

**Government of West Bengal  
Personnel & A.R. Department  
Training Cell  
Writers' Buildings, Kolkata 700 001**

**OFFICE MEMORANDUM**

**From :** Indevar Pandey  
Secretary to the Govt. of West Bengal  
Personnel & AR Department

**To :** 1) The Additional Chief Secretary/ Principal Secretary / Secretary to the  
Government of West Bengal,  
\_\_\_\_\_ Department.  
2) The Director General & Inspector General of Police, West Bengal.  
3) The Commissioner of Police, Kolkata.  
4) The Principal Chief Conservator of Forests, West Bengal.  
5) The Divisional Commissioner, Presidency / Burdwan / Jalpaiguri Division.  
6) The District Magistrate, \_\_\_\_\_.  
7) The Superintendent of Police, \_\_\_\_\_.  
8) The Director, Administrative Training Institute, Government of West Bengal.  
9) The Secretary, Public Service Commission, West Bengal

**No. :** 194-PAR(Trg)/HR/O/3T-61/07

**Dated Kolkata, the 6<sup>th</sup> June, 2011.**

**Sub. : Issue of ordinary passport to the employees of the State Government, PSU's,  
Constitutional bodies, Municipal Corporations, et al –Requirement of Identity  
Certificate (IC) or No Objection Certificate**

Government of India has simplified the procedure for granting Identity Certificate/No-Objection certificate for ordinary international passport vide their letter No. VI/401/01/05/2008 dated 5<sup>th</sup> Oct, 2009. Accordingly in supersession of this department's earlier Office Memorandum No202( )-PAR(Trg)/HR/O/3T-61/07 dated 18<sup>th</sup> May, 2010 following procedure shall be adopted while issuing Identity Certificate (IC) or No Objection Certificate (NOC) to the the employees of state government or their family members for facilitating early disposal of passport applications.

2. As per the guidelines issued by the Ministry of External Affairs, Government of India, employees have the option to submit either Identity Certificate (IC) or No Objection Certificate (NOC) for speedy disposal of their passport applications.

Dependents viz. spouse and children upto the age of 18 years only have the option of submitting IC.

In an IC, it is certified that provisions of section 6(2) of the Passport Act are not violated, whereas this certification is not done in case of an NOC. If IC is submitted, passport will be issued without police verification and if NOC submitted, passport will be issued on post-police verification basis.

NOC (not IC) is required for reissue of passport on expiry of passport / exhaustion of visa pages etc.

3. An employee may apply for an IC or NOC by submitting an application in the prescribed format (Annexure 1).
4. IC or NOC may be issued by the Head of the Department or the Head of the PSU or a person duly authorised by them. Head of the Departments may issue suitable directions for delegation of this power if deemed fit. The validity of IC / NOC will be six months from the date of issue.
5. While issuing IC or NOC following aspects may be looked into :-
  - i) there is no disciplinary proceedings or vigilance case either pending or under contemplation against the individual;
  - ii) there is no ground to believe that the applicant could figure adversely on the security records of the Government
6. An IC may be issued in favour of an employee or her/his dependents viz. spouse and children upto 18 years of age in an Official stationery (letterhead) in the format as prescribed by the Ministry of External Affairs, Government of India in the Annexure B (copy enclosed). In case of children and spouse an affidavit in the prescribed format (Annexure I) will have to be submitted along with the application form for IC.

Whenever IC is issued, it has to be certified that the provisions of Section 6(2) of the Passports Act are not violated. Section 6(2) of the Passport Act states that:

*Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause (c) of sub-section (2) of section 5 on any one or more of the following grounds, and on no other ground, namely:--*


*(a) that the applicant is not a citizen of India;*

- (b) that the applicant may, or is likely to, engage outside India in activities prejudicial to the sovereignty and integrity of India;
- (c) that the departure of the applicant from India may, or is likely to, be detrimental to the security of India;
- (d) that the presence of the applicant outside India may, or is likely to, prejudice the friendly relations of India with any foreign country;
- (e) that the applicant has, at any time during the period of five years immediately preceding the date of his application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years;
- (f) that proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India;
- (g) that a warrant or summons for the appearance, or a warrant for the arrest, of the applicant has been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court;
- (h) that the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation
- (i) that in the opinion of the Central Government the issue of a passport or travel document to the applicant will not be in the public interest.

The IC will be issued based on the personal satisfaction of the issuing authority and she/he may refuse to do so without citing any reasons.

7. An NOC may be issued in favour of an employee in the format as prescribed by the Ministry of External Affairs, Government of India in the Annexure "M" (copy enclosed). Such NOC may be issued on plain paper with signature / stamp furnishing contact telephone / fax numbers of the issuing officer.

8. These instructions may be brought to the notice of all the PSU's, statutory bodies etc under their control for information and appropriate action.

  
2/6/11

(Indevan Pandey)

Secretary to the Government of West Bengal

**Annexure 1****Application for Issuance of Identity Certificate(IC)/No Objection Certificate (NOC)**

To:

Sir,

I wish to apply for an ordinary international passport and hence I would request you to issue me an Identity Certificate (IC)/No Objection Certificate (NOC). My details are:

Name of the Employee

Name of Father/Husband

Designation

Date from which present post held

Identity Card Number

Office Address

Name of the applicant for whom IC/NOC has to be issued

Relationship with the Employee

Two passport size photographs attached : Yes/No

Undertaking attached (only for IC): Yes/No

*(Following part to be struck off if NOC is being applied)*

I have read the provisions of *article 6(2) of Passport Act<sup>1</sup>* and they are not applicable on me/my

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<sup>1</sup> *Article 6(2) of Passport Act: Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause (c) of sub-section (2) of section 5 on any one or more of the following grounds, and on no other ground, namely:--*

*(a) that the applicant is not a citizen of India;*

dependent. I am also submitting an undertaking to that effect in the prescribed format(Annexure I) on a non judicial stamp paper for my child/spouse.

I certify that the information provided is true to the best of my knowledge. In case any discrepancy is detected at any stage, I shall be solely liable for it.

Yours faithfully

Name of the Employee

- 
- (b) that the applicant may, or is likely to, engage outside India in activities prejudicial to the sovereignty and integrity of India;*
- (c) that the departure of the applicant from India may, or is likely to, be detrimental to the security of India;*
- (d) that the presence of the applicant outside India may, or is likely to, prejudice the friendly relations of India with any foreign country;*
- (e) that the applicant has, at any time during the period of five years immediately preceding the date of his application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years;*
- (f) that proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India;*
- (g) that a warrant or summons for the appearance, or a warrant for the arrest, of the applicant has been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court;*
- (h) that the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation*

## ANNEXURE 'T'

**AFFIDAVIT** (To be executed on appropriate non-judicial stamp paper of any value and attested by a Notary Public)

(One original and one self-attested photocopy to be submitted)

I, \_\_\_\_\_ ( name), \_\_\_\_\_ Son of \_\_\_\_\_ residing at \_\_\_\_\_ Date of Birth \_\_\_\_\_ being an applicant for issue of passport, do hereby solemnly affirm and state as follows:

1. That the names of my parents and spouse are as follows:
  - (i) Father :
  - (ii) Mother :
  - (iii) Wife/Husband :
2. That I am continuously resident at the above mentioned address from.....
3. That I am citizen of India by birth/descent/registration/naturalization and that I have neither acquired the citizenship of another country nor have surrendered or been terminated/deprived of my citizenship of India.
4. That I have not, at any time during the period of five years immediately preceding the date of this affidavit, been convicted by any court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years;
5. That no proceedings in respect of any criminal offence alleged to have been committed by me are pending before any criminal court in India;
6. That no warrant or summons for my appearance, and no warrant for my arrest, has been issued by a court under any law for the time being in force, and that my departure from India has not been prohibited by order of any such court;
7. That I have never been repatriated from abroad back to India at the expense of Government of India/I was repatriated from abroad back to India at the expense of Government of India, but reimbursed expenditure incurred in connection with such repatriation.
8. That I will not engage outside India in activities prejudicial to the sovereignty and integrity of India.
9. That my departure from India will not be detrimental to the security of India.
10. That my presence outside India will not prejudice the friendly relations of India with any foreign country.

Place:

Date :

**DEPONENT**

**VERIFICATION**

Verified on.....(date) at ..... (place) that the contents of the above mentioned affidavit are true and correct and nothing material has been concealed.

**DEPONENT**

ANNEXURE 'B'

**ALL CENTRAL GOVERNMENT EMPLOYEES / STATE GOVERNMENT EMPLOYEES  
EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKING ARE  
REQUIRED TO PRODUCE A IDENTITY CERTIFICATE (STRIKE OUT PORTION NOT APPLICABLE)**

*(To be given in Duplicate on original Stationery)*

Certified that SHRI / SMT / MISS ..... Son / Daughter /  
Wife of Shri ....., who is an Indian national, is a temporary /  
permanent employee of this (office address) ..... from  
.....(date) ..... and is at present holding the post of  
..... Shri / Smt / Miss / Mst  
..... is / are a dependent family member(s) of Shri / Smt  
..... and his / her identity is certified. This Ministry /  
Department / Organisation has no objection to his / her acquiring Indian Passport. The  
undersigned is duly authorised to sign this Identity Certificate. I have read the provisions of  
Section 6(2) of the Passports Act, 1967 and certify that these are not attracted in case of this  
applicant. I recommend issue of an Indian Passport to him / her. It is certified that this  
organisation is a Central / State Government / Public Sector / Undertaking / Statutory body. The  
identity Card Number of Shri / Smt (employee) ..... is  
.....

Ref. No. &

Date .....

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Applicant's  
photo to  
be attested

**ANNEXURE 'M'****Ministry / Department / Office of**

No. ....

Dated .....

*(No Objection Certificate issuing officer should attest the photograph of the applicant with his / her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate)*

**No Objection Certificate**

Shri / Smt /Miss ..... son / daughter /  
 wife of ....., who is an Indian national, is  
 employed in this office as  
 ..... from  
 ..... till date. This Ministry / Department / Office has no objection  
 to his obtaining a passport.

Signature  
 Controlling / Administrative authority

Telephone .....

Fax .....

E-mail .....

**Note :-**

- (a) *The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by Passport Authority.*
- (b) *NOC will be valid for six months from the date of issue.*



**Government of West Bengal**  
**Personnel & Administrative Reforms Department**  
Training Cell  
Writers' Buildings, Kolkata 700 001

OFFICE MEMORANDUM

No. : 92 ( )-PAR(TRg)/HR/O/3T-15/2012

Dated Kolkata, the 26<sup>th</sup> March, 2012.

Sub : Guidelines regarding foreign visits of employees of State Government, Semi or Quasi-Government organisation including Corporations, Autonomous bodies, PSU's etc.

In supersession of Memo No. 466-PAR(TRg)/HR/O/3T-112/97 dated 18<sup>th</sup> July, 2003 on the above subject, following guidelines are being issued in connection with foreign visits of employees of State Government, Semi or Quasi-Government organisation including Corporations, Autonomous bodies, PSU's etc. No official or private foreign visit shall be undertaken without the prior permission of the State Government as these rules.

2. **OFFICIAL VISIT** : A foreign visit of an employee shall be treated as an official visit if any part of the expenditure related to the visit is being borne by
- Central or State Government; or
  - Multilateral agency like World, ADB etc. or any other sponsoring agency and the employee has been nominated for this visit by the Central or State Government.

The application for permission shall be submitted by the employee to his/her department in the prescribed format (Annexure-I) and after processing the same shall be forwarded to the Under Secretary to the Government of West Bengal at least four (4) weeks before the commencement of such visit stating the following facts :-

- i) Whether a composite proposal in respect of all officers so nominated for the same event is being sent;
- ii) Whether there is any vigilance case or disciplinary proceeding, (pending or under contemplation) against the officer(s) (in case of IAS / WBCS (Executive) officers vigilance clearance would be obtained from this Department);
- iii) Whether the officer has been abroad earlier during the course of last three years and details thereof;
- iv) Whether the approval of the Minister In-Charge or Minister of State of the Department, as the case may be, has been obtained (in case Chief Minister is the Minister In-Charge, her / his approval not required at this stage);
- v) Outcome to be achieved by the proposed visit;
- vi) Justification why the number of delegates nominated for the same event cannot be reduced;
- vii) Why the purpose cannot be served by utilising the services of Indian Mission abroad, of another officer already abroad or any other officer being sent abroad;
- viii) Whether there is any direct / indirect financial involvement of the State Government.

After this following procedure shall be adopted for the following two cases :-

**2.A. In case where visits are fully funded by the Government of India, Multilateral Agency like World Bank, ADB or any other sponsoring agency :-** The application shall be forwarded by the Under Secretary to the Chief Secretary through the Secretary, Personnel & Administrative Reforms Department. After Chief Secretary's opinion the file shall be sent to the Chief Minister for order. In terms of the Finance Department's Memorandum No. 1885-F(P) dated 2<sup>nd</sup> March, 2012 reference to the Finance Department shall not be required.

No expenses for such visits, including insurance, travel from place of posting to the place of taking international flight etc. will be borne by the State Government. In case of funding by the multilateral agencies, there should be no share of the State Government funds in the Staff component of the project under which an employee is sent abroad. In case the State Government has contributed to the staff component of the project, such visits shall be deemed to come under 2B.

**2.B. Official visits not coming under the purview of 2.A :-** The application shall be forwarded by the Under Secretary to the Principal Secretary, Finance Department through the Secretary, Personnel & Administrative Reforms Department. After obtaining the concurrence of the Finance Department, the file would be submitted to the Chief Minister through Chief Secretary.

Government of India's approval, regarding :-

- i) Clearance from the Nodal Ministry concerned with the subject matter;
  - ii) Political clearance from the Ministry of External Affairs;
  - iii) Clearance from the Department of Economic Affairs, Ministry of Finance; and
  - iv) Clearance under the Foreign Contribution (Regulation) Act, 2010 from the Ministry of Home Affairs \*
- for all official visits, shall be obtained by the concerned Department through Personnel & Administrative Reforms Department.

The detailed guidelines for obtaining central government's permission are attached (Annexure II).

**3. PRIVATE VISIT :** Any visit which is not official shall be treated as private. Any visit being undertaken on invitation received by the officer by name shall be treated as private visit. Following procedure shall be adopted in this case:-

**3.A. : When entire expenditure is borne by the employee or his / her family<sup>1</sup> :** All such cases shall be governed by the Memo No. 42-PAR(Trg)/HR/O/3T-11/2011 dated 2<sup>nd</sup> March, 2011.

**3.B. : Cases which does not fall under the purview of 3.A. :** The application for permission shall be submitted in the prescribed format (Annexure-I) and the same after processing shall be forwarded to the Under Secretary to the Government of West Bengal at least four (4) weeks before the commencement of stating the following facts :-

- i) Nature and duration of leave sanctioned for the visit;
- ii) If the proposal has approval of the Departmental Minister In-Charge;
- iii) No expenditure devolves on the Central or State Government;
- iv) No vigilance case / disciplinary proceeding is either pending or under contemplation against them [in case of IAS / WBCS (Executive) officers vigilance clearance would be obtained from this Department];
- v) If any domestic / foreign hospitality or funding is being accepted on any component of the visit like travel, boarding etc. If the answer is affirmative, an intimation has to be given to the cadre controller authority;
- vi) Prior clearance of the Government of India as per procedure mentioned in Annexure-II should be obtained for visits being undertaken in professional capacity such as, participation in the seminar / workshop / international congress with acceptance of foreign hospitality<sup>2</sup>.

The application shall be forwarded by the Under Secretary to the Chief Secretary through Secretary, Personnel & Administrative Reforms Department for order.

Sd/- Samar Ghosh  
Chief Secretary

<sup>1</sup> The term family means husband or wife as the case may be, sons and daughters including adopted sons and daughters, mother and father.

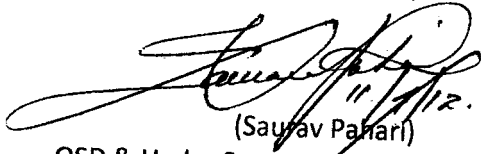
<sup>2</sup> Foreign Hospitality means any offer, not purely casual one, made by a foreign source for providing a person the cost of travel to any foreign country or territory or with board, lodging, transport or medical treatment. Foreign source include the government of any foreign country or territory or its agency; an international agency; a foreign company; and citizen of a foreign country. Agencies of the United nations, World Bank and some other International agencies multilateral organisations are exempted from the definition of 'foreign source' and some other International agencies or organisations is available on the website : <http://mha.nic.in/fcra.htm>.

\* Only when hospitality is expected to be accepted from any Foreign Source.

Dated Kolkata, the 26<sup>th</sup> March, 2012.

Copy forwarded for information and strict compliance to :-

- 1) The Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary (In-charge) to the Government of West Bengal, \_\_\_\_\_
- 2) The Director General & Inspector General of Police, West Bengal, Writers' Buildings, Kolkata 700 001.
- 3) The Commissioner of Police, Kolkata, Lal Bazar, Kolkata 700 001.
- 4) The Principal Resident Commissioner to the Government of West Bengal, A/2, State Emporia Buildings, Baba Kharag Singh Marg, New Delhi 110 001.
- 5) The Divisional Commissioner, Presidency / Burdwan / Jalpaiguri Division.
- 6) The District Magistrate, \_\_\_\_\_
- 7) The Secretary, Public Service Commission, 161A, S.P. Mukherjee Road, Kolkata 700 026.
- 8) The Commissioner, State Election Commission, West Bengal, 18, Sarojini Naidu Sarani, Kolkata 700 017.
- 9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata 700 012.
- 10) The Secretary, Vigilance Commission, West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700 091.
- 11) The Secretary, West Bengal Legislative Assembly, Assembly House, Kolkata.
- 12) The Chief Executive Officer, Kolkata Metropolitan Development Authority, Prashasan Bhavan, Salt Lake, Kolkata 700 091.
- 13) The Municipal Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata 700 012.
- 14) The Chairman & Managing Director, West Bengal State Electricity Distribution Company Ltd., Bidyut Bhavan, Block DJ, Salt Lake, Kolkata 700 091. \*
- 15) The Director, Administrative Training Institute, West Bengal, Sector-III, Salt Lake, Kolkata 700 091.
- 16) The Joint Secretary to the Government of West Bengal, Common Cadre Wing, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- 17) The Joint Secretary to the Government of West Bengal, WBCS Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- 18) The Joint Secretary to the Government of West Bengal, Vigilance Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- 19) The Joint Secretary to the Government of West Bengal, General Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- With request to circulate among all the cell of this Department.
- 20) The Joint Secretary to the Government of West Bengal, Police Service Cell, Home (Police) Department, Writers' Buildings, Kolkata 700 001.

  
(Souvik Panari)  
OSD & Under Secretary to the  
Government of West Bengal

**DECLARATION IN CONNECTION WITH FOREIGN VISIT**

ANNEXURE-I

(To be filled by the incumbent)

1.	Name of the officer	:	
2.	Service of the officer / Department	:	
3.	Designation	:	
4.	Name of the country / countries to be visited	:	
5.	Period of the proposed visit with specific dates	:	
6.	Purpose of the visit	:	
7.	Nature of visit (official / private)	:	
8.	Who will bear the cost of airfare i) if self, mention source like salary savings etc. or ii) if organization, details thereof, or iii) if individual, state the name, nationality and relation with the officer	:	
9.	Who will bear the cost of board and lodging and travel during visit i) if self, mention source like salary savings etc. or ii) if organization, details thereof, or ii) if individual, state the name, nationality and relation with the officer	:	
10.	Whether the officer will accept foreign hospitality during his / her stay abroad, if so, details thereof,	:	
11.	Whether the officer will accept any foreign employment / profession during his / her stay abroad, if so, details thereof,	:	
12.	Whether the officer will undergo any foreign training / workshop / seminar etc. programme while stay abroad, if so, details thereof	:	
13.	Whether the officer will accept any scholarship / award etc. in connection with his / her visit abroad	:	

I undertake that :-

- 1). I shall not visit abroad unless I get permission from the Government; and
- 2). I shall return and resume my official duty immediately after expiry of leave to be granted for the purpose

The above statements are true to the best of my knowledge and, if found incorrect, I shall be personally liable for the same.

Date :

Signature :

**ANNEXURE II**  
**Guidelines Regarding Foreign Travel of State Government Employees**  
**(Procedure & Contact Persons)**

1. All proposals for visits of Employees/Ministers of State Governments abroad in their official capacity or otherwise sent by the State Government are to be addressed to :
  - a. *The Secretary, Ministry of Finance, Department of Economic Affairs, North Block, New Delhi. Tel No. 23092611 / 23092555 Fax No. 23012477 / 23017511*
  - b. *The Secretary, Ministry of External Affairs, South Block, New Delhi. Tel No. 23012318 /23012196 Fax No. 23013945 / 23010889*
  - c. *The Secretary, Central Administrative Ministry Concerned with the subject matter of the visit.*
  - d. *Under Secretary, Ministry of Home Affairs, Room No. 8, FCRA-Division, Hospitality Section, Jaisalmer House, 26, Man Singh Road, New Delhi Tel No. 011-23071170,*
2. Government of India insists that at least 3 week's time should be given to the various ministries of the Government of India to consider the proposals for foreign visits. Government of India's approval is required for both, official and private visits of the State Ministers. For all visits of Ministers, the approval of the Finance Minister and for Chief Minister, the approval of Prime Minister is obtained by the Department of Economic Affairs after the political clearance from the Ministry of External Affairs and the administrative approval from the concerned line Ministry. The Government of India has clearly laid down that the proposals of visits of composite delegations consisting of Ministers / officials must be submitted together and processed together rather than being submitted in piece-meal.
3. The Government of India has also directed that generally no government functionary should accept hospitality from any organization during his/her visits abroad. Visits of all Government officials going abroad for non-project related work like attending workshops, seminars, study tours etc. require the approval of the Government of India. In such cases, the proposal is first referred to the administrative Ministry and after that for political clearance to the Ministry of External Affairs. Only thereafter, the Ministry of Finance, (Department of Economic Affairs) gives its clearance. If the visit is for longer than two weeks, the clearance of the Cadre Controlling Authority is also required, which is the department of Personnel in case of IAS officers, the Ministry of Home Affairs in case of IPS officers and Ministry of Environment and Forest in case of IFS officers.
4. In case of the official delegations their composition and background of the members may be indicated.
5. The work proposed to be transacted in each place of visit together with detailed itinerary of the visit may be indicated. Specifically where official meetings are to take place with functionaries of foreign Governments, copies of the invitation letters from the agencies and details of who would be bearing the expenditure of the visit are to be submitted along with the proposal.
6. On receipt of the recommendations from the different concerned Ministries, EC Division, Department of Economic affairs will consolidate the case and issue final orders to go abroad, the places to be visited and duration of visit at each place.
7. Department of Economic Affairs will thereafter issue instructions to the Reserve Bank of India for release of foreign exchange towards personal incidentals. Simultaneously, Ministry of External Affairs would be advised to issue instructions to the Missions for release of Daily Allowance and other allowances as per rates prevalent in the country of visit and also for extending appropriate courtesies to the official delegations.
8. In cases where foreign hospitality is involved, including travel expenses, prior clearance of the Ministry of Home Affairs, FCRA Division, Hospitality Section is required before any acceptance is conveyed. A separate reference in the prescribed form FC-2 indicating the source from which the travel and stay expenses are proposed to be met, should be made directly to that Ministry well in time.
9. Letter No. 21/1/1/82-Cab. Dated 16<sup>th</sup> August, 1982 on the subject of Additional Secretary to the Cabinet is also attached for reference

10. CONCERNED OFFICERS:

EC Division Department of Economic Affairs, Ministry of Finance North Block, New Delhi Deputy Secretary, Tel: 23092222, 23014413 Section Officer, Tel: 23093228, Fax: 23092477	Coordination Division Ministry of External Affairs South Block, New Delhi Joint Secretary, Tel: 23092987 Under Secretary, Tel: 23013902 Fax: 230107273.	FCRA-Division, Hospitality Section, Ministry of Home Affairs Room No. 8, Jaisalmer House 26, Man Singh Road, New Delhi Under Secretary, Tel: 23071170
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Appendix - II

No. 21/1/82-Cab.  
GOVERNMENT OF INDIA (BHARAT SARKAR)  
CABINET SECRETARIAT (MANTRIMANDAL SACHIVALAYA)

New Delhi, the 16th August, 1982  
25 Shravana, 1904 (S)

To  
The Chief Secretary to the State  
Governments / Union Territories.

Subject : Guidelines regarding foreign travel of Ministers of State Government and Union Territories, Member of State Legislatures and Union Territories and State Government officials.

Sir,

I am directed to say that references are received from time to time from State Governments for giving clearance to visits abroad of Ministers of State Governments in their official capacity or of Member of State Legislatures or of officials as members of official delegations or on invitation by foreign Governments or organisations. In this connection the following guidelines are being indicated which may be followed in the future in all such cases in respect of travel abroad of the aforesaid categories of persons :-

- (i) All proposals for visits of members of State Governments abroad in their official capacity will be sent by the State Government addressed to Secretary to the Government of India in the Ministry of Finance, Department of Economic Affairs for approval and release of foreign exchange, and copies of the letter would be endorsed to :-
  - 1 - Ministry of External Affairs
  - 2 - Central Administrative Ministry concerned with the subject matter of visit; and
  - 3 - Ministry of Home AffairsIt may be noted that MHA have also to consider applications under FCRA specifically when foreign hospitality or financial assistance is involved. It is the responsibility of the person concerned to obtain this clearance where such hospitality is involved.  
This procedure will be applicable even in the case of proposals where the expenditure is borne by the State Public Sector Undertakings or Corporations.
- (ii) In case of official delegations their composition and background of the members may be indicated.
- (iii) The work proposed to be transacted in each place of visit together with duration may be indicated, specially where official meetings are to be take place with functionaries of foreign Governments. It would be appreciated that keeping in view the need for conserving foreign exchange, the duration of stay abroad should be the minimum necessary.
- (iv) On receipt of recommendations from the different concerned Ministries, Department of Economic Affairs will consolidate the case and issue final orders regarding clearance of the visit, the number of persons to go abroad, the places to be visited and duration of visit at such place.
- (v) Department of Economic Affairs will thereafter issue instructions to the Reserve Bank of India for release of foreign exchange towards personal incidental. Simultaneously, Ministry of External Affairs would be advised to issue instructions to the Missions for release of Daily Allowance and other Allowance as per rates prevalent in the country of visit and also for extending appropriate courtesies to the official delegations.
- (vi) On the basis of formal clearance from the Department of Economic Affairs, State Government would issue necessary formal deputation orders endorsing copies thereof to all concerned Ministries of the Central Government and our Missions in the places to be visited. The number and date of clearance received from the Department of Economic Affairs should be quoted in the deputation orders. Without the Department of Economic Affairs reference number, the Missions will not be in a position to honour these deputation orders.
- (vii) 1. In places of visit where there are no Missions, or if otherwise DA etc. Is required to be released in India itself, a certificate of entitlement may be obtained from the Ministry of External Affairs and forwarded to the Department of Economic Affairs for release of foreign exchange.

2. In making a reference to the Department of Economic Affairs, the name of the branch of Reserve Bank of India from where the foreign exchange is required to be released should be clearly indicated.

(viii) Within three weeks of the completion of the visit, the leader of the delegation should send a report to the Ministry of Finance, Department of Economic Affairs with copies to the Ministry concerned with the subject matter of the visit.

2. Attention is drawn in this connection to the provisions of the Foreign Contributions (Regulation) Act of 1976 which lays down certain restrictions on acceptance of foreign hospitality. Prior permission of the Central Government is necessary before such hospitality (which includes travel assistance or concession) can be accepted by a Minister, Member of Legislature, office bearer of a political party, Government servant or employee of a Corporation. In cases where foreign hospitality is involved, including travel expenses, therefore, specific and prior clearance of the Ministry of Home Affairs is required before any acceptance is conveyed. A separate reference in the prescribed form FC.2 indicating the source from which the travel and stay expenses are proposed to be met should be made directly to that Ministry well in time.

3. The above instructions may please be brought to the notice of the Chief Minister, all Ministers and other Officials.

Yours faithfully,

Sd/-

(Prem Kumar)

Additional Secretary to the Cabinet

ANNEXURE III

Government of West Bengal  
Personnel & Administrative Reforms Department  
Training Cell  
Writers' Buildings  
Kolkata 700 001

MEMORANDUM

No. : 42-PAR(Trg)/HR/O/3T-11/2011

Dated, Kolkata, the 2<sup>nd</sup> February, 2011.

Subject: Procedure to be followed in connection with private foreign visits of employees of State Government, Semi or Quasi-Government organisation including employees of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and Institutions etc.

The procedure for permitting Government servants to visit foreign countries in private capacity has been liberalized by Government of India and now the leave sanctioning authority grants permission to the official concerned for private visits abroad.

In view of sharp increase in number of Government servants visiting foreign countries in private capacity, a need has been felt to liberalize the existing instructions of State Government in this regard.

Accordingly, in partial modification of the Order No. 466-PAR(Trg)/HR/O/3T-112/97 dated July 18, 2003, following procedure would be adopted in case of private visits of Government servants to foreign countries :

- (1) All categories of employees may be permitted to visit abroad in their private capacity, with the prior clearance of the authority competent to sanction their leave.
- (2) The application shall be made to the competent authority in the attached proforma (Annexure-I) at least fifteen days before the commencement of such visit.
- (3) The permission shall be granted by the leave sanctioning authority with a copy to the cadre controlling authority within seven days of receipt of such application. A standard format of permission is enclosed herewith (Annexure-II).
- (4) In partial modification of Order No. 974-PAR(Vig.) dated Calcutta, July 25, 2000 of Home (P&AR) Department, Vigilance Clearance shall not be required for according permission to travel abroad in private capacity.
- (5) For the purpose of classification, private visit would mean the visits in which the entire expenditure is being borne by the officer concerned or his family members. The term 'family' means wife or husband, as the case may be, sons and daughters including adopted sons / daughters, mother and father.

Visits involving any kind of domestic / foreign sponsorship or acceptance of foreign hospitality on boarding, lodging or any other component of the visit shall be continue to be governed by the earlier order.

*Sd/- Samar Ghosh*  
Chief Secretary  
Government of West Bengal



No. : 42/1(61)-PAR(Trg)/HR/O/3T-11/2011

Dated, Kolkata, the 2<sup>nd</sup> February, 2011.

Copy forwarded for information and necessary action to :-

- (1) The Additional Chief Secretary / Principal Secretary / Secretary,  
\_\_\_\_\_ Department

Sd/-  
Secretary  
Government of West Bengal

No. : 42/1 (19)-PAR(TRg)/HR/O/3T-15/2012

Copy with enclosures forwarded to :-

- (1) The Director General & Inspector General of Police, West Bengal, Writers' Buildings, Kolkata 700 001.
  - (2) The Commissioner of Police, Kolkata, Lal Bazar, Kolkata 700 001.
  - (3) The Principal Resident Commissioner to the Government of West Bengal, A/2, State Emporia Buildings, Baba Kharag Singh Marg, New Delhi 110 001.
  - (4) The Divisional Commissioner, Presidency / Burdwan / Jalpaiguri Division.
  - (5) The District Magistrate, \_\_\_\_\_
  - (6) The Secretary, Public Service Commission, 161A, S.P. Mukherjee Road, Kolkata 700 026.
  - (7) The Commissioner, State Election Commission, West Bengal, 18, Sarojini Naidu Sarani, Kolkata 700 017.
  - (8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata 700 012.
  - (9) The Secretary, Vigilance Commission, West Bengal, Bikash Bhavan, Salt Lake, Kolkata 700 091.
  - (10) The Secretary, West Bengal Legislative Assembly, Assembly House, Kolkata.
  - (11) The Chief Executive Officer, Kolkata Metropolitan Development Authority, Prashasan Bhavan, Salt Lake, Kolkata 700 091.
  - (12) The Municipal Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata 700 012.
  - (13) The Chairman & Managing Director, West Bengal State Electricity Distribution Company Ltd., Bidyut Bhavan, Block DJ, Salt Lake, Kolkata 700 091.
  - (14) The Director, Administrative Training Institute, West Bengal, Sector-III, Salt Lake, Kolkata 700 091.
  - (15) The Joint Secretary to the Government of West Bengal, Common Cadre Wing, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
  - (16) The Joint Secretary to the Government of West Bengal, WBCS Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
  - (17) The Joint Secretary to the Government of West Bengal, Vigilance Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
  - (18) The Joint Secretary to the Government of West Bengal, Police Service Cell, Home (Police) Department, Writers' Buildings, Kolkata 700 001.
  - (19) The Joint Secretary to the Government of West Bengal, General Cell, Personnel & A.R. Department, Writers' Buildings, Kolkata 700 001.
- With request to circulate among all the cell of this Department.

Sd/- Anurag Srivastava  
OSD & Under Secretary to the  
Government of West Bengal

**PROFORMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE-I)**

1. Name :
2. Designation :
3. Pay :
4. Office (specify Department / Directorate / Undertaking / Corporation etc.
5. Passport No.
6. Details of private foreign travel to be undertaken

Period of abroad		Names of the foreign countries to be visited	Purpose	Estimated Expenditure (Travel, board / lodging, visa, misc. etc.	Sources of Funds *	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No. 6)

Name :

Designation :

Date :

*\* In case of foreign funding which comes under purview of the FCRA, 1976 clearance from the Ministry of Home Affairs, Government of India is required to be obtained.*

**Permission to visit foreign countries in private capacity (Annexure II)**

No.

Date

I ..... (Name of leave sanctioning authority) ..... posted as ..... (designation) .....  
hereby authorize ..... (Name of applicant) ..... posted as ..... (designation of applicant)  
..... to visit ..... (Name of countries) ..... for the period ..... in his / her private capacity.  
She / He has been granted ..... (nature of leave) ..... for the period ..... for this purpose.

Date :

Signature :

Copy for information to :

1. Cadre controlling authority.

**Checklist for official visits:**

1. Whether it has been ascertained that the visit is official and who is bearing the expenses
2. Whether a composite proposal in respect of all officers so nominated for the same event is being sent
3. Whether the proforma for foreign visit is being submitted duly filled
4. Whether there is any vigilance case or disciplinary proceeding, (pending or under contemplation) against the officer(s); (in case of IAS / WBCS' (Executive) officers vigilance clearance would be obtained from this Department)
5. Whether the officer has been abroad earlier during the course of last three years and details thereof are being submitted
6. Whether the approval of the Minister In-Charge or Minister of State of the Department, as the case may be, has been obtained; (in case Chief Minister is the Minister in charge, her/his approval not required at this stage)
7. Outcome to be achieved by the proposed visit has been clearly specified
8. Justification why the number of delegates nominated for the same event cannot be reduced has been given
9. Why the purpose cannot be served by utilising the services of Indian Mission abroad, of another officer already abroad or any other officer being sent abroad has been explained.
10. Whether there is any direct/indirect financial involvement of the State Government

**Checklist for Private visits:**

- A. If the employee or his family members are sponsoring the visit, it has been processed as per the Memo No. 42 -PAR(Trg)/HR/O/3T-11/2011 dated 2nd Feb, 2011.
- B. In cases where someone else is sponsoring the visit:
  1. Nature and duration of leave sanctioned for the visit
  2. If the proposal has approval of the Departmental Minister in charge.
  3. No expenditure devolves on the Central or State Government;
  4. No vigilance case / disciplinary proceeding is either pending or under contemplation against them [in case of IAS / WBCS (Executive) officers vigilance clearance would be obtained from this Department];
  5. If any domestic/foreign hospitality or funding is being accepted on any component of the visit like travel, boarding etc, an intimation has been given to the cadre controlling authority;