GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL ::: PERSONNEL (B)
DISPUR : : : GUWAHATI

NO. APB . 78/90/150 Dated, Dispur, the 27th March, 1998

OFFICE MEMORANDUM

Subject : PERMISSION OF UNDERTAKING TOUR OUTSIDE THE STATE OF ASSAM – INSTRUCTION THEREOF

In Supersession of all previous instructions issued from time to time on the above mentioned subject, the Government of Assam, after careful consideration have decided that in extreme urgency of unavoidable nature, Officers of the State Government shall be allowed to undertake tour to outside the State in the following manners :-

1. Chief Secretary will undertake any such tour with the prior approval of the Chief Ministers. The Additional Chief Secretaries and Officers of equivalent ranks, shall obtain prior approval of the Chief Minister through the Departmental Ministers. Before such Officers proceed on tour, a copy of the date-wise tour programmes shall be sent to the Chief Secretary.

2. Officers in the rank of Secretary and above (i.e., Principal Secretaries /Commissioners & Secretaries / Secretaries) shall obtain prior approval of the Chief Secretary. Before such Officers proceed on tour, a copy of the date-wise tour programme shall be sent to the Chief Secretary, with full justification. A copy of date wise tour programme shall also be endorsed to the Departmental Minister/Minister of State for their perusal.

3. Officers at the level of Head of Department (i.e.,Director or Chief Engineer , etc.) or below shall obtain prior permission in file from the Minister of State in charge of the concerned Administrative Department through the Departmental Secretaries (the term Departmental Secretary means the Principal Secretary/Commissioner and Secretary/Secretary as the case may be) and the Chief Secretary. Before such officers proceed on tour, copy of the date wise tour programme shall be sent to the Secretary of the Administrative Department, P.S to the Departmental Minister/ Minister of State and others concerned including Head of Department.

4. Chief Executive (i.e., Managing Director, etc.) or an officer below him in a public Sector Undertaking or an Autonomous Body under the state Government, shall obtain prior approval in file from the Minister/ Ministers of the State in-charge of the Concerned Administrative Department through the Departmental Secretaries.(The term Departmental Secretary means the Principal Secretary / Commissioner &

Secretary/Secretary as the case may be) and the Chief Secretary. Before such officers proceed on tour, copy of the date-wise tour programme shall be sent to the Secretary of the Administrative Department and PS to Departmental Minister /Minister of State.

5. Chairman of Public Sector Undertaking or Autonomous Body, shall obtain prior permission in file from the Chief Minister through the Minister /Minister of State in-charge of the concerned Administrative Department. Before the Chairman proceeds on tour, copy of the date wise tour programme shall be sent to the Secretary of the Administrative Department, Chief Executive of the concerned public sector undertaking and PS to the Departmental Minister of State.

6. The Principal Secretaries /Commissioner & Secretaries /Secretaries of the Administrative Departments of the Government will examine every proposal of tour of the Government Officials under their Departments outside the State at their level first and satisfy themselves that such tours are really essential . Only after satisfying themselves about the essentiality of a tour outside the State, the Principal Secretary /Commissioner & Secretary / Secretary of the Administrative Department will forward the proposal for obtaining the approval of the concerned authority as per procedure laid down in paras (1), (2), (3), and (4) above, mentioning briefly the essentiality of the tour .

7. After completion of the tours outside the State, the Senior Government Officials of the level of Secretary and above who are allowed to undertake tours to Delhi and other places on Government duties, will report within 7 (seven) days from return from tour to the Minister in-charge of the Department and the Chief Secretary about the work done by them while on tour, issues raised while taking up matters with the Central Ministries/ Department etc. and results achieved in course of their discussion with the Central Ministries /Department etc. Before putting up any proposal for tour of the Officer outside the State, the Officer will mention whether he has submitted such report on his/her earlier official tour outside the State. Other officials including the officials of the Public Sector Undertaking will submit such report to the Principal Secretary /Commissioner & Secretary/ Secretary of their respective Administrative Department within 7 (seven) days from the date of return from such tours.

These orders shall come into force with immediate effect.

There shall be strict compliance of these Government instructions.

(P.K. Bora)
Chief Secretary to the Government of Assam.

Memo no. APB 78/90/150-A Dated, Dispur, the 27th March, 1998

Copy to :-

1). All Principal Secretaries to the Government of Assam.
2). All Commissioner & Secretaries to the Government of Assam.
3). All Secretaries to the Government of Assam.
4). All Commissioners of Divisions.
5). All Deputy Commissioners /Sub-Divisional Officers.
6). All Administrative Departments /Heads of Departments.
7). PPS to Chief Minister/Ministers of State.
8). PS to all Minister/Ministers of State.
9). PS to Chief Secretary, Assam/Additional Chief Secretary, Assam.
10). All Treasury Officers.
11). The Principal Accountant General (Audit) Assam, Guwahati-28.
12). The Accountant General (A&E) Assam, Guwahati – 28.
13). Commissioner & Secretary to the Govt. of Assam, Finance Department. The Ex-Post-facto approval of Chief Minister have been obtain on all approval given by Chief Secretary on the tours which were undertaken by the officers in the rank of Secretary and above. This has the reference to his U/O No. FM 61/91/Pt/10 dated 04-02-1998.
14). All Chairman /Chief Executive (i.e. Managing Director etc.). They are requested to furnish the details of all the tours which were undertaken by them outside the State of Assam during the year 1997, specifying therein if the approval of Departmental Minister through the Chief Secretary and of Chief Minister, through the Departmental as the case may be, have been obtained or not as per instructions laid down in paras (4) and (5) of this Department's O.M. No. ABP. 78/90/121 dated 20-09-96. They are also requested that henceforth they shall follow the guidelines contained in paras (4) and (5) of this Office Memorandum scrupulously.

By order etc.,

Deputy Secretary to the Government of Assam
Personnel (B) Department.