

GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL : : PERSONNEL (B)
DISPUR : : : GUWAHATI-6

No. ABP. 78/ 90/ Pt-III/ 28

Dated, Dispur, the 1st July/ 2004.

OFFICE MEMORANDUAM

Sub : INSTRUCTIONS REGARDING PERMISSION FOR UNDERTAKING TOURS.

Instructions have already been issued regarding permission for undertaking tour by State Govt. official vide this Deptt.'s O.M. No. ABP.78/90/150 dt. 27.3.1998. ABP. 78/90/151 dated 12.1.2000, ABP.78/90/166 dtd. 12.7.2001, ABP.78/90/Pt-III/3, dtd. 02.11.2001, ABP.78/90/ Pt- III/7 dtd.11/9/ 2002 and ABP.78/90/Pt - III/27 dtd. 11. 02. 2004.

In order to further streamline the process of giving permission for tour to attend meeting, seminar, workshop etc. out-side the State, where the expenditure on account of course Fees, TA/DA etc. of the Govt. Officials under taking tour is born by the sponsoring organizations, the following further instructions are issued which should be strictly adhered to.

- 1) Principal Secretary/Commissioner & Secretary/Secretary of the concerned Department will accord permission to Heads of Departments for under taking tour out-side the State for attending seminar/workshop/meeting etc.
- 2) Heads of Departments will accord permission for tour out-side the state by Officers/Officials under their administrative control.
- 3) The maximum period of such tour out-side the state for the above purpose is limited to 21 days only.
- 4) The sanctions for tour should specifically state that no TA/ DA will be paid by the Govt. of Assam or any autonomous bodies under their control.
- 5) In case where TA/DA etc. is born by the Govt. the existing instructions for tour out side State will continue.

sd/- J.P. Saikia, IAS,
Commissioner & Secretary to the Govt. of Assam.
Personnel (B)Department.