

**Government of Jammu and Kashmir  
Agriculture Production Department  
Civil Secretariat- Jammu**

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**Subject: Visit outside country by Government employees instructions thereof.**

**Circular No: 01 -JK(APD) of 2024**

**Dated : 22 02.2024**

The procedure for granting permission in favour of Government employees for private visits to foreign countries has been prescribed clearly by the Government from time to time. It has been provided that the station permission for proceeding outside the country on private affairs shall be granted by the Administrative department in the same manner as leave outside the country. Further, the Finance Department in terms of Circular No.A/46(2017)-1 862 dated 21.02.2019 inter alia clarified that prior permission of the competent authority for leaving the station shall be mandatory when a Government employee intends to visit a foreign country on private affairs.

It has however been observed that officers/officials of Subordinate offices proceed on foreign visit without obtaining a prior permission of the competent authority, which is in violation of rules/norms, as a consequence of which such cases are recommended for post facto sanction thereby defeating the purpose of an elaborate set of instructions/guidelines notified on the subject by the Government. Furthermore, it has also been observed that the Head of Departments recommend the cases of foreign visits at the last moment, most of the times lacking the complete details and Documents required for obtaining the permission.

It is accordingly impressed upon all the officers/officials working in various subordinate offices of the departments to strictly adhere the instructions issued on the subject and not to undertake any foreign visit on private affairs without prior approval of the Administrative Department otherwise strict action shall be taken against the defaulters.

The recommendations may be submitted on the following prescribed format at least 20 days prior to the visit of the officer/official along with the prescribed documents failing which strict disciplinary action shall be initiated.

S.No	Name of the Official with designation	Place of visit	Purpose of visit	Kind of leave applied duly certified by the concerned DDO	Whether any FIR/any disciplinary action against him/her	CID report, if any	Latest Vigilance status with form No and date
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**Sd/**

**(Shailendra Kumar) IAS**

Principal Secretary to the Government

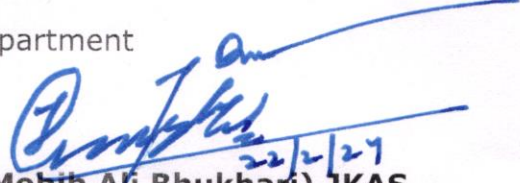
Dated: 22.02.2024

No: Agri-NG/10/2024 (E- 7396046)

Copy to the :-

1. Director Sericulture J&K.

2. Managing Director, J&K Agro Industries Development Corporation Limited.
3. Director Command Area Development, Jammu/Kashmir.
4. Registrar, SKUAST, Jammu/Kashmir.
5. Director Agriculture Jammu/ Kashmir.
6. Secretary, J&K Advisory Board, for Development of Kisans.
7. Private Secretary to Principal Secretary to the Government, Agriculture Production Department.
8. Incharge Website Agriculture Production Department
9. Circular file/Stock file.

  
22/2/27  
**(Mohib Ali Bhukhari) JKAS**  
Under Secretary to the Government