

Government of India  
Ministry of Mines  
Indian Bureau of Mines

No. A-32014/1/2009-Estt.A

Nagpur, dated 18/07/2019

**CIRCULAR**

**Subject:-** Standard Operating Procedure(SOP) for processing the applications for prior permission for undertaking private foreign visits by the Officers/Officials of IBM-regarding.

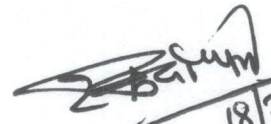
Some instances have come to notice that a number of applications are being received for prior permission to undertake private foreign visits in respect of officers/officials of IBM without proper scrutiny thereof.

Keeping in view of the above, the Standard Operating Procedure(SOP) for obtaining prior permission for undertaking private foreign visits in respect of official/officers of IBM has been issued and enclosed herewith.

The concerned offices of IBM are therefore requested to scrutinize such applications scrupulously in accordance with the Standard Operating Procedure(SOP) and forward only those applications which fulfill the conditions as laid down in the said Standard Operating Procedure(SOP).

This issues with approval of Competent Authority.

Encls: As above.

  
(Capt S.S. Chaudhary)  
Chief Administrative Officer &  
Head of Office (HQs)

To

1. All Divisional/ Zonal/ Regional/ RMPL / Sectional Heads of IBM.
2. OIC, TMIS, IBM, Nagpur for uploading this Circular in the IBM's website.

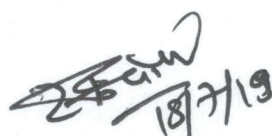
**Subject: Standard Operating Procedures (SOP) for processing the applications for prior permission for undertaking private foreign visits by the Officers/Officials of IBM:-**

The following Standard Operating Procedures (SOP) are to be adopted for the purpose of grant of prior permission to undertake private foreign visits by officers/officials of IBM:-

- I. The officers/officials shall submit applications to the Controller General, IBM (through proper channel) for grant of prior permission for undertaking private foreign visit well in advance so as to reach the applications to IBM Headquarters at least **21 days** prior to the expected date of departure; alongwith the following documents:-
  - a. Duly completed proforma as prescribed by DoPT as per **Annexure 'A'**
  - b. Leave application for the period
  - c. A certificate as per specimen enclosed as **Annexure 'B'**.
  - d. Details of private foreign visits since entry into the Govt. service as per **Annexure 'C'**.
  - e. Other relevant information as per **Annexure 'D' & 'E'**.
- II. The concerned offices of IBM will forward such applications to the IBM(HQ) alongwith **recommended** leave application forthwith for further necessary action in the matter.
- III. On receipt of the applications, discrepancy, if any, is to be brought to the notice of the concerned officers/officials by the IBM(HQs) at the earliest for necessary compliance.
- IV. The officers/officials shall submit the complete information/revised proforma at the earliest so that the further processing of application is initiated accordingly.
- V. On receipt of complete application, the requisition for grant of Vigilance Clearance for private foreign visits shall be forwarded to the office of the Chief Vigilance Officer, IBM, Nagpur by IBM(HQs) alongwith application and its enclosures in respect of such officers/officials intending to visit foreign countries at the earliest.
- VI. On receipt of Vigilance Clearance, the matter shall be put up to Controller General, IBM for obtaining approval in the matter.
- VII. The prior permission will be conveyed to the officers/officials in the form of a Memorandum.
- VIII. Consequent to grant of prior permission, the leave recommended shall be sanctioned by the respective leave sanctioning authority.
- IX. On receipt of prior permission, the officers/officials shall intimate the details of his/her departure/arrival from India to the foreign country and vice-versa.

This issues with the approval of Competent Authority.

Encl: As above.

  
(Capt. S. S. Chaudhary)  
Chief Administrative Officer &  
Head of Office



**PROFORMA FOR TAKING PRIOR PERMISSION BY**  
**GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**

**Part A-** To be filled by the Government 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:

1	2	3	4	5
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 visited	Purpose

Place:  
Dated

Signature

Name and Designation

**CERTIFICATE TO BE GIVEN BY THE OFFICERS/ OFFICIALS FOR OBTAINING THE  
PERMISSION TO UNDERTAKE PRIVATE FOREIGN VISIT**

**CERTIFIED THAT:**

1. My proposed visit to \_\_\_\_\_ will be on personal ground and this will not involve Government of India financially or in any other manner.
2. All expenses in connection with the said visit will be borne by me
3. I shall avail leave and on expiry of leave I shall return to India.
4. While abroad I shall not negotiate or accept any employment there.
5. I shall not tender resignation from abroad
6. I will not engage myself in activities prejudicial to the sovereignty and integrity of India.
7. I will not behave in any indecent manner which would affect the friendly relationship with the other country and our country.
8. I have not been convicted during the preceding 5 years by any court of India for any offence involving moral turpitude and sentence to imprisonment for not less than two years.
9. There is no case pending against me before any criminal court of India in respect of any offence committed by me.
10. No summons or warrant have/ has been issued against me for appearance or for the arrest by a Court under any law for the time being in force.
11. There is no order prohibiting my departure from India from any court or any other authority.
12. I have not been repatriated within three years date and there is no claim of Government or any other authority under the law pending against me for remitting expenses of my earlier foreign trip.
13. I am not under any pecuniary liability with the Government /individuals/societies/Banks etc.
14. There is no instance pertaining to my social activities which would stand in the way of the department recommending my case for private foreign visit.
15. I will not apply for study leave from abroad.

Place:

Date:

Signature : .....

**Annexure 'C'**

**Details of private foreign visits since entry into the Govt. Service:-**

Sl.No.	Period of travel	Name of foreign country visited	Purpose
1.			
2.			
3			

Place:-

Signature:

Dated

Name and Designation:

**OTHER RELEVANT INFORMATION REQUIRED FOR ISSUE OF "NO OBJECTION CERTIFICATE" FOR OBTAINING INDIAN PASSPORT OR VISITING ANY FOREIGN COUNTRY.**

1. The Visit likely duration and visit of year, date;-----
2. The approximate expenditure to and fro.....
3. Source of expenditure .....
4. Address for stay .....

I hereby certify that provisions of conduct rules will be maintained accordingly to the norms or Government of India.

Place :

Date:

Signature:

Name & Designation:



**OTHER RELEVANT INFORMATION REQUIRED FOR ISSUE OF "NO OBJECTION CERTIFICATE" FOR OBTAINING INDIAN PASSPORT OR VISITING ANY FOREIGN COUNTRY.**

- i) The Country alongwith address of the place to be visited.....
- ii) The Purpose of the visit.....
- iii) The time of the visit.....
- iv) For any other reason, give details, like source of Income to meet the expenditure, etc.....

I hereby certify that provisions of conduct rules will be maintained accordingly to the norms or Government of India.

Place :

Date:

Signature

Name & Designation