

"ഭരണ ഭാഷ - മാതൃഭാഷ"

# വ്യവസായിക പരിശീലന വകുപ്പ് (കേരള സംസ്ഥാനം)

നമ്പർ. എ 4/8326/2018

ട്രെയിനിംഗ് ഡയറക്ടറേറ്റ് തൊഴിൽ ഭവൻ വികാസ്

ഭവൻ തിരുവനന്തപുരം-33

തീയതി:- 25.04.2018

## സർക്കുലർ

വിഷയം:- വ്യവസായിക പരിശീലന വകുപ്പ് - ട്രെയിനിംഗ് ഡയറക്ടറേറ്റ് - സർക്കാർ ജീവനക്കാർക്ക് സ്വകാര്യ ആവശ്യത്തിന് വിദേശ രാജ്യങ്ങൾ സന്ദർശിക്കുന്നതിന് അനുമതി നൽകുന്നത് - സംബന്ധിച്ച്.

- സൂചന :-
1. സ. ഉ. (പി) നമ്പർ. 233/2008/ഫിൻ, തീയതി: 03.06.2008
  2. സ. ഉ. (പി) നമ്പർ. 418/2008/ഫിൻ, തീയതി: 16.09.2008
  3. സ. ഉ. (പി) നമ്പർ. 4/2011/ഫിൻ, തീയതി: 03.01.2011

സ്വകാര്യ ആവശ്യത്തിന് വിദേശ രാജ്യങ്ങൾ സന്ദർശിക്കുന്നതിനുള്ള അനുമതിയും, അവധിയും വകുപ്പിലെ ജീവനക്കാർ സമർപ്പിക്കുന്ന അപേക്ഷകൾ സ്ഥപനമേധാവികൾ ട്രെയിനിംഗ് ഡയറക്ടറേറ്റിലേയ്ക്ക് അയച്ചുതരുന്നതായി കാണുന്നു. സർക്കാർ ജീവനക്കാർക്ക് സ്വകാര്യ ആവശ്യത്തിന് വിദേശ രാജ്യങ്ങൾ സന്ദർശിക്കുന്നതിന് അനുമതിയും, അവധിയും നൽകുന്നതിനുള്ള മാർഗ്ഗനിർദ്ദേശങ്ങൾ സൂചന (1), (2), (3) എന്നീ ഉത്തരവുകൾ പ്രകാരം സർക്കാർ പുറപ്പെടുവിച്ചിട്ടുണ്ട്. "അപേക്ഷിച്ചിട്ടുള്ള അവധി അനുവദിക്കുന്നതിന് അധികാരമുള്ള ഉദ്യോഗസ്ഥന് ജീവനക്കാർക്ക് സ്വകാര്യ ആവശ്യത്തിന് വിദേശ രാജ്യങ്ങൾ സന്ദർശിക്കുന്നതിന് അനുമതിയും നൽകാവുന്നതാണ്" എന്ന് സൂചന (1) ഉത്തരവിലെ ഖണ്ഡിക. 2(iii)-ൽ സർക്കാർ വ്യക്തമാക്കിയിട്ടുണ്ട്.

ടി സാഹചര്യത്തിൽ സ്വകാര്യ ആവശ്യത്തിന് വിദേശ രാജ്യങ്ങൾ സന്ദർശിക്കുന്നതിന് അനുമതിയും, അവധിയും വകുപ്പിലെ ജീവനക്കാർ അപേക്ഷ സമർപ്പിക്കുമ്പോൾ, അവധി അനുവദിക്കാവുന്ന അധികാരപരിധിയുടെ അടിസ്ഥാനത്തിൽ, സൂചന (1), (2), (3) എന്നീ ഉത്തരവുകൾ പ്രകാരമുള്ള സർക്കാർ മാർഗ്ഗനിർദ്ദേശങ്ങൾ അനുസരിച്ച് അനുമതിയും, അവധിയും അതാത് സ്ഥപനമേധാവികൾക്ക് അനുവദിക്കാവുന്നതാണ്.

ഇതിനായി വകുപ്പിന് കീഴിലെ എല്ലാ സ്ഥപനങ്ങളും ചുവടെയുള്ള മാതൃകയിൽ ഒരു രജിസ്റ്റർ സൂക്ഷിക്കേണ്ടതാണ്. ഇത്തരത്തിൽ അവധിയും, അനുമതിയും ലഭിക്കുന്ന ജീവനക്കാർ അവധി കാലയളവ് കഴിഞ്ഞാൽ ഉടനെ തിരികെ ജോലിയിൽ പ്രവേശിച്ചിട്ടുണ്ട് എന്ന് സ്ഥപനമേധാവി ഉറപ്പുവരുത്തേണ്ടതാണ്. അവധി കാലയളവ് കഴിഞ്ഞാൽ ഉടനെ തിരികെ ജോലിയിൽ പ്രവേശിക്കാത്തവരുടെ വിവരം കാലവിളംബം കൂടാതെ ട്രെയിനിംഗ് ഡയറക്ടറേറ്റിൽ അറിയിക്കേണ്ടതാണ്.

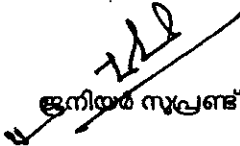
ക്രമ നമ്പർ	ഉദ്യോഗസ്ഥന്റെ പേര് & തസ്തിക	അവധി കാലയളവും, ആകെ അവധി ദിവസവും	സന്ദർശിക്കുന്ന രാജ്യങ്ങൾ	അവധിയും, അനുമതിയും അനുവദിച്ച ഉത്തരവ് നമ്പരും, തീയതിയും	അവധി കഴിഞ്ഞ തിരികെ ജോലിയിൽ പ്രവേശിക്കുന്ന തീയതി	റിമാർക്സ്

സബിൻ ജോസ്  
അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ

സ്വീകർത്താവ്

വകുപ്പിന് കീഴിലുള്ള എല്ലാ സ്ഥാപനമേധാവികൾക്കും

അംഗീകാരത്തോടെ

  
ജനീയർ സുപ്രബ്

GOVERNMENT OF KERALA

Abstract

Employees leaving the country for private purpose - Guidelines - Issued.

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Finance (Rules) Department

G.O(P)No.233/08/Fin.

Dated, Thiruvananthapuram, 3.6.2008.

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Read:- 1. Circular No.10553/Adv.C2/2001/P&ARD dated 29.4.02.  
2. Circular No.3114/2005/CSO dated 22.9.05 from the Chief Secretary.

**ORDER**

In the circular read as 1<sup>st</sup> paper above, Government have clarified that specific sanction of the leave sanctioning authority should be obtained to go abroad on private purpose after availing leave including casual leave. In the circular read as 2<sup>nd</sup> paper above, it was instructed that Government sanction is necessary to visit abroad on personal purpose. Government have examined the matter further and are pleased to clarify that there is no need to obtain Government sanction in the case of private visit abroad on eligible leave as defined in the Note below Rule 118 A Part I Kerala Service Rules, but the specific sanction of the leave sanctioning Authority should be obtained before undertaking the journey.

2. The following instructions are also issued hereby for the guidance of the leave sanctioning authorities:

- (i) The application for leave (C/L, E/L, HPL, Commuted leave and LWA) should clearly mention the country/countries proposed to be visited and the purpose of the foreign visit.
- (ii) The total number of days of absence from the country will not exceed 15 days in respect of C/L and one month in respect of other kinds of leave stated above.
- (iii) The permission will be granted by the authority competent to sanction leave being applied for. In case the officer himself is authorized to avail CL (and the visit abroad is on CL), the

permission to travel abroad must be taken in writing from the immediate superior (controlling officer).

- (iv) While sanctioning the leave, it will be clearly mentioned in the order that the officer is permitted to proceed abroad on private visit. The name of the country and the purpose should also be mentioned. If these are not mentioned, it is up to the officer to get the sanction order duly amended (after return from the tour). Otherwise, it will be presumed that his visit abroad was unauthorized.

3. Any deviation from the above conditions will be sanctioned only by the Government. Such orders in Government will be issued only in consultation with Finance Department and with the approval of the Minister (Finance).

By Order of the Governor,

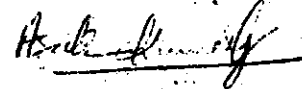
**L.C. GOYAL,**  
PRINCIPAL SECRETARY (FINANCE):

To

The Accountant General (Audit/A&E), Kerala, Thiruvananthapuram.  
All Heads of Departments and Offices,  
All Departments and sections of the Secretariat.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, Kerala Public Service Commission,  
Thiruvananthapuram (with C.L).  
The General Manager, K.S.R.T.C, Thiruvananthapuram.  
The Registrar, High Court of Kerala, Ernakulam (with C.L).  
The Registrars, University of Kerala/Kochi/Calicut /Mahatma  
Gandhi/Kannur (With C.L).  
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.  
The Registrar, Kerala Agricultural University, Mannuthi.  
The Secretary Ombudsman for Local Self Government,  
Thiruvananthapuram.  
The Advocate General, Kerala, Ernakulam (with C.L).  
The Secretary, K.S.E.B., Thiruvananthapuram (with C.L).  
All Principal Secretaries/Secretaries/Special Secretaries/Additional  
Secretaries/Joint Secretaries/Deputy Secretaries/Under  
Secretaries to Government.

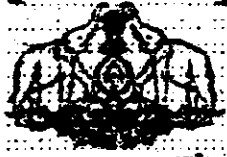
The Secretary to Governor, Raj Bhavan.  
The Private Secretary to Speaker/Deputy Speaker of the Legislative  
Assembly.  
The Additional Secretary to the Chief Secretary.  
The Secretary, Human Rights Commission, Thiruvananthapuram.  
The Registrar, Sree Sankara Sanskrit University, Kalady (with C.L).  
The Private Secretaries to the Chief Minister and other Ministers.  
The Private Secretary to the Leader of Opposition.  
The State Election Commissioner, Kerala, Thiruvananthapuram.  
The State Chief Information Commissioner (with C.L).  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock File/Office copy.

Forwarded/By Order,



Section Officer.





GOVERNMENT OF KERALA

Abstract

Employees leaving the country for private purpose - Guidelines - modified orders - issued.

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Finance (Rules) Department

G.O(P)No.418/08/Fin.

Dated, Thiruvananthapuram, 16.9.2008.

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Read:- G.O.(P) No.233/08/Fin., dated 03.06.2008.

ORDER

In the Government Order read above, instructions have been issued for the guidance of the leave sanctioning authorities for granting leave to visit abroad for personal purposes. As per Para 2(ii) of the said Government Order, the total number of days of absence from the country shall not exceed 15 (fifteen) days in respect of Casual Leave and one month in respect of Earned Leave, Half Pay Leave, Commuted Leave and Leave Without Allowances. The authority to sanction leave exceeding the above limit rests with Government. Government are receiving several requests from employees seeking permission to go abroad for personal purposes for periods exceeding one month in relaxation of the above.

Government have examined the matter in detail and, in partial modification of the Government Order read above, are pleased to enhance duration of absence of one month from the country for the purpose of visiting abroad for personal/private purposes to a period not exceeding 4 (Four) months in respect of Earned Leave, Half Pay Leave, Commuted Leave and Leave Without Allowances.

By Order of the Governor,  
L.C. GOYAL,  
PRINCIPAL SECRETARY (FINANCE).

To

The Accountant General (Audit/A&E), Kerala, Thiruvananthapuram.  
All Heads of Departments and Offices.  
All Departments and sections of the Secretariat.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L.).  
The General Manager, K.S.R.T.C, Thiruvananthapuram.  
The Registrar, High Court of Kerala, Ernakulam (with C.L).  
The Registrars, University of Kerala/Kochi/Calicut /Mahatma Gandhi/Kannur (With C.L).  
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.  
The Registrar, Kerala Agricultural University, Mannuthi.  
The Secretary Ombudsman for Local Self Government, Thiruvananthapuram.  
The Advocate General, Kerala, Ernakulam (with C.L).  
The Secretary, K.S.E.B., Thiruvananthapuram (with C.L).  
All Principal Secretaries/Secretaries/Special Secretaries/Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to Government.  
The Secretary to Governor, Raj Bhavan.  
The Private Secretary to Speaker/Deputy Speaker of the Legislative Assembly.  
The Additional Secretary to the Chief Secretary.  
The Secretary, Human Rights Commission, Thiruvananthapuram.  
The Registrar, Sree Sankara Sanskrit University, Kalady (with C.L).  
The Private Secretaries to the Chief Minister and other Ministers.  
The Private Secretary to the Leader of Opposition.  
The State Election Commissioner, Kerala, Thiruvananthapuram.  
The State Chief Information Commissioner (with C.L ).  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock File/Office copy.

Forwarded/By Order,

  
Section Officer.



**GOVERNMENT OF KERALA**

**Abstract**

**EMPLOYEES LEAVING THE COUNTRY FOR VISITING CHILDREN - GUIDE LINES ISSUED.**

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**FINANCE (RULES - B) DEPARTMENT**

G.O. (P) No. 4/11/Fin.

Dated, Thiruvananthapuram, 3/01/2011.

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Read: 1. G O (P) No. 233/08/Fin dated 3/6/2008.

2. G O (P) No. 418/08/Fin dated 16/09/2008.

**ORDER**

In the Government Orders read above, instructions have been issued interalia, fixing the duration of different types of leave that could be permitted for short visit abroad on personal grounds. Government have been receiving requests for longer duration of leave for visiting children abroad in relaxation of above orders.

Government after considering various aspects of the matter, are pleased to enhance the duration of leave that can be granted for the purpose of visiting children abroad to six months in respect of Earned Leave, Half Pay Leave, Commuted Leave and Leave Without Allowance subject to the instruction issued in the Government Orders read above. Leave Without Allowance exceeding 4 months shall continue to be sanctioned by Government only.

By order of the Governor,  
Dr. A.K. DUBEY  
Principal Secretary (Finance).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram

The Accountant General (A&E), Kerala, Thiruvananthapuram.

All Heads of Departments and Offices.

All Departments and Sections of the Secretariat.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, K.P.S.C, Thiruvananthapuram (with C.L.).  
The General Manager, K.S.R.T.C., Thiruvananthapuram.  
The Registrar, High Court of Kerala, Ernakulam (with C.L.).  
The Registrars, University of Kerala/Kochi/Calicut/Mahatma Gandhi/  
Kannur (with C.L.).  
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.  
The Registrar, Kerala Agricultural University, Mannuthi.  
The Secretary, Ombudsman for Local Self Government,  
Thiruvananthapuram.  
The Advocate General, Kerala, Ernakulam (with C.L.).  
The Secretary K.S.E.B, Thiruvananthapuram (with C.L.).  
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Forwarded by Order,

  
Section Officer.