

No.14016/16/2012-UTS.II
Government of India
Ministry of Home Affairs

North Block, New Delhi – 110 001
Dated the 26th June, 2012

OFFICER MEMORANDUM

Sub.: Guidelines for sending the proposals to the Ministry for cadre clearance of DANICS/DANIPS officers for ex-India visit/leave - regarding.

The undersigned is directed to refer to the subject mentioned above and to say that it has been observed that the proposals for getting cadre clearance regarding ex-India visit/leave of DANICS/DANIPS officers are often received in the Ministry as incomplete or improper and that too very late. In order to regulate the issue, it has now been decided to form guidelines. All the UT segments and administrative units are directed to follow the following guidelines scrupulously while forwarding the proposal for cadre clearance of DANICS/DANIPS officers for ex-India visit/leave:

- i. A proforma has been devised to forward the proposal to the Ministry for cadre clearance of DANICS/DANIPS officers for ex-India visit/leave. The proforma duly filled and signed by the competent authority should invariably be enclosed alongwith every proposal.
- ii. All the proposals should invariably be accompanied by vigilance clearance given by the Vigilance Department/ UT administration concerned.
- iii. The details of expenditure of the proposed visit (including air fare/ lodging/ food etc.) may clearly be mentioned in the proposal. If the proposed journey is personal, the details of expenditure should be mentioned in the prescribed proforma. In case of official journey the name and particulars of the sponsoring authority alongwith an undertaking from the sponsoring authority to bear the expenses in this regard.

- iv. The proposal should be sent to the Ministry at least 15 days before the scheduled visit. Any proposal received late will be returned without consideration.
 - v. Before forwarding any proposal to the Ministry the UT administration should verify it in accordance with the extant guidelines issued by the Government of India. Only those proposals which conform to the said guidelines should be forwarded to the Ministry after due certification.
 - vi. In case any officer is being sent to attend a conference/seminar, he should be directed to give a write up as to how the conference/seminar is going to benefit him/organization. The write up given by the officer should be considered by the UT administration concerned before sending any proposal to the Ministry.
 - vii. After the conference/seminar is over, the officer will be required to submit his/her report which will be examined by the UT administration concerned w.r.t. the point as to whether the purpose of sending the officer for the said conference/seminar was served.
2. The aforesaid guidelines should be followed strictly.
 3. This issues with approval of the competent authority.

(Vyomesh Pant)
Section Officer
Tel: 23094301

Copy forwarded for information and compliance to:

1. The Chief Secretary, Government of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi – 110 002.
2. The Administrator, DD&DNH Administration, Moti Daman.
3. The Chief Secretary, A&N Administration, Port Blair.
4. The Administrator, Lakshadweep Administration, Kavaratti.

5. Principal Secretary (Home), Government of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
6. Commissioner of Police, Delhi, Delhi Police Headquarters, I.P. Estate, New Delhi.
7. SO(IT), MHA alongwith enclosures with a request to upload it in the website.

Proforma for forwarding the proposal for cadre clearance for

Ex-India Visit/Leave of DANICS/DANIPS officers

(to be filled before sending the proposal to MHA and to be invariably enclosed with every proposal)

1.	Name of the Officer	
2.	Designation/ Grade	
3.	Present Place of posting (complete address with contact numbers)	
4.	(a) Duration and details of proposed visit <i>(please specify the date of departure, date of arrival and duration of the stay outside India)</i>	
	(b) Duration and details of the last visit	
5.	Whether Personal or Official	
6.	If the proposed visit is personal, whether the officer has furnished the detail of the expenditure in the prescribed proforma	
7.	If the proposed visit is official, the following information is to be provided:	
	Whether the proposed visit has any significance with the post/work assigned to the officer	
	Whether the officer has been selected for the said visit by the UT administration or he/she himself/herself has proposed his/her name for this visit	
	Name of the sponsoring authority	
	Whether the sponsoring authority will bear total cost of journey including the air fare, lodging, food etc.	
	Whether the certificate from the sponsoring authority has been obtained regarding their consent to bear the expenditure	

8.	In case the officer is going to attend any conference/ seminar, he is required to submit a write up as to how the conference/seminar is going to be beneficial for the organization, which is to be examined by the UT administration concerned. Whether such write up has been taken. Also specify, whether the UT administration is satisfied with the same.	
9.	In case the officer is going to attend any conference/ seminar, he is required to submit a report on return. Whether the officer has been directed to submit report immediately on return.	
10.	Whether the applicant is clear from vigilance angle.	
11.	Whether necessary clearance from the Vigilance Department/UT administration is enclosed.	
12.	Whether the proposed visit is in accordance with the extant guidelines of Government of India issued by DOP&T, M/o Finance etc.	
13.	If the proposal is accepted, whether there is any violation of any guidelines	
14.	Recommendation of the UT administration	

Signature of the officer sending recommendation with date

Name/ Designation of the _____
Signing Authority with Seal _____