

Obtaining Vigilance/DAC clearance of employees going abroad on official/private visits

The consolidated guidelines are as under:

Particulars of officer who proposes to go abroad on training/ assignments/ private visits for more than 60 days at a stretch should be referred to HRMD, HO by the controlling offices along with DAC clearance from their end. A committee of the following three officers shall look into each case from the DAC & Vigilance angle, where the officer proposes to go abroad on training/ assignment/personal visit for more than 60 days at a stretch:

- a) DGM- Vigilance Department
- b) DGM-HRMD/HRDD
- c) Chief Manager/AGM handling DAC matters at HO

1. The Committee shall provide its recommendations and based on these recommendations, Leave Sanctioning Authority to consider leave subject to his/her satisfaction in case of personal visit and Competent Authority to allow/disallow officer to go abroad in cases of training/assignment.

2. The officer desirous of visiting abroad for foreign training/ assignments/ private visits for more than 60 days shall submit his/her request well in advance to the concerned controlling office. Controlling offices will take up with HRMD, HO at least 30 days prior to the visit for further necessary action.

Officers/employees in respect of whom DAC is pending may not be allowed to proceed on private visits, be it for any number of days. However there may be situations where family members and relatives of the employee are residing abroad (for education and other purposes) and could be having medical emergencies and family/special events. The employee himself/herself may require visiting abroad for medical reasons.

1. The Leave Sanctioning Authority may take a view/sanction wherein foreign travel is necessitated on case to case basis provided the leave requested is for period up to 30 days.

Further, in all such cases, where the Officer/employee is allowed to proceed abroad, he/she may be advised to submit the following details:

1. Details/Copy of Passport
2. Present Residential Address in India
3. Email ID and Contact number
4. Name, Contact number, Email ID and residential address in India of the person to whom communication to be sent during his/her absence
5. Name, Contact number, Email ID and residential address of the person abroad to whom communication to be addressed during his/her absence from India

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