

Abroad Visit of Employees on Official/Personal Purpose

Guidelines regarding obtaining “No Objection Certificate” to apply for Passport by staff members for going abroad as a tourist were circulated vide PAD Consolidated Circular no. 13 dated 25.03.2014.

Further, guidelines regarding obtaining Vigilance/DAC clearance of employees going abroad on official/private visits were circulated vide HRMD Circular No. 791 dated 14.03.2019 which inter-alia states that 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. In case, an officer proposes to go abroad on training/assignments/private visits for more than 60 days at a stretch, the matter is to be referred to a Committee constituted at HO for clearance.

In this regard, it is clarified that in case an employee (both Officers & workmen) is visiting abroad for official/personal purpose, irrespective of number of days, he/she must ensure strict compliance of the following:

1. He/she must obtain prior permission from the competent authority.
2. He/she shall not extend his/her visit abroad without prior permission of the concerned authority.
3. The relevant provisions/guidelines circulated vide HRDD Circular No. 791 dated 14.03.2019 must be adhered to.

In addition, it is advised that no employee should apply for or seek emigration to any other country so long as he is in bank's service. Controlling offices shall not issue “No Objection Certificate” to any employee who wishes to migrate to a foreign country. Employees should also restrain themselves from applying for Green Card of USA/permanent residency of any foreign country while in service of the bank.

In case of violation of the above guidelines, the concerned employee may be liable for disciplinary action under the provisions of BPS/PNB Officer Employees' (D&A) Regulations, 1977.

(HRMD Circular No. 636 dated 20.05.2022)