

भारत सरकार / GOVERNMENT OF INDIA  
रेल मंत्रालय / MINISTRY OF RAILWAYS  
(रेलवे बोर्ड / RAILWAY BOARD)

RBE No.107/2015

No.E(P&A)I-2015/CPC/LE-3

New Delhi, dated.18.09.2015


The General Managers/FA&CAOs,  
All Indian Railways and Production Units etc.

Sub: Requirement of taking permission by railway servant for leaving  
station/headquarters.

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A copy of O. M. No. 11013/8/2015-Estt.A-III dated 27<sup>th</sup> July, 2015 received from  
the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)  
on the above subject is enclosed herewith for information and necessary action.

DA: As above.

  
(S. R. KANAUIA) 15.9.15

Joint Director Estt.(P&A)  
Railway Board

No.E(P&A)I-2015/CPC/LE-3

New Delhi, dated.18.09.2015

Copy forwarded to:-

1. The General Secretary, AIRF, R.No.253, Rail Bhawan, New Delhi.(with 35 spares).
2. The General Secretary, NFIR, R.No.256-E, Rail Bhawan, New Delhi.(with 35 spares).
3. The Members of the National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi.(with 60 spares).
4. The Secretary General, FROA, R.No.256-A, Rail Bhawan, New Delhi.(with 5 spares).
5. The Secretary, RBSS, Group 'A' Officer Association, R.No.402, Rail Bhawan (with 5 spares).
6. The President, Railway Board Class II Officers' Association.
7. The Secretary General, IRPOF, Room No.341-C, Railway Board.
8. The President, Indian Railway Class II Officer Association.
9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Class IV Staff Association
11. The Secretary General, AIRPF Association.
12. The General Secretary, All India SC/ST Railway Employees Association, R.No.8, Ground Floor, Rail Bhawan, New Delhi-110001.
13. The General Secretary, Retired Railway Employees Welfare Association (Regd.), 490A/16, Gurudwara Raod, Gurgaon.
14. The Chief Commissioner of Railway Safety, 16, Ashok Road, Lucknow.

  
For Secretary, Railway Board

F. No. 11013/8/2015-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Establishment Division)

North Block, New Delhi - 110001

Dated July 27<sup>th</sup>, 2015

OFFICE MEMORANDUM

Subject: Requirement of taking prior permission for leaving station/ headquarters for going abroad while on leave.

1. No. 11013/7/2004-  
Estt.(A) dt the 1<sup>st</sup>  
September, 2008

2. No. 11013/7/2004-  
Estt.(A) dt the 15<sup>th</sup>  
December, 2004

3. No. 11013/8/2000-  
Estt.(A) dt the 7<sup>th</sup>  
November, 2000

4. No. 11013/7/94-  
Estt.(A) dt the 18<sup>th</sup>  
May, 1994

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. 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. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1<sup>st</sup> September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sanctioning authority. 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 Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned within 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.



(M P Rama Rao)

Under Secretary to the Government of India

To

The Secretaries of All Ministries/Departments  
(as per the standard list)

Contd.....2/-



PERFORMA FOR TAKING PRIOR PERMISSION BY  
RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD

**Part A – To be filed by the Railway servant applying for visit abroad**

1. Name and Designation
2. Pay
3. Ministry/Department
4. Passport No.
5. Details of Private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries to be visited	Purpose

Signature

Date:

Name and Designation

**Part B – To be filled by the Administration**

1. Whether the Railway servant is handling large amounts of railway cash.
2. Whether the Railway servant is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the Railway servant is under investigation (Details).
4. Whether the Railway servant is under suspension.
5. Whether any disciplinary proceeding/criminal case is pending against the Railway servant (Details).

Signature

Date:

Name and Designation