



**Government of Jammu and Kashmir**  
**Housing and Urban Development Department**  
*Civil Secretariat, Jammu / Srinagar.*

\*\*\*\*\*

**Subject:** Visits outside country by government employees of Housing & Urban Development Department –instructions thereof.

**Circular No: 03-JK(HUD) of 2024**


**Dated: 27.02.2024**

The procedure for granting permission in favour of the government employees for private visits to foreign countries has been prescribed clearly by the Government vide Circular No. 08- JK(GAD) 2021 dated 13.02.2021. It has been provided that the station permission for proceeding outside the country on private affairs shall be granted by the Administrative Department in the same manner as leave outside the country. Further, the Finance Department in terms of Circular No. A/46/2017-1-862 dated 21.02.2019 inter-alia, clarified that prior permission of the competent authority for leaving the station shall be mandatory when a government employee intends to visit a foreign country on private affairs.

It has however been observed that officers/officials of this Department are proceeding on foreign visits without obtaining prior permission of the competent authority, in violation of rules/norms, as a consequence of which such cases are recommended for post facto sanction by HoDs, thereby defeating the purpose of an elaborate set of instructions /guidelines notified on the subject. The matter has been viewed seriously by the authorities.

It is accordingly impressed upon all the officers /officials working in this department to strictly adhere to the instructions issued on the subject and not to undertake any foreign visit on private affairs without prior approval of the Government. Further, all the HODs are impressed not to sanction any leave unless permission in favour of Government Employee for private visit to foreign country is granted by the Competent Authority. The concerned HoDs/DDOs shall take note of these instructions and take appropriate action against the defaulters and shall not process any case for post facto sanction.

  
27.02.24.  
**(Er. Abdul Qyume) JKAS**

 Deputy Secretary to the Government

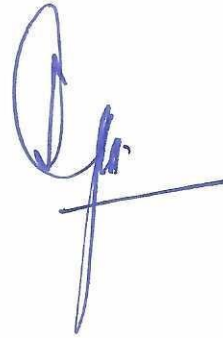
No. HUD-LSG0ULBK/100/2022 (E-7042644)

Dated: 27-02-2024

Copy to the:-

1. All HoDs of Housing & Urban Development Department

2. Concerned DDOs.
3. Private Secretary to the Commissioner/Secretary to the Government, Housing & Urban Development Department.
4. Incharge Website,
5. Government Order File/Stock file

A handwritten signature in blue ink, consisting of a large, stylized letter 'G' followed by a vertical line and a horizontal crossbar, resembling a stylized 'G' or 'J'.