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Government of West Bengal,
Directorate of Forests,
Office of the Principal Chief Conservator of Forests & HoFF, West Bengal:
Aranya Bhawan, Block-LA 10A, Sector-III, Bidhahnagar, Kolkata-700 098.

No. : 2808/PMC/2M-60/2002 (Part-V),

Dated: 30/06/2015.

- To :
1. The Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, West Bengal.
 2. The Principal Chief Conservator of Forests, Research, Monitoring & Development.
 3. All Additional Principal Chief Conservators of Forests, West Bengal/ Director, Sundarban Biosphere Reserve.
 4. All Chief Conservators of Forests/ Field Directors, West Bengal.
 5. All Conservators of Forests/ Joint Director, Sundarban Biosphere Reserve, West Bengal.
 6. All Divisional Forest Officers/ Deputy Conservators of Forests/ Deputy Field Directors, West Bengal.

Sub : Guidelines for foreign visit of employees of State Government, in accordance with the guidelines issued by the PAR (Training Cell) Department, Government of West Bengal.

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The Department of Personnel and administrative Reforms, Government of West Bengal has prescribed guideline from time to time for issuing permission to the State Government employees for visiting foreign countries. Accordingly, it is hereby prescribed that the following guidelines will be followed while issuing permission to the employees for visiting foreign countries.

- (1) No employee shall visit foreign countries without specific permission in writing from the competent authority.
- (2) **Official Visit** : A foreign visit of an employee shall be treated as an official visit if any part of the expenditure related to the visit is being borne by
 - (i) Central or State Government.
 - (ii) Multilateral Agencies like World Bank, Asian Development Bank or any other sponsoring agency and the employee has been nominated for this purpose by the Central or State Government.
- (3) **Private Visit** : Any visit which is not an official visit shall be treated as private. Any visit being undertaken on invitation received by the officer by name shall be treated as private visit.
- (4) **Procedures for permission for official visit:** The application for permission shall be submitted by the employee to his/ her Department in the prescribed format (**Annexure – I-A**) and after processing the same shall be forwarded to this office for onward transmission to the Under

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Secretary to the Government of West Bengal at least 4 weeks before the commencement of such visit stating the following facts.

- (i) Whether a composite proposal in respect of officers so nominated for the same event is being sent.
- (ii) Whether there is any vigilance case or disciplinary proceedings (pending or under contemplation) against the officer.
- (iii) Whether the officer has been abroad earlier during the course of last 3 years and details thereof.
- (iv) Whether approval of the Minister-in-charge or Minister of State of the Department as the case may be has been obtained.
- (v) Outcome to be achieved for this proposed visit.
- (vi) Justification on the number of delegates nominated for the same event cannot be reduced.
- (vii) Why the purpose can not be served by utilizing the services of India Mission abroad or another officer already abroad or any other officer being sent abroad.
- (viii) Whether there is any direct or indirect financial involvement of the State Government.
- (ix) In case where visits are fully funded by the Government of India, multilateral agencies like World Bank, Asian Development Bank or any other sponsoring agency:-
 - a) The application shall be forwarded by the Under Secretary to the Chief Secretary through the Secretary, Personnel & Administrative Reforms Department of the Government. After obtaining Chief Secretary's opinion, the file shall be sent to the Chief Minister for order.
 - b) Clearance of the Finance Department, government of West Bengal in such cases shall not be required, according to directive provided by the said Department.
 - c) No expenses for such visit including insurance, travel from place of posting to place of international flight etc. will be borne by the State Government.

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- d) In case of funding by multilateral agency, there should be no share of the state Government funds in the staff component of the project under which the employee is sent abroad.
- e) In case the State Government has contributed to the staff component of the project such visit shall be treated as follows:-

The application shall be forwarded by the Under Secretary to the Principal Secretary, Finance Department through the Secretary, Personnel & Administrative Reforms Department. After obtaining clearance of the Finance Department, Government of West Bengal, the file should be submitted to the Chief Minister through the Chief Secretary.

- (x) Government of India's approval regarding the following aspects will be required for all official visits and has to be obtained by the concerned Department through Personnel & Administrative Reforms Department, Government of West Bengal.
 - a) Clearance from Nodal Ministry concerned with the subject matter;
 - b) Political clearance from Ministry of external Affairs;
 - c) Clearance from Department of Economic Affairs, Ministry of Finance, Government of India and
 - d) Clearance under Foreign Contribution (Regulation) Act 2010 from the Ministry of Home Affairs, Government of India.

(5) **Guidelines for Private visit** : When the entire expenditure is borne by the employee or his/ her family (husband or wife as the case may be, sons, daughters including adopted sons and daughters, mother and father) :-

- i) 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.
- ii) The application shall be made to the competent authority in the attached proforma of Annexure - I-B at least 15 days before commencement of such visit.
- iii) The permission shall be granted by the leave sanctioning authority with a copy to the cadre controlling authority within 7 days on receipt of such application in standard proforma of permission (Annexure - II) is enclosed herewith.

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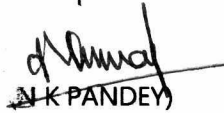
iv) Vigilance clearance shall not be required for foreign visit in private capacity.

(6) Guidelines for private visit where any part of the expenditure is not being provided by the employee or his/ her family:-

The application for permission shall be submitted in the prescribed format of Annexure - I-A & Annexure - I-B and the same after processing shall be sent to the office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal for further processing by the concerned Chief Conservator of Forests/ Conservator of Forests as the case may be at least 25 (twenty-five) days prior to commencement of the journey with the following observations:-

- i) Nature & duration of leave sanctioned for the visit.
- ii) Is the proposal has been approved/ has approval of the Departmental Minister-in-charge or not.
- iii) No expenditure devolves on Central or State Government.
- iv) No 'vigilance case' or 'disciplinary proceedings' is either pending or under contemplation against them.
- v) If any domestic/ foreign hospitality or funding is being accepted on any component of the visit like travel, board etc.? If the answer is affirmative, intimation is to be given to the cadre controlling authority.
- vi) Prior clearance of the Government of India as per procedure mentioned in Annexure - II should be obtained for visits in professional capacity such as participating in seminar/ workshop/ international congress with acceptance of foreign hospitality.

Such application shall be forwarded by the Under Secretary to the Chief Secretary through the Secretary, Personnel & Administrative Reforms Department, Government of West Bengal.


N.K. PANDEY
Principal Chief Conservator of Forests,
General, West Bengal.
27/9/15

Encl. : As above.

Declaration In Connection With Foreign Visit

(To be filled by the incumbent)

1. Name of the officer : _____
2. Service of the officer/ Department : _____
3. Designation : _____
4. Name of the country/ countries to be visited : _____
5. Period of the proposed visit with specific dates : _____
6. Purpose of the visit : _____
7. Nature of visit (official/ private) : _____
8. Who will bear the cost of airfare : _____
 - i) If self, mention source like salary savings etc. or
 - ii) if organisation, details thereof or
 - iii) if individual, state the name, nationality and relation with the officer.
9. Who will bear the cost of board and lodging and travel during visit : _____
 - i) If self, mention source like salary savings etc. or
 - ii) if organisation, details thereof or
 - iii) if individual, state the name, nationality and relation with the officer.
10. Whether the officer will accept foreign hospitality during his/ her stay abroad, if so, details thereof. : _____
11. Whether the officer will accept foreign employment/ profession during his/ her stay abroad, if so, details thereof. : _____
12. Whether the officer will undergo any foreign training/ workshop/ seminar etc. programme while stay abroad, if so, details thereof. : _____
13. Whether the officer will accept any scholarship/ award etc. in connection with his/ her visit abroad. : _____

I undertake that:-

- 1) I shall not visit abroad unless I get permission from the Government; and
- 2) I shall return and resume my official duty immediately after expiry of leave to be granted for the purpose.

The above statements are true to the best of my knowledge and, if found incorrect, I shall be personally liable for the same.

Date :

Signature :

PROFORMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE - I-B)

1. Name :
2. Designation :
3. Pay :
4. Office (specify Department/ Directorate/ Undertaking/ Corporation etc.) :
5. Passport No. :
6. Details of private foreign travel to be undertaken :

Period of abroad		Name of the foreign countries to be visited.	Purpose	Estimated Expenditure (Travel, board/ lodging, visa, misc. etc.)	• Sources of Funds	Remarks
From	To					

7. Details of previous private foreign travel, if any :
undertaken during the last four years (as under No. 6)

Name :

Designation :

Date :

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| <ul style="list-style-type: none">• In case of foreign funding which comes under purview of the FCRA, 1976 clearance from the Ministry of Home Affairs, Government of India is required to be obtained. |
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Permission to visit foreign countries in private capacity (Annexure II)

No. :

Date :

I _____ (Name of leave sanctioning authority), posted as _____ (designation) hereby authorize _____ (Name of applicant), posted as _____ (designation of applicant) to visit _____ (Name of countries) for the period _____ in his/ her private capacity.

She/ He has been granted _____ (nature of leave) for the period _____ for this purpose.

Date :

Signature :

Copy for information to:

1. Cadre controlling authority.