

No. 1/24/95-Per/Part/ 2383
U.T. Administration of Daman & Diu
Department of Personnel &
Administrative Reforms,
Secretariat,
Daman – 396 220.

Dated: 27/11/2015

CIRCULAR

**Sub:- Guidelines and formats for submission of proposal for
sanction of Ex-India Leave.**

It has been observed by the Competent Authority that a number of applications for sanction of Ex-India Leave are being received from various departments for scrutiny and approval in Personnel Department. It has been found that these proposals suffer from various defects, infirmities and lack complete details required for proper examination. As a result, the proposals have to be returned to concerned department.

2. It has therefore been decided to adopt following procedure for sanction of Ex-India Leave to Government Employees working in the UT Administration of Daman and Diu:

- a) The Government Servant who desires to apply for Ex-India Leave has to submit Leave application in prescribed format, along with personal details in proforma annexed herewith as **Annexure 'A'**.
 - b) On receipt of application from Government Servant, the Head of office concerned shall obtain a report from Police Department, as to whether the Government servant has applied /acquired citizenship of any other country or surrendered the Indian Citizenship or not. The model letter to be sent to Police Department is annexed herewith as **Annexure-'B'**.
 - c) Departments shall submit the proposals for sanction of Ex-India Leave as per Model File Noting which is annexed herewith as **Annexure-'C'**.
 - d) After approval of Ex-India Leave by Competent Authority on file, the sanction of Ex-India Leave may be issued by concerned Head of Office in prescribed format Annexed herewith **Annexure 'D'**.
3. The proposal received in above format will only be considered for examination by Personnel Department.
4. This is issued with the approval of Development Commissioner.

(P.S. Jani)

Additional Secretary (Pers.)

- Encl.: 1. Annexure – A
2. Annexure – B
3. Annexure – C
4. Annexure – D

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To

All Heads of Office,
Daman / Diu.

Copy to :-

1. The Collector, Diu with a request to circulate the same to all the Heads of Office in Diu District.
2. The Deputy Secretary (Pers.), Secretariat, DNH to issue similar circular for DNH.
3. The DIO, NIC, Daman for uploading on Government website.

PROFORMA to be attached with Application for Ex-India Leave

1.	Full Name			
2.	Designation			
3.	Pay (Pay Band + Grade Pay)			
4.	Name of Office where presently posted			
5.	Date of Joining Service			
6.	Date of Retirement			
7.	Passport No. (Copy of Passport to be enclosed)			
Details of Foreign Travel to be under taken :				
8.	(i) Period to be spent abroad	From	To	
	(ii) Name of Foreign Country to be visited			
	(iii) Purpose of visit			
	(iv) Estimated Expenditure (Travel/Boarding/Lodging/Visa etc.)			
	(v) Source of Funding (a) Own Fund (Please enclose copy of pass book). (b) Name and full address of Sponsor, if any, who sponsors foreign visit (Enclose original letter from Sponsor)			
	Details of previous foreign travel, if any, undertaken during last five years	Country Visited	From	To

UNDERTAKING

1. I declare that all statement made by me above are true, complete and correct to the best of my knowledge. I understand that in the event of any information being found suppressed/false, or incorrect, I am liable to be prosecuted under relevant laws.

2. I undertake that I am a citizen of India and that I have neither applied /acquired citizenship of another country nor have surrendered my citizenship of India, I further undertake that I will not extend my leave and shall resume my duty on expiry of Leave granted to me.

3. I undertake that I will not engage myself in any job abroad, whether private or Government during my leave period.

4. I further undertake that, I will not engage in any activities prejudicial to the sovereignty and integrity of India.

5. I am aware of the contents of the Circular No.1/24/95-PER/Part/2019 dated 20/10/2015 issued by Department of Personnel and Administrative Reforms, U.T. Administration of Daman & Diu, and I certify that I have not applied for the Bilhete de Identidade (B.I. – Citizen Card) issued by Government of Portugal.

Place :
Date:

Signature of Government Servant
<Name of Government Servant>

Endorsement by Head of Office

Shri _____ < Name of Government Servant, Designation > who intends to go on Ex-India Leave from _____ to _____ to visit _____ <Name of Country>, has signed before me.

Place:
Date:

(Name, Designation & Signature of Head of Office)

Annexure 'B'

Model Letter to SDPO Daman / Diu for Police Report in case of Ex-India Leave.

To

The SDPO
Police Department,
Daman / Diu.

Subject :- Sanction of Ex-India Leave in respect of Shri / Smt.
(Name & Designation).

Sir

With reference to the above cited subject, it is to inform you that Shri / Smt. _____ <Name & Designation> working in the office of _____ <Name of Office> has applied for sanction of Earned Leave from _____ to _____ for total _____ days, with a request to sanction Ex-India Leave to visit _____ <Name of the Country to be visited>.

2. You are kindly requested to inform this office whether the above named Government Servant has applied / acquired citizenship of any other country, or surrendered citizenship of India or not, to enable this office to take further action in the matter.

Yours faithfully,

(Name, Designation and Signature of Head of Office)

Annexure 'C'

Model File Noting

Subject: Sanction of Ex-India Leave to Shri / Smt. _____
<Name & Designation>

Submitted:

Shri / Smt. _____ <Name & Designation> _____
working in office of _____ <Name of Office> has applied for Earned
Leave from _____ to _____ for total _____ days, with a request to
sanction Ex-India Leave which is placed at C/ _____.

2. Shri / Smt. _____ <Name & Designation> has _____
days of Earned Leave at his/her credit.

3. Shri / Smt. _____ <Name & Designation> has submitted
Annexure 'A' (Proforma to be attached with application for Ex-India Leave), which is
placed at C/ _____.

4. Shri / Smt. _____ <Name & Designation> has further
submitted following documents along with Leave application:

- (i) Copy of Passport (C/ _____).
- (ii) Original letter of Sponsorship, if applicable (C/ _____).
- (iii) Copy of Passbook (C/ _____), if applicable.
- (iv) Vigilance Clearance Certificate (C/ _____).

(Please mention here any other documents submitted by Government Servant
alongwith his Leave application).

5. The other personal details of Shri / Smt. _____ <Name of Government
Servant with Designation> is as under.

Pay	Date of Joining Service	Date of Retirement	Passport No.	Name and full address of Sponsor, if any, who is sponsoring the foreign visit

6. Details of private Foreign Travel to be under taken.

(i)	Period to be spent abroad	From	To
(ii)	Name of Foreign Country to be visited		
(iii)	Purpose of visit		
(iv)	Estimated Expenditure (Travel / Board / Lodging / Visa etc.)		

(v)	Source of funding (Please enclose copy of passbook, if the foreign visit is proposed at Government Servants' Own Fund)			
(vi)	Details of previous foreign travel if any, undertaken during last 5 years	Country Visited	From	To

7. The Police Department vide letter No. _____ dated _____ placed at C/_____, has reported that Shri/Smt. _____, working as _____, has _____ <mention here in brief the substance of report from Police Department>.

8. Shri/Smt. _____ has undertaken that he/she will not extend his Leave, and resume duty on Expiry of Leave. He / She has also under taken that he/she is citizen of India and neither applied/acquired citizenship of any other country nor has surrendered his/her Indian citizenship. He/She has also given undertaking that he/she will not engage in any job abroad. He/She has also undertaken that he/she will not engage in any activities prejudicial to the sovereignty and integrity of India. He/She has also informed that he/she has not applied for the grant of Bilhete de Identidade (B.I. Citizen Card) issued by Government of Portugal.

9. Accordingly, the Earned Leave applied by Shri/Smt. _____ <Name & Designation> from _____ to _____ for total _____ days is recommended for sanction.

Submitted for approval please.

(Name of Head of Office)
Designation
Date

Model Order for sanction of Ex-India Leave.ORDER

Read: (i) Leave application dated _____
 (ii) Police Report dated _____

Date: _____

Subject: Sanction of Ex-India Leave

Shri/Smt. _____ <Name & Designation of Government Servant>, has vide application dated _____, applied for Earned Leave from _____ to _____ for total _____ days, alongwith request for Ex-India Leave for the purpose of _____.

2. Shri/Smt. _____ <Name & Designation of Government Servant> has further given an undertaking that :

(i) He/She is a citizen of India and he/she had neither applied/acquired citizenship of any other country nor he/she has surrendered his/her citizenship of India.

(ii) He/She will not extend his/her Leave and resume duty on expiry of Leave.

(iii) He/She will not engage himself in any job abroad, whether private or Government, during Leave period.

(vi) He/She will not engage in any activities prejudicial to the sovereignty and integrity of India.

(v) He/She has not applied for the Bilhete de Identidade (B.I. Citizen Card) issued by Government of Portugal.

3. The SDPO, Daman / Diu, vide letter No. _____, dated _____ has informed that Shri / Smt. _____ <Name & Designation of Government Servant> has _____ <mention here in brief the substance of report from Police Department>.

4. Shri/Smt. _____ <Name & Designation of Government Servant> is hereby sanctioned Earned Leave from _____ to _____ for total _____ days alongwith permission to visit _____ <Name of Country> during Leave period for the purpose of _____ <mention here purpose of foreign visit>.

5. This Leave is sanctioned subject to condition that, in case of violation of any terms of undertaking given by Shri/Smt. _____, the Leave sanctioned above shall be deemed to be cancelled and he/she will be liable to be prosecuted as per criminal laws, in addition to Departmental Proceedings under CCS (CCA) Rule, 1965.

6. This is issued with the approval of _____.

(Name, Designation and Signature of Head Office)

To

Shri/Smt. _____
