



GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
TASHILING SECRETARIAT
GANGTOK

No: 11441/GEN/DOP

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CIRCULAR

It is noticed that a large number of officers and employees seek permission to visit outside the state and abroad to attend meetings, seminars, workshops, etc. hosted by various agencies. In most of the cases the expenditure on attending such functions are to be borne by the State Government. Attending such meetings outside the state by a large number of officers and employees at a time impacts the daily administrative functioning of the department resulting in public inconvenience.

It is also noticed that Secretaries/Heads of Departments leave the station on account of leave, official tours etc. without taking approval of the competent authority. In such cases, Hon'ble Minister-in-Charges of the concerned department are also not informed well on time.

Therefore, the following directives are issued for strict compliance:

1. Resident Commissioner, Sikkim House, New Delhi shall attend routine meetings/seminars/workshops on behalf of the departments as far as possible.
2. In cases where schemes which require intensive review/discussion the concerned Secretary/Head of Department may attend the meeting and only one officer shall be allowed to accompany him/her.
3. In cases where presence of more than two officers and staff is required, a proposal with proper justification may be submitted for approval of the Chief Secretary.
4. Chief Secretary will be the approving authority for tours within India for officers of the rank of Joint Secretary and equivalent and above. After obtaining approval of the Chief Secretary, the concerned Head of Department will endorse a copy to the office of the respective Minister-in-Charge and Secretary to the Hon'ble Chief Minister for information.
5. In all cases of foreign travel of the Government employees, the existing guideline on foreign visits shall be strictly followed.


(Vijay Bhushan Pathak, IAS)
Chief Secretary
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