



# केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय-भारत सरकार)

केरेबो कांप्लेक्स, बि.टी.एम. लेआउट  
मडिवाला, बेंगलूरु - 560068

No.CSB-63(7)/2023-ES-I, Vol.II /E-75659



# Central Silk Board

(Ministry of Textiles - Govt. of India)

CSB Complex, BTM Layout  
Madiwala, Bengaluru - 560 068

Date : 06-04-2026

## CIRCULAR

Sub : Permission for Private Foreign visit – Instructions - reg.

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With reference to the subject cited above, find enclosed herewith DoPT OM F.No.11013/8/2015-Estt.A-III dated July 27th, 2015 regarding taking prior Permission for leaving station / head quarter for going abroad while on leave, which is self explanatory, for strict compliance.

Further, the following guidelines regarding obtaining vigilance clearance and grant of permission for Private Foreign visit in respect of Officers/officials may also be followed :

1. The Officer/official shall make requests for grant of permission for private visits abroad to the Leave Sanctioning Authority at least 45 days prior to their expected date of departure.
2. Requests shall be made in proforma prescribed by the DoPT OM dated 27/07/2015 (proforma alongwith Undertaking attached) and shall be completed in all respects. Estimated expenditure should be given head-wise i.e. Travel/Boarding/Lodging/ VISA/ Misc. etc. Details of estimated expenditure should be given in respect of all the dependent family members travelling with the Officer/official on the foreign visit.
3. In case where an Officer/official intends to accept any foreign hospitality, the Officer must certify that prior permission of the Central Govt. under FCRA, 2010 shall be taken separately before undertaking the private foreign visit.
4. The Officer/official undertaking private foreign visits shall produce the last 03 months bank statement/copy of passport/air tickets alongwith the application. The bank statement should reflect the expenditure borne towards tickets, lodging etc. In case, the expenditure has been made by any family member/relative, his/her bank statement reflecting the expenditure should be furnished. They should also furnish the details of private foreign travel undertaken during the last four years.

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पो.बा.सं / P.E.No. 6825

वेबसाइट/Website : <http://csb.gov.in>

Central Silk Board @csbmot

@csbmotbengaluru @centralsilkboard196



सूचना का

अधिकार

RIGHT TO

INFORMATION

दूरभाष/Phone : +91-80-26282699

+91-80-26282100

ई-मेल/ e-mail: [ms.csb@nic.in](mailto:ms.csb@nic.in)



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:: 2 ::

5. Where applications are received 45 days, prior to expected date of departure, the establishment Section of CSB-Central Office shall dispose of the same within 21 days of receipt of applications.
6. Failure to obtain permission of Competent Authority before leaving station/ headquarters especially for foreign visits will be viewed seriously and may entail disciplinary action.

  
[Rajiv S. Kittur]  
Joint Director (Admn.)

Encl : As above.

✓ All the Directors of the Main Institutes/  
In-charge Officers of Regional Offices/  
SMOI Chapters and Other Independent  
Units of Central Silk Board.

All the Divisional In-charge of  
CSB-Central Office, Central Silk Board,  
Bangalore.



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सं.केरेबो-63(7)/2023-स्था ES-I,खंड Vol.II /E-75659

दिनांक : 06-04-2026

### परिपत्र

विषय : निजी विदेश यात्रा हेतु अनुमति हेतु निर्देश के संबंध में।

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उपरोक्त विषय के संदर्भ में, अवकाश के दौरान विदेश जाने हेतु स्टेशन / मुख्यालय छोड़ने के लिए पूर्व अनुमति लेने के संबंध में 27 जुलाई, 2015 को कार्मिक व प्रशिक्षण विभाग, कार्यालय ज्ञापन संचिका सं. 11013/8/2015-Estt.A-III संलग्न पाएं, जो सख्त अनुपालन के लिए स्वतः स्पष्ट है।

इसके अलावा, अधिकारियों/कर्मचारियों के संबंध में सतर्कता मंजूरी प्राप्त करने और निजी विदेश यात्रा की अनुमति प्रदान करने के संबंध में निम्नलिखित दिशानिर्देशों का भी पालन किया जाए:-

1. अधिकारी/कर्मचारी अपनी अपेक्षित प्रस्थान तिथि से कम से कम 21 दिन पहले अवकाश की मंजूरी प्रदान करने वाले प्राधिकारी को निजी विदेश यात्राओं की अनुमति प्रदान करने लिए अनुरोध करेंगे।
2. संबंधित अनुरोध कार्मिक व प्रशिक्षण विभाग, कार्यालय ज्ञापन दिनांक 27/07/2015 (वचन-पत्र प्रपत्र के साथ संलग्न) द्वारा निर्धारित प्रपत्र में किए जाएंगे और सभी मामलों में पूरा किया जाएगा। अनुमानित व्यय के विवरण को शीर्ष-वार दिया जाना चाहिए अर्थात् यात्रा/बोर्डिंग/लॉजिंग/वीजा/विविध आदि। विदेश दौरे पर अधिकारी/ कर्मचारी के साथ यात्रा करने वाले परिवार के सभी आश्रित सदस्यों के संबंध में अनुमानित व्यय का विवरण दिया जाना चाहिए।
3. यदि कोई अधिकारी/कर्मचारी किसी भी विदेशी आतिथ्य को स्वीकार करने का इरादा रखता है, तो अधिकारी को यह प्रमाणित करना होगा कि निजी विदेश यात्रा करने से पहले एफसीआरए, 2010 के तहत केंद्र सरकार की पूर्व अनुमति अलग से ली जाएगी।
4. निजी विदेश यात्रा करने वाले अधिकारी/कर्मचारी आवेदन के साथ पिछले 03 महीने के बैंक स्टेटमेंट/पासपोर्ट/हवाई टिकट की प्रति प्रस्तुत करेंगे। बैंक स्टेटमेंट में टिकट, लॉजिंग आदि के लिए किए गए खर्च को दर्शाया जाना चाहिए। यदि परिवार के किसी सदस्य/रिश्तेदार द्वारा व्यय किया गया है, तो व्यय को दर्शाने वाला उनका बैंक विवरण प्रस्तुत किया जाना चाहिए। उन्हें पिछले चार वर्षों के दौरान की गई निजी विदेश यात्राओं का विवरण भी प्रस्तुत करना चाहिए।



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@csbmotbengaluru @centralsilkboard196



दूरभाष/Phone : +91-80-26282699  
+91-80-26282100  
ई-मेल/e-mail: [ms.csb@nic.in](mailto:ms.csb@nic.in)



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:: 2 ::

5. प्रस्थान की अपेक्षित तिथि से 45 दिन पहले आवेदन प्राप्त होने की स्थिति में, सीएसबी-केंद्रीय कार्यालय का स्थापना अनुभाग आवेदन प्राप्त होने के 21 दिनों के भीतर उनका निपटान करेगा।
6. स्टेशन/मुख्यालय छोड़ने से पहले सक्षम प्राधिकारी की अनुमति प्राप्त न करना, विशेषकर विदेश यात्राओं के लिए, गंभीर मामला माना जाएगा और इसके परिणामस्वरूप अनुशासनात्मक कार्रवाई की जा सकती है।

21. 12. 2022  
[राजीव एस. किन्नूर]  
संयुक्त निदेशक (प्रशासन)

संलग्न-यथोपरि

सेवा में,

- ✓ केंद्रीय रेशम बोर्ड के मुख्य संस्थानों के सभी निदेशक/  
क्षेत्रीय कार्यालयों के प्रभारी अधिकारी/  
एसएमओआई चैप्टर और अन्य स्वतंत्र इकाइयां।

सीएसबी-केंद्रीय कार्यालय, केंद्रीय रेशम बोर्ड, बेंगलूरु के सभी प्रभागीय प्रभारी ।

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.

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/-

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

No. 11013/8/2015-Estt.A-III 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

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

**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 any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Date:

Signature

Name and Designation

UNDERTAKING

REQUIRED TO BE FURNISHED FOR GRANT OF LEAVE TO VISIT ABROAD

I \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Designation) hereby  
undertake to abide by the following conditions during my visit to  
\_\_\_\_\_ (Name of the Country to be visited):-

1. I will not approach any foreign agency for financial assistance without prior approval of the Government of India.
2. I will not enter directly into any kind of correspondence with any foreign agency except through my employer i.e. the Department of Legal Affairs.
3. I will return to duty in the Department of Legal Affairs after expiry of leave, if sanctioned to me.
4. I will not employ myself during the period of my stay abroad.
5. I will not involve myself in any activity, which may adversely affect the relations between the two countries.
6. No payment of leave salary will be made in foreign exchange.
7. I will not request for grant of extension of leave, while abroad beyond the period of leave initially sanctioned to me and I also understand that such request shall ordinarily not be entertained and the grant of extension, if any, will depend on the exigencies of work in public interest.

(SIGNATURE OF THE OFFICER)