

(E-18578)  
No.C-30018/6/2025-Vig. /614  
भारत सरकार/Government of India

वित्त मंत्रालय, व्यय विभाग/Ministry of Finance, Department of Expenditure  
कार्यालय लेखा महानियंत्रक/Office of the Controller General of Accounts  
(सतर्कता अनुभाग/Vigilance Section)

महालेखा नियंत्रक भवन,  
जी.पी.ओ. कॉम्प्लेक्स, ई-ब्लॉक, आई.एन.ए.,  
नई दिल्ली-110023  
दिनांक: 31.07.2026

**OFFICE MEMORANDUM**

**Subject: Procedure for processing requests for private foreign visits by officers/officials of the Indian Civil Accounts Organisation – reg.**

The undersigned is directed to forward herewith a copy of Department of Expenditure, Vigilance Section Office Memorandum No. C-18018/08/2021-Vig. (Pt.I) dated 17.07.2026 on the above subject for information and compliance.

2. Wherever required the concerned Authority may obtain only the status relating to disciplinary proceedings from the Vigilance Section, O/o CGA, with reference to Sl. No. 5 of Part B by submitting the aforesaid DoPT proforma. The Vigilance Section, O/o CGA shall furnish only vigilance status instead of vigilance clearance for the purpose.

4. It is further, stated that information regarding criminal cases, if any, is maintained by the Administration Division of the Ministry/Department/Office concerned and not by the Vigilance Section, O/o CGA. Such information may, therefore, be verified from the respective administrative sections while processing requests for private foreign visits by employees.

5. Accordingly, all the administrative authorities concerned are requested to comply with the directions received from DoE, in respect of applications for private foreign visits submitted by officers/officials under their administrative control. Further, the contents of this Office Memorandum may also be brought to the notice of all officers/officials for compliance.

6. This issues with the approval of Controller General of Accounts.

Encl.: As above.

AC388  
31/07/26  
(Bhole Amit Gunvant)  
Sr. Deputy Controller General of Accounts (Vigilance)

**Copy for information and necessary action to:**

1. The Addl. CGA, PFMS
2. The Jt.CGA, HR-I, O/o CGA
3. The Jt. CGA, (Admn.) O/o CGA
4. The Director, INGAF
5. All the Pr. CCAs/CCAs/CAs with independent charge
- ✓ 6. Sr.AO (ITD), O/o CGA with request to upload this O.M. on CGA website



Confidential

No.C-18018/08/2021-Vig.(Pt.I)

Ministry of Finance  
Department of Expenditure  
(Vigilance Section)

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Room No. 10004, D-Wing,  
Ground Floor, Kartavya Bhavan-01,  
New Delhi, the 17<sup>th</sup> July, 2026OFFICE MEMORANDUM**Subject:- Seeking Vigilance Status for private visit abroad for ICAS officers of O/o CGA-reg.**

The undersigned is directed to refer to Office of Controller General of Accounts' O.Ms No. C-30018/06/2025-Vig/443 dated 22.06.2026 & No. C-30018/06/2025-Vig/447 dated 24.06.2026 wherein O/o CGA has requested for confirmation in dispensation of their existing practice of seeking vigilance clearance from Department of Expenditure in respect of private foreign visits of ICAS officers in accordance with DoPT's O.Ms. dated 01.09.2008, 27.07.2015 and 09.10.2024 and to say that Part A in the Proforma of DoPT O.M. No. 11013/8/2015-Estt.A-III dated 27.07.2015 (Copy enclosed) for private visit abroad to be filled by Government servant who is applying for private visit abroad whereas Part B in the Proforma seek the information (To be filled by Administration) which do not indicate the requirement of Vigilance Clearance while Sl. No. 5 of Part B in the Proforma, seek information whether any disciplinary proceedings/criminal case is pending against the Government servant(Details).

2. In this regard, it is hereby informed that **Vigilance Section is concerned only** for providing information/status related to Disciplinary proceedings and not related to Criminal case w.r.t Sl. No. 5 of Part B in the Proforma attached with **DoPT O.M. No. 11013/8/2015-Estt.A-III dated 27.07.2015** for taking prior permission by the govt. servants for private visit abroad. **Hence, it appears that there is no need to grant vigilance clearance in this regard.**

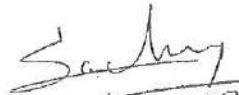
3. Henceforth, O/o CGA is requested **not to seek vigilance clearance** for private visit abroad by the government servant **instead** O/o CGA may seek information/status related to Disciplinary proceedings only, from Vigilance Section, DoE if required by them, w.r.t Sl. No. 5 of Part B in the Proforma of the said O.M for private visit abroad.

4. Further, Intimation of a criminal case if any, against the government servant, is reported to administration of an organisation either by the government servant himself/herself or by the police authorities or the by the court of law. Hence, the records of criminal

case if any, against the government servant is available with Administration Division of DoE/ O/o CGA not in the Vigilance Section, DoE. Further as per Rule 10 (2) (a) & (b) given under Part IV of CCS(CCA) Rules, 1965 which relates to deemed suspension on account of detention/imprisonment of a Government servant in a criminal case, deemed suspension is ordered by Appointing Authority.

5. This issues with the approval of **Additional Secretary (Pers.) & CVO, Department of Expenditure.**

Encl: As stated above

  
17.07.2026  
(Sachin Balhara)  
Section Officer  
Tel. No. 24011974

To

Sr. Accounts Officer (Vig.),  
**[Shri Parveen Juneja],**  
Office of the Controller General of Accounts,  
Mahalekha Niyantrak Bhawan,  
GPO Complex, E-Block, INA,  
New Delhi-110023.

(4)

F. No. 11013/8/2015-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Establishment Division)

North Block, New Delhi - 110001  
Dated July 27<sup>th</sup>, 2015

OFFICE MEMORANDUM

Subject: Requirement of taking prior permission for leaving station/ headquarters for going abroad while on leave.

1. No. 11013/7/2004-  
Estt.(A) dt the 1<sup>st</sup>  
September, 2008

2. No. 11013/7/2004-  
Estt.(A) dt the 15<sup>th</sup>  
December, 2004

3. No. 11013/8/2000-  
Estt.(A) dt the 7<sup>th</sup>  
November, 2000

4. No. 11013/7/94-  
Estt.(A) dt the 18<sup>th</sup>  
May, 1994

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For example, permission may be denied in the interest of security. Individuals facing investigation/inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1<sup>st</sup> September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sanctioning authority. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned with 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.

  
(M P Rama Rao)

Under Secretary to the Government of India

To  
The Secretaries of All Ministries/Departments  
(as per the standard list)

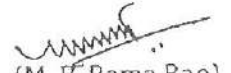
Contd. ....2/-

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No. 11013/8/2015-Estt.A-II] dated 27.07.2015

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → CCS (Conduct Rules)
17. Hindi Section, DoP&T

  
 (M. P. Rama Rao)

Under Secretary to the Government of India

(2)

PROFORMA FOR TAKING PRIOR PERMISSION BY  
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD

**Part A – To be filled by the Government servant applying for visit abroad**

1. Name and Designation
2. Pay
3. Ministry/ Department
4. Passport No.
5. Details of private foreign travels to be undertaken:

| Period of travel | Name of foreign countries to be visited | Purpose | Estimated expenditure (travel, board, lodging, visa, misc., etc.) | Source of funds |
|------------------|-----------------------------------------|---------|-------------------------------------------------------------------|-----------------|
|                  |                                         |         |                                                                   |                 |
|                  |                                         |         |                                                                   |                 |

6. Details of private foreign travel undertaken during the last four years

| Period of travel | Name of foreign countries visited | Purpose |
|------------------|-----------------------------------|---------|
|                  |                                   |         |
|                  |                                   |         |

Signature

Date:

Name and Designation



①

Part B – To be filled by the Administration

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/ top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details)
4. Whether the Government servant is under suspension.
5. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Signature

Date:



Name and Designation