

राष्ट्रीय फैशन टेक्नालॉजी संस्थान
National Institute of Fashion Technology
(स्थापना विभाग-निफ्ट मुख्यालय)

निफ्ट कैंपस, हौज़ खास,
NIFT Campus, HauzKhas,
निकट गुलमोहर पार्क, नई दिल्ली-110016
Near Gulmohar Park, New Delhi-110016

Date: 07-12-2017

File No. NIFT/Head Office/Vig. Clearance/2017

CIRCULAR

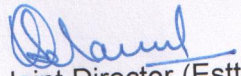
Sub.: Instructions regarding processing the cases for seeking the approval of DG-NIFT for visit abroad by employees of NIFT, Reg.

Instructions have been issued from time to time for proper examination of cases related to sanction of leave with the specific purpose of visit(s) abroad by employees of NIFT, either for official or personal, which have to be followed scrupulously by Administration Division of the respective Campus before forwarding the case to Head Office for seeking the approval of DG-NIFT. In this regard instructions have been issued by DOP&T vide OM No 11013/8/2015-Estt.A-III dated 29-06-2015 are enclosed.

It has been observed that many a times, the basic issue of admissibility of leave applied for by the employee is also not properly ascertained, in terms of CCS(Leave) Rules by the Administrative Division of the Campus. This situation has been seriously viewed by the DG-NIFT.

It has also been observed that besides the above, the details of foreign visit by the applicant during the last 4 years, its purpose, and source of funding, with the up-to-date position about submission of Annual Immovable Property Returns by the applicant, along with the specific recommendations of the Director-in-charge of the Campus regarding administrative arrangements to be made during the absence of the applicant should be forwarded to Head Office at the time of forwarding the application for seeking the Vigilance Clearance/permission of DG-NIFT for such abroad visits. It would obviate unnecessary delay caused in the back-reference to seek this information from the respective Campus.

It has therefore been decided by DG-NIFT that these instructions may be reiterated, and all JDs/ADs dealing with such cases should be directed to scrupulously follow these instructions, in all future cases.


Joint Director (Estt.)

To,

1. The Directors/Joint Directors of all NIFT Campuses
2. All HODs, NIFT Head Office
3. Director (IT), NIFT head Office, with the request to upload this Circular on the NIFT website.
4. All CPs, NIFT Head Office
5. PS to DG-NIFT, 7Encl. as above.

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

North Block, New Delhi – 110001
Dated June 29th, 2015

OFFICE MEMORANUDM

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

Undersigned is directed to say that a need for further streamlining the procedure for grant of permission for going abroad on private visit has been felt. A draft of instructions and the formats for grant of permission are attached. Comments/ views, if any, in this regard may be sent to the e-mail address mp.ramarao@nic.in latest by **10th July, 2015**.



(M. P. Rama Rao)

Under Secretary to the Government of India

Tel: 23040264

To

All Ministries/ Department of the Government of India.

Copy to:

✓ NIC, DoP&T with the request to place the above O.M. alongwith its enclosures on the website of this Ministry on the homepage for 15 days (what is New?).

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, 2015

OFFICE MEMORANDUM

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

Undersigned is directed to refer to the Office Memoranda 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 15 days of receipt of complete application. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application.

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

(As per standard mailing list)

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

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

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

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

**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 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 visited	Purpose

Signature

Name and Designation

Part B – To be filled by the Administration

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

Signature

Date:

Name and Designation