



CBSE/ Personnel B/Foreign Travel/2018/725-760

Dated: 31.08.2018

OFFICE ORDER

Subject: Consolidated guidelines for permission to travel outside India on private visit.

The Competent Authority of the Board had issued various OMs & Circulars for processing the applications for permission to travel outside India on private visit, however the guidelines as communicated by various such OMs & Circulars are not being followed/adhered to properly and this results in unnecessary delays the process of approval.

Non adherence to the guidelines issued vide OM No. CBSE/Personnel.B/2017/308 dated 06.03.2017 & Circular CBSE/Personnel A&B/2017/1355-1404 dated 06.09.2017 has been viewed seriously by the Competent Authority and therefore, in order to avoid any unnecessary delays in disposing of such cases, all the directions/guidelines issued earlier have been consolidated and the same shall be followed henceforth for dealing the applications for permission to travel outside India on private visit:

- i) No employee shall obtain visa without prior approval of the Competent Authority.
- ii) The officers/officials seeking permission to travel outside India are, therefore, required to submit the details of their journey in the prescribed proformas duly filled and attested from concerned authority:
 - a) Declaration in connection with foreign visit.
 - b) Proforma for application for private visit (Annexure-I).
 - c) Permission to visit foreign countries in private capacity (Annexure-II).
 - d) Latest six months bank statement of self/whoever is funding the visit.
 - e) Undertaking in the enclosed proforma.
- iii) Leave with recommendation from concerned authority.

(Anurag Tripathi)
Secretary

Distribution:

1. PS to Hon'ble Chairperson of CBSE.
2. SPS to the Secretary/Controller of Examination/Directors/Regional Directors CBSE of the Board.
3. PS/PA to Joint Secretary, IT/Sr. PRO/IAFA, CBSE.
4. All the Regional Officers/Incharge, CoEs of the Board for compliance.
5. All the Officers upto the level of Section Officers for compliance and with the direction to bring it in the notice of their respective subordinate Officers/Officials.
6. President, SBSWA, CBSE
7. Notice Board.
8. Scrap File.

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DECLARATION IN CONNECTION WITH FOREIGN VISIT

(To be filled by the incum)

1.	Name of the officer	:	
2.	Service of the officer / Department	:	
3.	Designation	:	
4.	Name of the country / countries to be visit	:	
5.	Period of the proposed visit with specific dates	:	
6.	Purpose of the visit	:	
7.	Nature of the visit (official /private)	:	
8.	Who will bear the cost of airfare i) if self, mention source like salary saving 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 saving etc. or <i>Pl. attach last 06 months Bank state ment</i> ii) if organization, details thereof, or iii) if individual, state the name, nationality and relation with the officer. <i>Pl. attach last 6 months Bank statements of the</i>	:	
10.	Whether the officer will accept foreign hospitality during his/ her stay abroad, if so, details thereof,	:	<i>bearer.</i>
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 shall be personally liable for the same.

Date :

Signature:

PROFERMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE-D)

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

Period of abroad		Names of the foreign countries to the visited	Purpose	Estimated expenditure (Travel, board / loading, visa, misc. Etc.)	Source 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.

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.

(10)

Date: _____

UNDERTAKING

With reference to issue of NOC, I hereby give following undertaking:

1. I shall not proceed on foreign visit until and unless the leave is duly sanctioned to me.
2. I shall not extend the leave further and report back on the due date after expiry of the sanctioned leave.
3. I will not claim any kind of expenditure in this matter, as I will manage expenses of this journey from my personal savings.
4. I shall not take up any remunerative work/assignment during my visit to foreign.
5. I will not request the Board for remittance of any money in Foreign Exchange.
6. I will not indulge in any political or business activity during my stay abroad or seek employment in any way.

It is request that NOC may be issued at the earliest.

Name of the Officer:.....

Designation:.....

Concerned Unit:.....



No.: CBSE/Personnel.B/2017/308

Dated: 06.03.2017

OFFICE MEMORANDUM

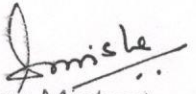
Subject: Guidelines for permission to travel outside India on private visit.

The employees of Board are seeking prior permission to travel outside India on private visit without financial implication on Board.

2. In this regard, attention is invited to Rule 25.2 of CBSE Service Rules whereby the employee has to explain to the satisfaction of the Board about the source from where he/she would meet the expenditure of travel and stay abroad. Further, DoPT's O.M. No. 11013/8/2015-Estt.A-III dated 27th July, 2015 provides that requests for permission for private visits abroad may be processed in the prescribed format.

3. The officers/officials seeking permission to travel outside India are, therefore, required to submit the details of their journey in the enclosed pro-forma alongwith detailed statement of source of funding to meet expenditure as per provision of CBSE Service Rules.

This issue with the approval of the Competent Authority.


(Ajay Mishra)
Joint Secretary (A&L)

Encl.: As above

Distribution :

1. All Regional Director/Regional Officers/CoE's/offices in Delhi/NCR of the Board with the request to bring this circular to the notice of the staff working under them.

Copy for Information to:

1. EO to Chairman, CBSE.
2. SPS to Secretary, CBSE.
3. SPS/PS/PA to all HoD's.


Joint Secretary (A&L)

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Circular

SUB: Guidelines for processing of files at Headquarter

It has been observed that there is significant movement of files between headquarter and regional offices/ CoEs/ units of the Board due to non-completion of all requisite papers in the file. This delays the process of approval and creates unnecessary increase in work of the office. To streamline the process and to ensure expeditious disposal of cases, the Competent Authority has started weekly review of all administration, personnel, legal, RTI, public grievance, VIP references etc through "Single Window Cell". To facilitate the work, Finance Unit has issued checklist before sending files for financial concurrence. Similarly, following guidelines are suggested to all units, which are to be ensured, before sending any proposal to Administration and Personnel Wing at Headquarters:

A. Personnel Administration:

- 1) GPF: Eligibility for Withdrawal or Advance along with copy of latest salary slip and list of documents as given in Appendix I
- 2) No Objection Certificate for Foreign Travel on private affairs: No employee shall obtain visa without prior approval of the Competent Authority. The application in prescribed proforma (Appendix II) along with latest six months bank statement.
- 3) Medical Claims: Only in empanelled hospitals and on CGHS rates supported by doctor's prescription and all necessary documents (Appendix III).
- 4) Inclusion of family members for dependency: Documents as per Appendix IV.

B. Purchase and Procurement (Admin-II) and Printing and Publishing (Admin-III):

- 1) Administrative Approval of the Competent Authority for the proposal (Flag relevant note sheet number/ correspondence paper).
- 2) Explicit details of procedure followed as per GFR along with comments of the accounts official/ officer posted in the concerned RO/Unit/CoE.
- 3) Clear recommendation/ proposal of the Regional Officer/ Unit In charge
- 4) List of all documents as mentioned in Circular no CBSE/Audit/2017 dated 28.07.2017 (Appendix V).

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CENTRAL BOARD OF SECONDARY EDUCATION

: 2 :

C. Legal:

- 1) Compliance to the CBSE OM no CBSE/ DS (A&L)/2016/392-422 dated 29.11.2016 (Appendix VI)
- 2) Clear recommendation/ proposal of the Regional Officer/ Unit In charge as per rules, directions of the court and within prescribed time limit.
- 3) Special attention must be given in cases where Secretary (SE&L), MHRD is made a party to the case

D. Estate Management and Maintenance: List as per Appendix VII.

If any clarification is required, use of IT may be extensive. All the offices of the Board are expected to adhere to these guidelines and extend their cooperation to ensure quick disposal and prompt action.

Anurag Tripathi
(Anurag Tripathi)
Secretary, CBSE

Distribution:

- a. All the RO/ Unit/ CoE of the Board
- b. All officers upto level of Section officer

Copy for Information

- a. Executive Officer to Chairperson, CBSE
- b. SPS to all Directors, CBSE

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Checklist for NOC for VISA (Foreign Visit)	
1	Latest 6 months bank statement
2	Self /Whoever is funding the visit
3	Leave with recommendation from concerned authority -
4	Proformas for Forien visit duly filled and attested from concerned authority
a.	DECLARATION IN CONNECTION WITH FOREIGN VISIT -
b.	PROFERMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE-I) -
c.	Permission to visit foreign countries in private capacity (Annexure II) -

PROFERMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE-I)

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

Period of abroad		Names of the foreign countries to the visited	Purpose	Estimated expenditure (Travel, board / loading, visa, misc. Etc.)	Source 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. 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.