

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI
(ADMINISTRATION BRANCH)

No. F. PA/DD(Admn.)/OMs/DTTE/2022/5605-12

Dated: 31/10/23

OFFICE MEMORANDUM

Sub.: Consolidated instructions regarding personal/ official visits including foreign visits in respect of teaching staff of DTTE working in Universities.

The Department of Personnel & Training and Ministry of Home Affairs, Govt. of India, have issued various instructions/ guidelines with regard to the personal/ official foreign visits from time to time through various office memorandums/ instructions/ circulars/ orders. Despite that, it has been observed that officers/ officials are not following the due procedure while applying for their person/official visits including foreign visits. The Controlling Authorities are also simply forwarding their requests to the DTTE (HQ) without assessing their applications properly in accordance with the extant guidelines.

In this regard, the Deptt. of Training & Technical Education had prepared the draft consolidated instructions regarding personal/ official visits including foreign visits in respect of teaching staff of DTTE, which were forwarded for approval of the Hon'ble Lt. Governor, Delhi in a separate file (CD No.033717322), which is presently lying with the Services Department, GNCTD.

Meanwhile, the department has been receiving numerous applications from the Faculties of the Technical Universities under DTTE for seeking approval for foreign/domestic official/private visits. The decision/ approval on the above referred file is still awaited and may likely to take some more time. Till such time, final decision of the Hon'ble L.G., Delhi is received, following interim guidelines are being issued for taking decision on such applications :-

Official Tour (Domestic) :

The Vice Chancellor of the concerned University, at his discretion, may permit a member of faculty or any official of the Technical Universities under DTTE (who has been directly recruited by the University) to visit within India, for participation in any Conference/ Seminar/ Symposium/ Convention/ Workshop/ Short term training course (not more than 14 days)/ study tour/ presentation of papers at Government Cost or fully/partially funded/ sponsored by the inviting organization/ agency, subject to the vigilance clearance from appropriate level.

However, in case of official tour of Vice-Chancellor and the member of faculty or official of the Technical Universities under DTTE (who has been recruited through the DTTE), a formal approval of the Hon'ble Lt. Governor, Delhi should necessarily be obtained.

A/T

The following conditions may also be followed :-

- (i) Maximum 03 such events may be permitted in each financial year where Govt./ University funds are involved.
- (ii) He/ she should have completed 06 months of service as a faculty member continuously, before commencement of the event.
- (iii) His/ her papers should have accepted for presentation or invitation for lecture/talk/live workshop and/or chairing of session or he/she may have invitation to participate as a delegate by the organizers.
- (iv) For participation of such events without financial support from the Institute, a clear statement with regard to the course of funding to meet the expenditure for such visits alongwith documentary evidence to that effect should be submitted.
- (v) In case of self funding, he/she should give a statement to the effect in their application.
- (vi) Funding agency should be a government organization, Autonomous Body, Society, Scientific Association, Charitable Trust/Society or non-profit organization. Acceptance of funding from any private company or organization to meet expenditure for such visit should not be allowed.
- (vii) He/ she should be required to submit participation certificate and a report on the event within a period of 15 days of his/ her return.
- (viii) In case of training programme or course, the invitation letter should be addressed to the Vice-Chancellor or the application for attending such training/ course should be routed through proper channel.

Official Tour (Abroad) :

The Vice Chancellor of the concerned University, at his discretion, may permit a member of faculty or any official of the Technical Universities under DTTE (who has been directly recruited by the University) to visit outside India, for participation in any Conference/ Seminar/ Symposium/ Convention/ Workshop/ Short term training course (not more than 14 days)/ study tour/ presentation of papers at Government Cost or fully/partially funded/sponsored by the inviting organization/ agency, subject to the vigilance clearance from appropriate level.

However, in case of official tour of Vice-Chancellor and the member of faculty or official of the Technical Universities under DTTE (who has been recruited through the DTTE), a formal approval of the Hon'ble Lt. Governor, Delhi should necessarily be obtained, subject to the vigilance clearance from appropriate level.

The following conditions may also be followed :-

- (i) The entitlement of Assistant Professors and Associate Professors shall be once in two financial years and in case of Professors, once in a financial year, where Govt./University funds are involved.
- (ii) He/she is required to make their plan well-in-advance and required to submit the application atleast 06 weeks prior to commencement of foreign visit, so that the outcome could be communicated to the applicant well before proceeding for the scheduled date.
- (iii) He/she will not accept any hospitality from the foreign government without prior permission of the Central Government under FCRA, 2010.

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- (iv) In case of financial support from the DTTE/University, he/she should have completed the probation period as a faculty member and should have atleast one year service before commencement of the event.
- (v) Where scientific papers are to be presented, his/her scientific papers must be an outcome of the research conducted at the Institute/University or collaborative research and should have been accepted for presentation. For chairing/co-chairing the scientific session or to deliver lecture as an Invited Speaker or Faculty for workshop, he/she should have been invited for the same.
- (vi) For participation of such events without financial support from the Institute/University, the faculty member should have been invited by the Conference Organizer. He/she should furnish a clear statement with regard to the source of funding to meet the expenditure for such visit and to submit the documentary evidence to that effect. Funding from any private companies for such visit will not be allowed. In case of official visit, he/she will be required to submit participation certificate and a report on the event within a period of 15 days of return.
- (vii) Regular faculty/ permanent faculty members shall only be eligible for foreign visits for availing of assignments (job) or Training for more than two weeks or fellowships or scholarships. Probation period or atleast 02 years continuous service should have been completed by the faculty members for this purpose.
- (viii) Atleast 50% of faculty should be available on duty in the concerned department.
- (ix) His/her papers should have been accepted for presentation or invitation for lecture/talk/live workshop and/or chairing of session or he/she may have invitation to participate as a delegate by the organizers.
- (x) For participation of such events without financial support from the Institute, a clear statement with regard to the source of funding to meet the expenditure for such visits alongwith documentary evidence to that effect should be submitted.
- (xi) In case of self funding, he/she should give a statement to the effect in the application.
- (xii) He/she should be required to submit participation certificate and a report on the event within a period of 15 days on return.
- (xiii) In case of training programme or course, the invitation letter should be addressed to the Vice-Chancellor or the application for attending such training/ course should be routed through proper channel.
- (xiv) The maximum ex-India leave in conjunction with official duty shall be 03 weeks while adhering to the limit of 50% (excluding transit time and enforced halt) of the period of official duty abroad. However, in the case of official visits of duration less than 08 days, the limit of 50% ex-India leave can be availed upto 04 days.

Private Tour (Domestic) to enhance academic skills :

The Vice Chancellor of the concerned University, at his discretion, may permit a member of faculty or any official of the Technical Universities under DTTE (who has been directly recruited by the University) for any visit within India, for participation in any Conference/ Seminar/ Symposium/ Convention/ Workshop/ Short term training course (not more than 14 days)/ study tour/ presentation of papers, when the cost is borne either by himself/ herself or by the sponsored/ inviting organization/ agency.



In case of such Private tour (within India) of Vice-Chancellor, a formal approval of the Hon'ble Lt. Governor, Delhi should necessarily be obtained. In case of the member of faculty or official of the Technical Universities under DTTE (who has been recruited through the DTTE), approval of the Secretary (TTE) may be obtained.

The following conditions may also be followed :-

- (i) The entitlement of Assistant Professors and Associate Professors shall be once in financial year and in case of Professors, twice in a financial year. However, this ceiling shall not be applicable during vacation period.
- (ii) He/she is required to make their plan well-in-advance and required to submit the application atleast 06 weeks prior to commencement of such tour, so that the outcome could be communicated to the applicant well before proceeding for the scheduled date.
- (iii) He/she should give a statement in the application to the effect that the said visit is fully funded by himself/ herself or by the inviting agency.
- (iv) Atleast 50% of faculty should be available on duty in the concerned department during the period of such visit.

However, in case of private tour within India, which is for tourism purpose or on personal grounds, only sanction of leave (if required) and station leave permission is required from the leave sanctioning authority.

Private Tour (Abroad) on personal grounds:

The Vice Chancellor of the concerned University, at his discretion, may permit a member of faculty or any official of the Technical Universities under DTTE (who has been directly recruited by the University), for any Foreign Visit for tourism purpose or to meet his/her relative/ friend, who is living abroad and all the cost of tour is being borne by the concerned Govt. official or sponsored by his/ her relative, subject to the vigilance clearance from appropriate level.

However, in case of Private tour (abroad) of Vice-Chancellor, formal approval of the Hon'ble Lt. Governor, Delhi should necessarily be obtained. In case of the member of faculty or official of the Technical Universities under DTTE (who has been recruited through the DTTE), formal approval of the Secretary (TTE) may be obtained, subject to the vigilance clearance from appropriate level.

Restriction on acceptance of Foreign Hospitality :-

'Foreign Hospitality' means any offer, not being a purely casual one, made in cash or kind by a foreign source for providing a person with the costs of travel to any foreign country or territory or with free boarding, lodging, transport or medical treatment.

No Government servant or employee of any corporation or any other body owned or controlled by the Government shall, while visiting any country or territory, outside India, accept any foreign hospitality (except with the prior permission of the Central Government). Each application for grant of permission to accept foreign hospitality, complete in all respect, alongwith recommendations of the concerned Competent Authority should reach the Ministry of Home Affairs, Foreigners Divisions at least 10 working days before the scheduled date of departure of the officer/official concerned. The Act/Rules and comprehensive guidelines relating to 'Foreign Hospitality' have already been circulated by Foreigners Division (FCRA Wing), Ministry of Home Affairs, Govt. of India vide OM dated 21.11.2022.

Therefore, in all cases, where the officer/official intends to accept the foreign hospitality, prior permission of the Central Government under FCRA, 2010, must be taken separately by the officer/official concerned by applying in Form FC-2 with the Central Government, apart from the permission for visiting abroad.

Time frame :-

The applicant should submit the application for seeking permission to travel abroad alongwith the supporting documents **atleast 30 days before commencement of outward journey** in order to complete all the formalities including vigilance clearance. Further, it is desirable that request of the Govt. servant for such permission be dealt with expeditiously. 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/discrepancy in the application should be brought to the notice of the Govt. servant **within one week of the receipt of the application**.

Henceforth, the instructions/proforma prescribed in the following communications/documents may be followed/utilized as regards handling of requests for 'NOC for proceeding abroad on official/personal visit and grant of Ex-India leave to the officers and staff of the department' :-

- a) Prescribed Proforma for taking prior permission by the Government servants as circulated through DoPT's Office Memorandum F. No.11013/8/2015-Estt. A-III dated 27.07.2015 (Annexure-A).
- b) An undertaking in terms of Para-297 of OM Part.I to be furnished by the Government servants (Annexure-B).
- c) DoPT's OM No.F.11013/7/2004-Estt.(A) dated 01.09.2008 regarding approval of leave for proceeding abroad by the Leave Sanctioning Authority.
- d) Proforma for permission to apply for Ex-India leave duly recommended (Annexure-C).
- e) Surety Certificate (Annexure-D).
- f) Check List for NOC for going abroad on Official Visit, duly verified by the concerned Principal/ Head of Office (Annexure-E).
- g) Check List for NOC for going abroad on Private Visit, duly verified by the concerned Principal/ Head of Office (Annexure-F).
- h) General terms & conditions for granting permission for going abroad (Annexure-G).

General Conditions :-

The following general conditions shall also be kept in mind, while granting ex-India leave to any officer/official :-

- a) He/she is applying for due and admissible leave for visiting abroad.
- b) If the visit is to a country with which India does not have friendly relations, the prior approval of the Govt. of India should be obtained.
- c) No Government servant shall, except with the previous sanction of the Government or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.



- d) In case, where the Govt. servant proceeds for a foreign visit, without obtaining necessary permission of the Competent Authority, the same will be viewed seriously and the period of his/her absence shall be treated as 'dies non' apart from other consequences under the CCS(CCA) Rules.
- e) In no case, extension of leave, while on foreign visit, shall be granted (except in medical emergency and that too with the approval of competent authority). In case of default, it shall be treated as unauthorized leave and necessary action as deemed fit under rules shall be taken against him/her.
- f) 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.
- g) In the cases, where Government/University funds are involved in official tours (Domestic or abroad), preference should be given to attend the same through virtual mode to safeguard the funds.

Competent Authority for granting permission for visiting abroad on private Tour:

The following authority may be competent for granting permission for granting permission for private foreign visits, subject to the vigilance clearance & administrative concurrence :-

S.N.	Nomenclature of post	Competent Authority
a	In respect of Vice-Chancellor	Chancellor/ Hon'ble Lt. Governor, Delhi
b	In respect of all faculty members and staff (who have been directly recruited by the University)	Vice-Chancellor of the concerned University
c	In respect of all faculty members and staff (who have been directly recruited by the DTTE)	Secretary (TTE)

Competent Authority for granting permission for visiting abroad on Official Tour:

The following authority may be competent for granting permission for granting permission for Official foreign visits, subject to the vigilance clearance & FCRA Clearance, where required :-

S.N.	Nomenclature of post	Competent Authority
a	In respect of Vice Chancellor	Chancellor/Hon'ble Lt. Governor, Delhi
b	In respect of all faculty members and staff (who have been directly recruited by the University)	Vice-Chancellor of the concerned University
c	In respect of all faculty members and staff (who have been directly recruited by the DTTE)	Hon'ble Lt. Governor, Delhi

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Competent Authority for granting permission for Domestic private Tour for enhancing academic skills :

The following authority may be competent for granting permission for domestic private visit for enhancing academic skills :-

S.N.	Nomenclature of post	Competent Authority
a	In respect of Vice-Chancellor	Chancellor/ Hon'ble Lt. Governor, Delhi
b	In respect of all faculty members and staff (who have been directly recruited by the University)	Vice-Chancellor of the concerned University
c	In respect of all faculty members and staff (who have been directly recruited by the DTTE)	Secretary (TTE)

Competent Authority for granting permission for visiting Domestic Official Tour:

The following authority may be competent for granting permission for granting permission for Domestic official visits, subject to the vigilance clearance & FCRA Clearance, where required:

S.N.	Nomenclature of post	Competent Authority
a	In respect of Vice Chancellor	Chancellor/Hon'ble Lt. Governor, Delhi
b	In respect of all faculty members and staff (who have been directly recruited by the University)	Vice-Chancellor of the concerned University
c	In respect of all faculty members and staff (who have been directly recruited by the DTTE)	Secretary (TTE)

It is enjoined upon all that while forwarding the requests for visiting abroad, it should be ensured that the above instructions are strictly adhered to so as to avoid any inordinate delay in processing the application. All the concerned officers are requested to bring these instructions to the notice of all officers and staff serving under their control (including those on proforma strength) for information, guidance and further necessary action.

The above guidelines shall be in force till such time, any further decision/approval is received from the Services Department, GNCTD.

This issues with the approval of the Secretary (TTE).


(A.N.GAUR)

DEPUTY DIRECTOR (ADMN.)

No. F.PA/DD(Admn.)/OMs/DTTE/2022-23/5605-12

Dated: 31/10/23

Copy to the following for information and necessary action :-

1. The Secretary to Hon'ble Lt. Governor, Raj Niwas, Delhi-110054
2. The Spl. Secretary (Services), Services Department, Delhi Secretariat, New Delhi.
3. The PPS to Secretary (TTE)/ PS to Director (TTE), DTTE (HQ, Pitampura, Delhi.
4. The Registrars of all Universities under DTTE.
5. The Controller, BTE/ all Deputy Directors at DTTE (HQ).
6. The Principals/ Vice-Principals of all ITIs under DTTE.
7. The System Analyst, DTTE (HQ) – with the request to upload it on the official website of the Department.
8. Guard file.


(A.N.GAUR)
DEPUTY DIRECTOR (ADMN.)

Amex-A

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;

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

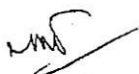
6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation



Part B – To be filled by the Administration

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

Date:



Signature

Name and Designation

Annex - B

Undertaking

(In terms of Para 297 of O.M. Part-I)

A) I undertake that: -

- a) I will not participate in any anti-Government activities during my visit abroad as mentioned in Para 297 of O.M. Part-I.
- b) I will not stay abroad beyond my leave period as sanctioned by the Competent Authority.

B) Further, I understand that: -

- a) While I am abroad whether on an official duty or private affairs. I shall continue to be subject to all the provisions of Government Servants conduct Rules including those relating to the communication of official documents or information, connections with the press and criticism of Government as expression of opinion on matters relating to foreign countries and
- b) Any breach of these provisions whether committed in India or abroad shall render me equally liable to disciplinary action.

Place:

Date:

(Signature of the Applicant)

Name:

Grade:

A/c No.

Office:

Annex - C

PROFORMA FOR PERMISSION TO APPLY FOR EX-INDIA LEAVE

1. Name, Designation and office in which working :
2. Date of Birth :
3. Date of appointment to the Present post :
4. Whether post held on ad-hoc basis or in a regular capacity :
5. If regular, whether Temporary, Quasi-permanent or permanent and from which date :
6. Names of countries proposed to be visited :
7. Purpose of visit :
8. Probable duration of the visit :
9. How the expenditure on visit abroad is to be met :
10. Details of previous visits abroad, If any :
11. Whether it is intended to apply for Leave or voluntary retirement or reassign for going abroad :

UNDERTAKING

I undertake that I will return to India on the expiry of my leave and will not accept any job or join any course during the period of my stay abroad, failing which I will be liable to disciplinary action as required under C.C.S. (Conduct Rules), 1964.

Place :

Date :

Signature of applicant

Annex. - D

SURETY CERTIFICATE

I _____, Son of Shri _____
_____ working as _____ (Design.)
in the office of _____
hereby stand surety for all Government dues which may be found
outstanding against Shri _____ son of
Shri _____ who is holding the post of
_____ in _____
_____ and from which he wants to go abroad.

SIGNATURE _____
NAME IN FULL _____
DESIGNATION _____
STAFF NUMBER _____
OFFICE _____

Certified that Shri _____ is
holding the permanent post in this office and he has signed the above
documents in my presence.

Signature of the Gazetted Officer

Designation

Office Seal

Annex - E

Check List for NOC for going abroad on OFFICIAL visit :-

S.No.	Details of Documents/Certificates/Forms required	Page No.
1	Application for NOC with duly filled proforma (Part-A & B)	
2	Undertaking of the applicant	
3	Surety Certificate by two Permanent Govt. officials	
4	Leave application for Ex-India Leave	
5	Self attested copy of Valid Passport	
6	Copy of approval/Order of the Competent Authority regarding official tour	
7	Details of head-wise estimated expenditure i.e. Travel/ Boarding/ Lodging/ Visa and misc. etc. in respect of all the dependent family members, in case travelling with the officer/official.	
8	Copy of official invitation letter.	
9	In case, the officer/official intends to accept the Foreign Hospitality, copy of prior permission of the Central Government under FCRA, 2010.	
10	Vigilance Clearance at the level of Institute	

Check List for NOC for going abroad on PRIVATE visit :-

Annex - F

S.No.	Details of Documents/Certificates/Forms required	Page No.
1	Application for NOC with duly filled proforma (Part-A & B)	
2	Undertaking of the applicant	
3	Surety Certificate by two Permanent Govt. officials	
4	Leave application for Ex-India Leave	
5	Self attested copy of Valid Passport	
6	Copy of current Bank Statement (in support of source of funds)	
7	Details of estimated expenditure including Travel/ Boarding/ Lodging/ Visa and misc. etc. in respect of all the dependent family members, in case travelling with the officer/official.	
8	Copy of email/ invitation received from relative alongwith copy of his/her bank statement, in case the expenditure is borne by his/her relative.	
9	Vigilance Clearance at the level of Institute	

General Terms & Conditions :-

1. He/she will furnish an undertaking that he/she will return to his/her job on expiry of the leave, failing which, the entire leave will be treated as unauthorized absence from the duty leading to disciplinary proceedings.
2. He/she will not submit resignation/voluntary retirement from abroad and during his/her stay in foreign country he/she will not accept any job/employment full/part-time or any other sort and will not enter into any business dealings/contract.
3. He/she will not violate any of the provisions of the service conduct rules.
4. Leave of the kind due and admissible will be granted by the official for this purpose by the concerned administrative Officer subject to the exigencies of public interest.
5. Before proceeding on leave (duly sanctioned), he/she will have to furnish surety bond from two responsible persons/Govt. servants to stand his/her guarantee for the recovery of over-payment, if any.
6. If he/she is visiting to a country with which India does not have friendly relations, he/she will also obtain prior approval of the Govt. of India.
7. In no case, extension of leave, while on foreign visit, shall be granted (except in medical emergency). In case, the extension is sought on medical grounds, the medical certificate has to be produced from a Hospital approved by the Indian Embassy concerned. Any medical certificate from any other source/authority would not be valid. In case of default, the said absence shall be treated as unauthorized absence and the disciplinary action as deemed fit under the rules shall be taken against him/her.
8. NOC can be withdrawn in public interest at any time without assigning any reason.