Government of Kerala
Abstract

Employees Leaving The Country for Private
Purpose- Guidelines- Issud.

Finance (Rules) Department

G.O. (P) No.233/08/Fin.
Dated, Thiruvanathapuram,3rd June, 2008

Read:-1.Circular No.10553/Adv.C2/2001/P&ARD dated 29.4.2002
2.Circular No. 3114/2005/CSO dated 22.9.2005 from the chief Secretary.

ORDER

In the Circular read as 1st paper above, Govenment have clarified that specific sanction of the leave sanctioning authority should be obtained to go abroad on private purpose availing leave including casual leave. In the circular read as 2nd paper above it was instructed that governent sanction is necessary to visit abroad on personalpurpose.Government have examined the matter further and are pleased to clarified 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 118A Part 1Kerala Service Rules, but the specific sanction of the leave sanctioning authority should be obtained befor undertaking the jorney.

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

(i) The application for leave (CL,EL,HPL, Commutted Leave and LWA) should clearly mention the country/countries proposed of the foreign visit.

(ii) The total number of days of absence from the country will not exceed 15 days in respect of CL and one month in respect of the 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 avil 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,it is upto the officer to get the sanction order duly amended (after,return from the tour).Otherwise,it will be persumed that his visit abroad was unau thorized.

3. Any deviation from the above conditions will be sanctioned only by the Govenment. 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)