 15<sup>th</sup>  
December, 2004

3. No. 11013/8/2000-  
Estt.(A) dt the 7<sup>th</sup>  
November, 2000

4. No. 11013/7/94-  
Estt.(A) dt the 18<sup>th</sup>  
May, 1994

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 1<sup>st</sup> 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 within 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/-

PERFORMA FOR TAKING PRIOR PERMISSION BY  
RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD

**Part A – To be filed 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;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

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

Period of travel	Name of foreign countries to be visited	Purpose

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