

File No. A-24011/1/2020-HRD-II /244
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade

New Delhi, dated 14th July, 2020

OFFICE MEMORANDUM

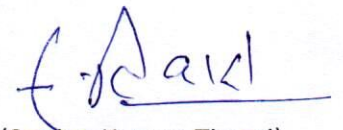
Subject: Requirement of taking prior permission by Government Servant for leaving Headquarters-regarding

It has been observed on repeated occasions that officers/officials have left headquarters without obtaining prior permission and station leave. In the recent months, this has been causing serious dislocation of work, as, in some occasions, officers expressed their inability to return due to travel restrictions being imposed by local administration to contain COVID pandemic. Such unauthorized absences from the headquarters, in violation of the extant instructions of the Government requiring prior permissions, have been viewed seriously.

It is reiterated that the instructions contained in DoPT OM No. A-11013/7/04-Estt(A) dated 18.05.1994 categorically provides that prior permission is essential before a Government servant leaves his station or headquarters and failure to obtain permission of competent authority before leaving station/headquarter ts is to be viewed seriously and may entail disciplinary action.

It is therefore brought to the knowledge of all the officers/officials that, in terms of the aforementioned instructions of DoPT, that they should obtain station leave/ prior approval before moving out of headquarters/station. Failure to do so would render the officer/official liable for disciplinary actions as deemed appropriate.

This issues with the approval of the Competent Authority.



(Sanjay Kumar Tiwari)

Dy. Director General of Foreign Trade

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To

All Officers/Officials in DGFT

Copy to:

1. Sr. PPS to DGFT
2. Sr. Support Engineer- to upload on website of DGFT