



**Government of Jammu and Kashmir  
Higher Education Department  
Civil Secretariat, J&K**

Subject: Visits outside the Country by Government Employees-Instructions thereof.

**CIRCULAR No. 02 -JK(HE) of 2025**  
**Dated: 04 -04-2025**

The procedure for grant of permission in favour of the Government employees on private affairs to the Foreign Countries has been prescribed clearly by the Government. It has been provided that the station permission for proceeding outside the Country on private affairs shall be granted by the Administrative Department in the same manner as Leave outside the Country.

Further, the General Administration Department in terms of Circular No.08-JK (GAD) of 2021 dated 13-02-2021 have inter-alia clarified that prior permission of the Competent Authority for leaving the station shall be mandatory when a Government employee intends to visit a foreign country on private affairs.

Despite of clear directives from the Government, it has been observed that the officer(s) / official(s) of Higher Education Department working in the different Government Degree Colleges apply for grant of Leave and permission presuming that the same shall be considered/approved by the Competent Authority in the absence of requisite documents and necessary Vigilance Clearance in their favour from the General Administration Department and leave the station without waiting for the permission from the Competent Authority in violation of the standing instructions/extant rules.

It has also been observed in many cases that the Faculty Members of the Department even submit their application forms for applying for the grant of Leave and Permission for visiting abroad at the last movement thereby leaving limited duration of time before the Department for obtaining approval in the cases from the Competent Authority, which needs to be curbed as the same has been viewed seriously by the authorities.

In order to avoid this unhealthy trend, it is, therefore, enjoined upon all the Principals/Associate Professors/Assistant Professors/Librarians/Physical Training Instructors of the respective Government Degree Colleges of J&K to adhere the following instructions heretofore:

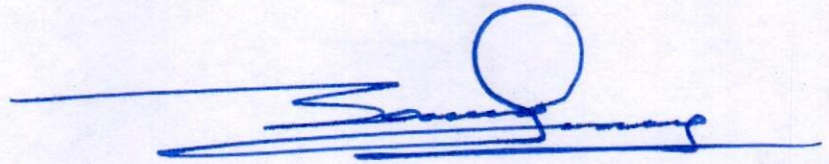
- (i) That the process regarding submission of the Applications for foreign visits on private affairs (complete in all respects) annexed with the requisite documents/ information including the mandatory Vigilance Clearance from the General Administration Department be initiated at-least 45 days earlier prior to



the date of commencement of the journey; before furnishing the case to the the Administrative Department for obtaining approval of the Competent Authority through the Director Colleges; and

(ii) The case(s) wherein it will be observed that the concerned Member of the Service has left the Country on Private affairs, without waiting for the completion of the requisite formalities, Vigilance clearance and permission from the Competent Authority, his/her case shall be strictly dealt in terms of the J&K Civil Service Regulations, 1956 (Volume-I) and J&K Civil Services (Classification, Control and Appeal) Rules, 1956, for which the whole responsibility shall squarely lie upon the concerned and no case shall be processed for postfacto sanction.

Further, no Principals of the Government Degree College, shall un-necessarily forward the incomplete applications relating to the above mentioned nature of visits directly to the Administrative Department bypassing the Director Colleges, and it is ensured that the case is complete in all respects before its recommendation.



(Sanjay Kumar Ticloo)JKAS  
Deputy Secretary to the Government

No. HED-GAZ/77/2024-04(7414667) `

Dated: 04 -04-2025

Copy to the:-

01. Director Colleges, J&K, for information with the request to recommend the cases which are complete in all respects alongwith the necessary Vigilance clearance only for obtaining approval of the Competent Authority.
02. Nodal Principals, Jammu/ Kashmir.
03. Principal, \_\_\_\_\_ (All).
04. Private Secretary to Financial Commissioner (Additional Chief Secretary), Higher Education Department.
05. Circular Register (w.2.s.c.).