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**Government of West Bengal  
Office of the District Magistrate, Malda.**


ORDER

No 1361 1G

Dated, Malda the 30<sup>th</sup> June, 2015. <sup>01st July</sup>

With reference to Memo No 6114-F(P) dated 3-12-2014 and with reference to email dated 29-6-2015 of Under Secretary, to the Govt. of West Bengal all IAS & W.B.CS (Exe) Officers under the Administrative Control of District Magistrate & Collector, Malda are advised to obtain prior written approval from the appropriate authority in order to avail Earned leave/ Medical Leave/ Extra Ordinary leave etc. Applications for leave other than C.L. must be forwarded through proper channel to the Office of the Principal Secretary, P& AR Department, Govt. of West Bengal for sanction of leave. Order is applicable for personal as well as private visit. A copy of e-mail of Under Secretary, Govt. of West Bengal is attached herewith for ready reference.

Enclo : As stated.

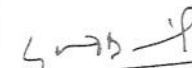
  
District Magistrate,  
Malda. <sup>01/07/15</sup>

Memo No 1361/1(70)1G

Dated, Malda the 1st July 2015.

*Copy forwarded for information and necessary action to :-*

1. Addl. District Magistrate (Gen), Malda.
2. Addl. District Magistrate (LR), Malda.
3. Addl. District Magistrate (ZP), Malda.
4. Addl. District Magistrate (Dev), Malda.
5. PD, DRDC, Malda.
6. Sub-Divisional Officer Sadar/Chanchal, Malda.
7. PO-Cum-BCWO, Malda.
8. District Manager, SC & ST Corporation, Malda
9. District Minority Officer, Malda.
10. Deputy D.L & L.R.O, Malda.
11. The Officer-in-Charge DIO, NIC (all)  
Malda Collectorate
12. The B.D.Os \_\_\_\_\_ (all)

  
District Magistrate,  
Malda.

Madam/Sir,

1. Your kind attention is drawn to Memo No 6114F (P) dated 3<sup>rd</sup> December 2014 of this Government, a copy of which is attached. The Memorandum lays down that :

"With a view to restrict the expenditure towards travelling and other expenditure thereon as well as to minimize dislocation of work due to absence of such officers from the State, the undersigned is directed by order of the Governor that in case of any visit outside the State for meetings or for any other purposes, permission from the Chief Minister's office shall invariably be obtained."

2. It is obvious that this Memo also supersedes Memo No.:42-PAR(Trg)/HR/O/3T-11/2011. Dated, Kolkata, the 2<sup>nd</sup> February, 2011. Para 1 : "All categories of employees may be permitted to visit abroad in their private capacity, with the prior clearance of the authority competent to sanction their leave." (Copy attached). Thus, permission of the State Govt will be required for personal/ private foreign visits. Permission of the Government is already required for Official foreign Visits (No 92 of 2012 of P&AR Department is attached).

It is being noticed that officials of the State Government are sometimes proceeding outside the State without obtaining requisite permissions.

It may be clarified here that the District Magistrates may sanction CL with Station Leave for IAS/ WBCS(Exe) Officers posted in the District but Earned Leave/ Medical Leave/ Extraordinary Leave etc can only be sanctioned by the State Government through the P&AR Department, which is the Cadre Controlling Department for such Officers. Therefore, applications for leave other than CL for IAS/ WBCS(Exe) Officers posted in the District must be forwarded through proper channel to the Office of the Principal Secretary P&AR Department for sanction.

Similarly, all foreign visits, whether official or private or personal, require prior approval of the State Government. Proposals for foreign visits may kindly be forwarded through proper channel (ie with approval of the Head of Department/ MIC of the Department unless the CM is the MIC/ approval of Divisional Commissioner/ DM) to the Office of the Under Secretary for securing necessary approvals of the State Government. In case of IAS/ WBCS(Exe) Officers, deputation order/sanction orders for foreign visits are issued by the P&AR Department and in case of other Officers, by the Cadre Controlling Department.

Applications must be placed with sufficient time in hand to obtain approvals. It may not be possible to process applications received at the last moment. Further, if permission of any authority in the "proper channel" has not been obtained, files are returned to complete the "channel" before being placed for State Government approval. If any necessary documents are missing, the file is similarly returned to collect such documents. All this takes time, hence applicants must ensure all necessary documents have been submitted and applications are made well in advance of proposed date of visit.

Any Officer proceeding abroad/ leaving the State without prior sanction of the Government as per rules, shall be liable for disciplinary action.

The Memo No 6114F (P) dated 3<sup>rd</sup> December 2014 may kindly be circulated in your Department/District so that all are aware of it.

You are requested to kindly ensure that the above rules are strictly adhered to even while processing applications of your subordinate Officers.

Yours faithfully,  
Joyoshi Das Gupta, IAS  
Under Secretary & OSD to Chief Secretary  
Government of West Bengal  
Kolkata- 711 102