

Circular

Guidelines for obtaining Permission for Foreign Visits-reg.

Prior permission is to be obtained

1. The Government of India from time to time is issuing instructions regarding the permission required for foreign visits. Department of Personnel & Training in its OM No.11013/7/94-Estt.(A) dated 18.05.1994 on the subject matter had clarified that the failure to obtain permission of Competent Authority before leaving station / headquarters especially for foreign visits, official or private purposes, is to be viewed seriously and may entail disciplinary action.
2. For the Foreign visits of official nature, where full or partial financial expenses are incurred by the GoI / funds of the Institute, the Chairperson BOG may accord approval upon recommendation by the Director of the Institute. The approval of the Chairperson is essential even where financial implications are covered by the Foreign Institute.

Requirement of Vigilance Clearance Certificate

3. The DoPT OM F.No.11013/8/2015-Estt.A-III dated 27.07.2015 provides that when government servant applies for leave for going abroad on a private visit, he/she has to separately obtain prior permission of the Competent Authority for such visit.
4. In addition, it states that while granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest of security, individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. Hence the vigilance clearance certificate is a pre-requisite for granting permission to the officers / officials for private foreign visits. On the other hand, it is also desirable that the requests of government servants for such permission are dealt with expeditiously.
5. The Chief Vigilance Commission had directed all the Chief Vigilance Officers vide its Office Order No.67/10/04 dated 25.10.2004 to collect information about government servants / employees in the prescribed proforma and send the same to the Commission in consolidated form (calendar year wise) in January of every year. Subsequently vide Circular No. 16/07/09 dated

06.07.2009, the related information and the data bank would be maintained by the CVO of the organization concerned, in the format prescribed by the Commission.

Restrictions on acceptance of foreign hospitality

6. Ministry of Home Affairs has issued guidelines for acceptance of foreign hospitality under the Foreign Contribution (Regulation) Act, 2010 vide OM No.II/21022/58(97)/2011-FCRA-I dated 20.09.2011. The relevant provisions of FCRA, 2010 have been reproduced therein. Section 6 of the FCRA, 2010 lays down as under:

“Section-6: Restriction on acceptance of foreign hospitality:

No member of a Legislature or office-bearer of a political party or Judge or Government servant or employee of any corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality:

Provided that it shall not be necessary to obtain any such permission for an emergent medical aid needed on account of sudden illness contracted during a visit outside India but, where such foreign hospitality has been received, the person receiving such hospitality shall give, within one month from the date of receipt of such hospitality an intimation to the Central Government as to the receipt of such hospitality, and the source from which, and the manner in which, such hospitality was received by him.”

7. As per definitions given in the FCRA, 2010, “Foreign Hospitality” means any offer, not being a purely casual one, made in cash or kind by a foreign source for providing a person with the costs of travel to any foreign country or territory or with free boarding, lodging, transport or medical treatment. Foreign source has been defined to include citizens of foreign country, society/club, union, company, international agency, foreign government etc.
8. Therefore, in all cases where an officer / official intends to accept any foreign hospitality, prior permission of the Central Government under FCRA, 2010 must be separately taken by the officer / official apart from the permission for private visit abroad. In case of any staff of the Institute is being sponsored by Foreign sources, details of the same are to be provided alongwith the application by the concerned staff seeking the permission.

Authority Competent to grant permission

9. DoPT OM F.No.11013/8/2015-Estt.A-III dated 27.07.2015 provides that that the Competent Authority for granting permission will be as per the instructions issued by the Cadre Authority / Administrative Ministry /

Department. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the government servant etc., it is not expedient to grant permission to the government servant, such decision for refusal should not be taken below the level of the Head of the Department of Govt of India (Director, in case of the Institute).

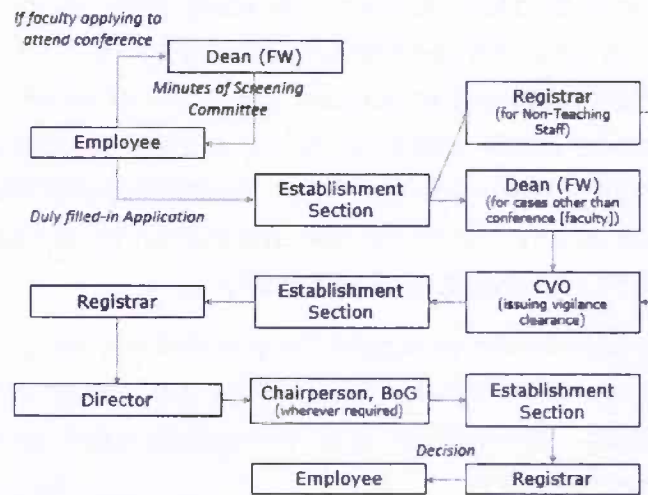
10. At NITC, where Financial implications from the Funds of the Institute/ GoI are involved, the Chairperson BoG approves the proposals for of the staff of the Institute. Approval of the Chairperson, BoG is essential when foreign visit is not purely private although financial implications are not involved. The Director will be the Competent authority to grant permission to private foreign visits for all the staff, where financial implications are not involved.

Procedure for obtaining prior permission

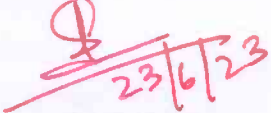
11. The employees shall submit the request in the prescribed format **(Annexure-I)** for grant of permission for visits abroad to the Establishment Section at least 28 days prior to their expected date of departure. In case the permission for visit abroad is required for processing Visa application, then the request for grant of permission for private visit abroad shall be made well in advance so that at least 28 days are available for processing the request. The Establishment section shall intimate requirement of any additional documentation to the applicant within 7 days from the date of receipt of application.
12. Where the permission is sought for presenting the paper in the conference in Abroad, the office of the Dean (FW) will annex the recommendation of the screening committee and the application shall be submitted to Establishment Section.
13. The request shall be complete in all respects i.e documents and the estimated expenditure indicated head-wise i.e., travel / boarding / lodging / visa / misc., etc. Details of the estimated expenditure should be given in respect of all the dependent family members travelling with the officer / official on the foreign visit.
14. In all cases where an employee intends to accept any foreign hospitality, the employee must indicate the details of the same along with the application in the prescribed format in **Annexure-II**. Where it is felt that the nature of foreign hospitality may require prior permission of the Central Government under FCRA, 2010, the same shall be intimated to the official by the Establishment section. In such cases, the official is required to obtain permission from the Central Government and submit a copy to the Establishment Section for further processing of the application.
15. The Establishment Section, after initial scrutiny of the requests shall make a reference to the Office of the Dean (Faculty Welfare), if not already

recommended. Then the file will be referred to CVO for grant of vigilance clearance certificate for foreign visit so as to reach the office of the Competent Authority at least 15 days prior to the expected date of departure. Establishment Section, while making a reference for grant of vigilance clearance for private foreign visit, shall certify that the employee concerned has furnished details of expenditure in respect of private foreign visits undertaken by the employee during the last four years and that copies of permission of the Central Government under FCRA 2010 to accept foreign hospitality have also been filed, wherever applicable, in the prescribed format.

16. After obtaining vigilance clearance certificate, the file will be forwarded by the Establishment Section to the office of the Registrar for further processing and obtaining approval from the Director / Chairperson (BoG), as applicable.
17. The flow chart of application file movement is as follows:



18. The employee shall file a report of foreign visit along with an expenditure statement to the Director by furnishing details of visit, objectives achieved and the head-wise details of actual expenses incurred i.e., Travel / Boarding / Lodging / Visa / Misc. etc., along with sources of expenditure within 15 days from the date of return from the private foreign visit. The statement in the prescribed format **(Annexure-III)**.
19. The Establishment Section shall forward the details to CVO and webmaster about private foreign visits undertaken by the employees in the prescribed proforma in a calendar year by 31st January of the next calendar year through the CVO.


 23/6/23
 Registrar

- Encl: (1) Annexure-I (Proforma for taking prior permission)
 (2) Annexure-II (Permission for accepting foreign hospitality)
 (3) Annexure-III (Submission of Report on return from the Visit)

National Institute of Technology Calicut
Proforma for taking Prior Permission for Visits Abroad

1. Name of the Employee & ID No. :
2. Designation & Department :
3. Current Basic Pay :
4. Passport No. :
5. Details of the foreign travels to be undertaken : Private / Official (Attach additional sheet, if required)

Period of Travel		Name of foreign countries to be visited	Purpose
Date of Departure	Date of Return		

6. Details of Leave proposed for the above period : (Enclose approved leave application)
7. Whether the dependent family members are travelling along with you? If Yes, please provide the details : YES / NO

Name of the Family Member	Relationship

8. Estimated Expenditure :

Travel	Boarding	Lodging	Visa	Misc.	Total

9. Source of Fund :
10. Are you intended to accept any Foreign Hospitality? [see MHA's OM No. II/21022/58(97)/2011-FCRA-I dated 20.09.2011]. If yes, enclose Details : Yes. The permission is enclosed (OR) No

11. Details of private foreign travel undertaken during the last four years : (if required, attach separate sheet)

Period of Travel		Name of foreign countries to be visited	Purpose
Date of Departure	Date of Return		

12. Any disciplinary / vigilance / judicial proceeding is pending against you : YES / NO

Date:

Signature of the Employee

Processing the applications for Foreign visit

1. Name of the Employee & ID No.:
2. Application Date:

Recommendation of Dean (FW)	
Recommended / Not Recommended	
Minutes of Screening Committee	
<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Applicable	
Dean (FW)	

Checklist for Establishment Section

Sl. No.	Particular	Dealing Section
1.	Leave application for the period of travel	Enclosed / Not Applicable
2.	Prior permission to accept foreign hospitality	Enclosed / Not Applicable
3.	Whether the permission of Govt is required for foreign hospitality	
4.	Whether the actual expenditure statement for the previous foreign visit was submitted by the employee?	
5.	Whether the Government servant is handling large amounts of government cash?	
6.	Whether the Government servant is dealing with secret/ top secret matters.	
7.	Whether any case involving serious charges against the Government servant is under investigation (Details)	
8.	Whether any disciplinary / vigilance proceeding or criminal case is pending against the Government servant (Details).	
9.	Recommendation of Screening Committee (Wherever applicable)	
10.	Vigilance Clearance Certificate (from Chief Vigilance Officer)	

Dealing Hand

Supdt.

AR (Estb)

Approved / Not Approved

DR (Estb)

Registrar

Dy. Director

Director

Chairman, BoG
(for Official Visits)

Permission for accepting Foreign Hospitality

1. Name of the Employee & ID No. :
2. Designation & Department :
3. Details of the foreign travels to be undertaken :

Period of Travel		Name of foreign countries to be visited	Purpose
Date of Departure	Date of Return		

4. Details of foreign hospitality proposed to be availed.

Nature of Foreign Hospitality		Name of the Institute / University (City / Country) for which hospitality to be accepted	Approx. Expenditure to be incurred on hospitality	Duration
In Cash	In Kind			

5. Particulars of the Host offering foreign hospitality:

Type of the Host	Full Name of the Host	Nationality	Profession & Address	Email & Telephone No.
Individual / Organization				

6. Nature of connection/relationship with the host or foreign source extending the hospitality:
7. Letter from the host regarding the details of hospitality to be extended (if host is an organization): Enclosed / Not Applicable

Declaration and Undertaking

I hereby declare that the above particulars furnished by me are true and correct.

Date:

Signature of the employee:

Recommendation:

HoD

Dean (FW)

DR (Estb)

Registrar

Dy. Director

Director

Chairman, BoG
(for Official Visits)

Annexure-III
(Circular F.No.NITC/1-1/2023-Vig. Dated 21.06.2023
on Guidelines for obtaining Permission for Private Foreign Visits)

National Institute of Technology Calicut

**Submission of actual expenditure statement
on return from foreign visit**

1. Name of the Employee & ID No. :
2. Designation & Department :
3. Date and No. of Office Order by which the prior permission obtained to visit foreign countries. Details of travel :

Period of Travel		Name of foreign countries to be visited	Purpose
Date of Departure	Date of Return		

4. The details of dependent family members accompanied during the travel :

Name of the Family Member	Relationship

5. Actual Expenditure :

Travel	Boarding	Lodging	Visa	Misc.	Total

6. Source of Fund :

7. Tick the appropriate in connection with the foreign hospitality

- I have not received any foreign hospitality.
- I have received foreign hospitality as per the prior permission from Central Govt. / Institute
- I have received emergent medical aid on account of sudden illness, which I have intimated to the Central Govt. / Institute

8. Official report on visit : Submitted Yes / No

Declaration

I hereby state that the details provided by me are true and correct. I have submitted foreign tour report to the Director through Dean (FW).

Date:

Signature of the Employee

DR (Estb)

Registrar

Dy. Director

Director