



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

File No. **HFV-MEI-AP-0030-2017.** 16589 /H&F.W.

Dated 21-6/18

From

Hari Ballav Mishra, IAS
Addl. Secretary to Government

To

DMET(O), Bhubaneswar
Director, VIMSAR, Burla
Director, AHRCC, Cuttack
All Dean & Principal of Government Medical Colleges, Odisha
All Superintendent of Government Medical Colleges, Odisha

Sub:- Documents required for issuance of NOC to visit abroad.

Sir,

In inviting a reference to the subject cited above, I am directed to say that while furnishing proposal for issue of NOC for the Medical College Teachers working under your administrative control on private tours to abroad need to furnish an undertaking to the effect that there is no vigilance/ criminal proceedings pending against him/ her as per the GA Department O.M. No 21736 dated 07.09.2012 alongwith other requisite documents in the prescribed proforma as given in Annexure I, II and III. Further, while proceeding on official tours, they need to furnish details in the proforma prescribed by GA Department O.M. No. 2586 dated 01.02.2016 (copy enclosed). This will come into force from the date of issue.

This may be treated as most **Urgent**.

Yours faithfully,

[Signature]
21/6/18

Addl. Secretary to Government

Memo No. _____/H dtd.

Copy forwarded to DMET (O), Bhubaneswar for information and necessary action.

[Signature]
21/6

Addl. Secretary to Government

Annexure-I

**PROFORMA PARTICULARS TO BE FURNISHED BY GOVERNMENT MEDICAL
TEACHERS WHILE APPLYING FOR NO OBJECTION CERTIFICATE / LEAVE
OUT OF INDIA.**

1	Name and Designation	
2	Whether he / she has obtained valid passport	
3	Purpose of visit abroad	
4	Countries proposed to be visited	
5	Whether the proposed visit abroad is his/her first visit out of India in the current year . If not, give particulars of earlier visit and purpose of visit if any.	
6	Proposed date of departure and period of Visit	
7	Whether visit will be undertaken at His/her own cost	

The particulars furnished the above are true to the best of my knowledge and belief and that I have not given any false information purposefully or suppressed any information.

**Counter Signature
by Head Of The Institution**

SIGNATURE OF THE APPLICANT

DECLARATION

I, _____
hereby declare that there is no case pending against me in the Court of Law or any Vigilance enquiry/case or departmental proceeding.

**Counter Signature
by Head Of The Institution**

SIGNATURE OF THE APPLICANT

UNDERTAKING

I hereby declare that during my visit to abroad, the following terms & conditions are accepted by me.

1. There shall be no financial liability on Government towards my journey.
2. I will not enter into any agreement/ contract /accept any assignment during my visit.
3. No extension of time will be allowed under any circumstances.
4. I will not tender resignation of my appointment under the Government, while abroad, I am aware that the Government will not accept my resignation if tendered while I am on leave abroad.
5. The Head of the institution shall make necessary arrangements to manage my duty during my absence.
6. I will be held responsible, if any legal complicity arises in future.
7. Action as deemed proper shall be taken for violation of any condition mentioned above.

**Counter Signature
by Head Of The Institution**

SIGNATURE OF THE APPLICANT

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION DEPARTMENT

No.GAD-SER2-MISC-0001-2015- 2586 /Gen., dated 01/02/2016

OFFICE MEMORANDUM

Sub: Proforma for taking prior permission for official foreign visit by Government employees.

Guidelines for foreign visit by the State Government employees were circulated among all departments of Government vide G.A. Department Office Memorandum No.21736/Gen., dated 07.09.2012. It has been felt further to streamline the procedure for grant of permission to the Government employees for going abroad on official visit.

2. In view of the above, Government have been pleased to decide that while applying for official foreign visit, the details of the proposed visit along with information on earlier foreign visits, if any, during the last five years whether paid for by the State Government or any other source may be furnished by the Government employees who intend to go abroad on official visit, in the prescribed proforma annexed herewith.

3. This shall come into force with immediate effect.

Memo No. 2587 /Gen., dated 01/02/2016
Copy forwarded to Finance Department for information and necessary action. They are requested to make suitable amendments, if any, in the Odisha Travelling Allowance Rules in pursuance of the above G.A. Department Office memorandum.

(C.R. Patra) 1/2/16
Joint Secretary to Government

(C.R. Patra) 1/2/16
Joint Secretary to Government
Contd.....P/2

1-4

Memo No. 2588/Gen., dated 04/02/2016
Copy forwarded to All Departments/All Heads of Departments/All Collectors/Registrar, Orissa High Court, Cuttack/Registrar, Odisha Administrative Tribunal, Bhubaneswar/Secretary, Odisha Public Service Commission, Cuttack/ Additional Commissioner, Gopabandhu Academy of Administration, Bhubaneswar/Secretary, Odisha Staff Selection Commission, Bhubaneswar/ Secretary, Odisha Subordinate Staff Selection Commission, Bhubaneswar/Special Secretary, G.A.(Vigilance) Department for information and necessary action.

hbf
11/2/16
Joint Secretary to Government

Memo No. 2589/Gen., dated 04/02/2016
Copy forwarded to Principal Secretary to Governor of Odisha/PS to Chief Minister, Odisha/PS to Chief Secretary/Secretary, Board of Revenue, Odisha, Cuttack/PS to DC-cum-ACS/Sr. PrPS to Principal Secretary to Government, G.A. Department/PS to Chief Administrator, KBK for information and necessary action.

hbf
11/2/16
Joint Secretary to Government

Memo No. 2590/Gen., dated 04/02/2016
Copy forwarded to All sections of G.A. Department/Library of G.A. Department/Guard file for information and necessary action.

hbf
11/2/16
Joint Secretary to Government

Memo No. 2591/Gen., dated 04/02/2016
Copy forwarded to Officer-in-Charge, IT Centre, Secretariat with a request to upload this G.A. Department Office Memorandum in the website of G.A. Department for information of all concerned for necessary action.

hbf
11/2/16
Joint Secretary to Government

**PROFORMA APPLICATION
FOR SEEKING PRIOR PERMISSION BY
GOVERNMENT EMPLOYEES FOR OFFICIAL VISITS ABROAD**

(To be filled in by the Government Servant applying for visit abroad)

1. Name & Designation :
2. Pay :
3. Department :
4. Passport No. :
5. Details of Official Foreign travels / visits to be undertaken :

Sl. No.	Period of Foreign travel/ visit	Name of the Foreign Country to be visited	Purpose of visit	Sponsoring Authority	Estimated expenditure (travel, boarding, lodging, visa, misc etc.)	Source of funding

6. Details of Official Foreign travel/ visit undertaken during the last five years.

Sl. No.	Period of Official Foreign visit	Name of the Foreign Countries visited	Purpose

Place :

Date :

**Signature
Name and Designation**