

To

All the Administrative Secretaries/
Head of Departments/Offices/Institutions/Boards/Corporations,
Chandigarh Administration.

Subject: Criteria for grant of permission to Government employees to go abroad on Ex-India Leave.

Sir/Madam,

In continuation of this department's letter No.2142-IH(7)-2011/9760 dated 01.06.2011 on the subject noted above, it is to state that various departments have been seeking clarifications as to whether any policy instructions for granting Ex-India Leave have been issued. The matter has been considered and it has been decided that while granting ex-India Leave the following conditions may be kept in view:-

h.
D.
3/12/13
Sd/-
Sd/-

- i. While processing the case for grant of ex-India leave, the details of last 3 years of leave granted and availed of by the applicant may be examined.
- ii. The applicant should give proper justification for grant of ex-India leave.
- iii. Ex-India leave would be generally restricted to a maximum of one month i.e. earned leave permissible to an employee in a year. If an employee does not take any Ex- India leave in a year, he can avail extra leave in the next year and so on.
- iv. The official will not indulge in any such activity, which shall be detrimental to the national interest or the interest of the Chandigarh Administration.
- v. The official will have to observe all the procedural formalities prescribed by law while being on Ex-India Leave.
- vi. During the Ex-India leave, official will not apply for any immigration or work permit or permanent/temporary residency.
- vii. The official will not be permitted any foreign exchange prior to proceeding on leave or during the period of his/her stay abroad.
- viii. In the event of any change of address he/she will inform the department immediately.
- ix. He/she is not wanted by any law/court/police in any case.
- x. He/she will not engage himself/herself in any gainful employment during his/her stay at abroad.
- xi. He/she will handover the complete charge before proceeding on leave.

xii. The expenditure involved in the matter will be met out by the official himself/herself.

xiii. He/she will not tender resignation while abroad.

xiv. He/she will give complete correct address and contact number of his/her stay while abroad.

Yours faithfully,

Additional Secretary Personnel,
Chandigarh Administration

Endst. No. 28/65-IH(7)-2013/

23219

Dated:

19/12/13

A copy is forwarded to all Administrative Branches of Chandigarh Administration Secretariat for similar action.

Additional Secretary Personnel,
Chandigarh Administration

PEC UNIVERSITY OF TECHNOLOGY CHANDIGARH

Endst. PEC/SE-2/14/ 40-70

Dated:

1-1-14

Copy of the above is forwarded to the following for information:-

1. All Heads of Department
2. All Deans
3. Chairman, Estates & Works
4. Chairperson Library
5. Superintendent Workshop
6. College Dispensary
7. Assistant Controller (F&A)
8. Chairman Committee of Wardens
9. Training & Placement Officer
10. House Allotment Committee
11. O.I. Extra Mural Activities
12. Chairman, Sports Deptt.
13. Head, Computer Center
14. P.A. to Director
15. Steno to Deputy Director
16. S.A. to Registrar

Cc to E-1
E-3
E-4
E-5
E-6
E-7

Supdt. Establishment Section
11/1/14