GOVERNMENT OF KERALA

No.73/2023/Fin.
Finance (Secret Section) Department
Thiruvananthapuram,
Dated: 22-07-2023

CIRCULAR

Sub:- Foreign travel by the officers in State Government/ Public Sector Undertakings/ Corporations/ Grant in aid institutions/ Autonomous Bodies etc. – Additional Instructions issued- Reg.

Ref: - 1. G.O. (P)No.12/2019/Fin dated 16.02.2019
2. Note No.88/Special Cell/2023/CSO dated 20.06.2023 from the Chief Secretary.

As per the Government order referred 1st above, it had been instructed that the proposal for visit abroad should be submitted to the Government with the full details and documents as required in the Annexure I (proforma for approval of deputation abroad) appended to that order. In several instances, it has come to the notice of the Government that the files with proposal for official foreign tours of officers are being circulated for approval without the necessary details mandated in the Annexure I and hence, the Chief Secretary has directed to ensure that the details in the above proforma are provided by the officer applying for foreign tour, as per the note referred 2nd above. In these circumstances, the following instructions are issued for immediate strict compliance:-

1. Proposals for official foreign tours of officers should contain all the details and documents mandated in the Annexure- I (proforma for approval of deputation abroad) appended to the Government order referred 1st above.

2. The above instruction should be followed scrupulously by all the departments/institutions while examining and forwarding the proposal for foreign visits by officials and any proposals that do not comply with these would not be entertained.

SANJAY M KAUL
Secretary (Finance)

Forwarded/By Order

Section Officer

To

All Heads of Departments and Offices.
All Departments (all Sections) of the Secretariat including Law Department.
The Director of Treasuries, Thiruvananthapuram.
The Secretary, Kerala Public Service Commission, Thiruvananthapuram
The Secretary, Kerala State Electricity Board, Thiruvananthapuram
The Managing Director, K S R T C, Thiruvananthapuram
The Registrar, High Court of Kerala, Ernakulam
The Registrar, University of Kerala/Cochin/Calicut/Mahatma Gandhi/Kannur/ Kerala Agricultural University/Sree Sankaracharya Sanskrit University/APJ Abdul Kalam Technological University/Kerala University of Fisheries and Ocean Studies/Kerala University of Health Sciences/ Kerala Veterinary and Animal Sciences University/ Thunchath Ezhuthachan Malayalam University/National University of Advanced Legal Studies/Central University of Kerala
The Advocate General, Kerala, Ernakulam
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram
The Secretary, Ombudsman for LSGI, Thiruvananthapuram
The Secretary, Kerala State Human Right Commission/Kerala Women's Commission.
The State Election Commissioner, Thiruvananthapuram
The State Information Commissioner, Thiruvananthapuram
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.
The Secretary to Governor.
The Private Secretaries to Chief Minister and other Ministers, Government Chief Whip and Leader of Opposition.
The Private Secretary to Speaker/Deputy Speaker.
The Director of Public Relations, Thiruvananthapuram
The Officer on Special Duty to Chief Secretary
The Managing Directors/General Managers of all Government Companies/ Boards/ Corporations/Autonomous Bodies
Nodal Officer, www.finance.kerala.gov.in
The Stock File/Office Copy (SS-3/53/2023-FIN E 2480720).