

19/12/13

To

All the Administrative Secretaries/
Head of Departments/Offices/Institutions/Boards/Corporations,
Chandigarh Administration.

Subject: Criteria for grant of permission to Government employees to go abroad on Ex-India Leave.

Sir/Madam,

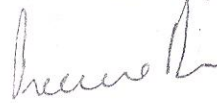
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24 DEC 2013

In continuation of this department's letter No.2142-IH(7)-2011/9760 dated 01.06.2011 on the subject noted above, it is to state that various departments have been seeking clarifications as to whether any policy instructions for granting Ex-India Leave have been issued. The matter has been considered and it has been decided that while granting ex-India Leave the following conditions may be kept in view:-

- i. While processing the case for grant of ex-India leave, the details of last 3 years of leave granted and availed of by the applicant may be examined.
- ii. The applicant should give proper justification for grant of ex-India leave.
- iii. Ex-India leave would be generally restricted to a maximum of one month i.e. earned leave permissible to an employee in a year. If an employee does not take any Ex- India leave in a year, he can avail extra leave in the next year and so on.
- iv. The official will not indulge in any such activity, which shall be detrimental to the national interest or the interest of the Chandigarh Administration.
- v. The official will have to observe all the procedural formalities prescribed by law while being on Ex-India Leave.
- vi. During the Ex-India leave, official will not apply for any immigration or work permit or permanent/temporary residency.
- vii. The official will not be permitted any foreign exchange prior to proceeding on leave or during the period of his/her stay abroad.
- viii. In the event of any change of address he/she will inform the department immediately.
- ix. He/she is not wanted by any law/court/police in any case.
- x. He/she will not engage himself/herself in any gainful employment during his/her stay at abroad.
- xi. He/she will handover the complete charge before proceeding on leave.

- xii. The expenditure involved in the matter will be met out by the official himself/herself.
- xiii. He/she will not tender resignation while abroad.
- xiv. He/she will give complete correct address and contact number of his/her stay while abroad.

Yours faithfully,



Additional Secretary Personnel,
Chandigarh Administration

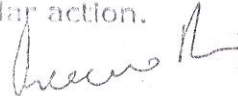
Endst. No. 28/65-IH(7)-2013/

23219

Dated:

19/12/13

A copy is forwarded to all Administrative Branches of Chandigarh Administration Secretariat for similar action.



Additional Secretary Personnel,
Chandigarh Administration

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-D, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2609360)

(ESTABLISHMENT BRANCH-IV)

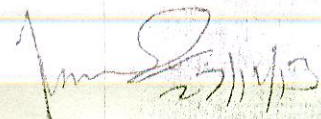
Endst. No. GMCH-E-IV-EA-1(24/3)-2013/

47702-604

Dated, Chandigarh the 27 DEC 2013

A copy is forwarded to the following for information & necessary action at their end:

1. The Deputy Controller (F&A), GMCH-32, Chandigarh.
2. The Office Superintendents (Est. I, II, III, HA-I & II), GMCH-32, Chandigarh.
3. The Computer Programmer, GMCH, Chandigarh. He is requested to **"Circulate"** the same among all the HODs/Br. Incharges of this Institute.



Superintendent (Est.-IV)