Government of Rajasthan
Finance Department
(Rules Division)

No. F.1(7)FD/Rules/2022   Jaipur, dated : 0 9 OCT 2024

CIRCULAR

Sub: Regarding private foreign visits (on leave) by the Government employees.

Regarding the issuance of permission for private foreign visits (on leave) by Government employees, in supersession of all previous instructions/orders, following procedure would be adopted –

1. The authority competent to sanction privilege leave shall be competent to sanction leave along with permission for private foreign visits.
2. No separate permission for foreign travel would be required.
3. Leaves for this purpose, may be sanctioned as per provisions of the Rajasthan Service Rules 1951 (as amended) or Rules prescribed for concerned employee.
4. Along with leave application, the applicant will have to give an undertaking as under –
   a. He/she will not join any service or business during this stay abroad and confidentiality of Government record/ information will be maintained.
   b. For visit abroad or during visit abroad, no expenditure / foreign exchange shall be entertained by / through State Government.
   c. He/she will seek prior permission of the Cadre Controlling authority If he/she intends to accept any foreign hospitality/ sponsorship.
   d. He/she will inform the leave sanctioning authority after returning from abroad.
   e. There is no court order/any quasi-judicial order restraining the applicant from leaving the country.

5. The officers holding sensitive assignments from the perspective of public dealing, disaster management or law & order such as District Collectors, SPs/Police Commissioners and Secretary in-charge level officers in the secretariat would require prior permission of Chief Secretary and Hon'ble Chief Minister.

6. Along with officers/employees from All India Services, State Services, Subordinate Services and personnel on deputation, these instructions would also be applicable on employees of parastatals (i.e. State Boards/Corporations/Societies/Trusts etc.).

For this purpose, an online application form as enclosed at Annexure-'A' would be made available on Rajkaj portal through *sso.rajasthan.gov.in.* This form would be aligned with the various service rules so that the requisite columns and information is furnished. Till the online application system is operationalized, the government employees can apply offline also.

9.10.2024

(Debasish Prusty)
Secretary to the Government
Finance (Budget)

Copy forwarded to the –
1. Secretary to Hon'ble Governor
2. Additional Chief Secretary to Hon'ble Chief Minister
3. All Special Assistants / Private Secretaries to Ministers / State Ministers
4. Senior DS to Chief Secretary
5. All Additional Chief Secretaries / Principal Secretaries / Secretaries / Special Secretaries to the Government
6. Accountant General, Rajasthan, Jaipur
7. All Heads of the Departments
8. Director, Treasuries &Accounts, Rajasthan, Jaipur
9. Deputy Director (Statistics), Chief Ministers' Office
10. All Treasury Officers
11. All Sections of the Secretariat
12. Administrative Reforms (Gr-7)
13. Vidhi Rachana Sanghthan for Hindi translation
14. Technical Director, Finance Department (Computer Cell)
15. Guard File

Copy also to the -
1. Principal Secretary, Rajasthan Legislative Assembly, Jaipur
2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, LokayuktaSachivalaya, Rajasthan, Jaipur.

(Suresh Kumar Verma)
Joint Secretary to the Government

(RSR25/2024)

PROFORMA FOR TAKING PRIOR PERMISSION BY GOVERNMENT SERVANTS FOR PRIVATE FOREIGN VISITS

1. Name and designation

2. Pay

3. Name of the Department

4. email ID

5. Mobile no

6. Passport No.

7. Details of private foreign travel to be undertaken:

Period of Travel	Name of countries to be visited	Purpose	Estimated expenditure	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

Date   Name and Designation