

**GOVERNMENT OF MEGHALAYA
PERSONNEL & A.R.(A) DEPARTMENT**

OFFICE MEMORANDUM

Dated Shillong, the 4th May, 2026.

No.PER.44/2023/381- In partial modification of this Department's Circular No. PER.44/2023/322, dated 19.12.2025, pertaining to the Standard Operating Procedure (SOP) on Grant of Permission for Foreign Travel by Government Employees (Private Visits Abroad), it is hereby informed that the Personnel & Administrative Reforms (A) Department is the Competent Authority for grant of permission to travel abroad in respect of Gazetted Officers who belong to the following category of service:-

AIS (both serving and retired), MCS, MSS, and Officers of the level of Joint Secretary/Director in the Heads of Department.

For all other Gazetted Officers, the Administrative Secretary of the Department (Principal Secretary/Commissioner & Secretary/Secretary) is competent to grant permission.

Sd/-(C. V. D. Diengdoh, IAS)

Commissioner & Secretary to the Govt. of Meghalaya
Personnel & A.R.(A) Department

Memo No.PER.44/2023/381-A

Dated Shillong, the 4th May, 2026.

Copy to:

1. The Commissioner & Secretary to the Governor of Meghalaya, Shillong.
2. Private Secretary to the Hon'ble Chief Minister for information of the Hon'ble Chief Minister.
3. Private Secretary to the Chief Secretary, Govt. of Meghalaya, for information of the Chief Secretary.
4. P.A./P.S. to all Ministers.
5. All Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries, Govt. of Meghalaya.
6. The Commissioner & Secretary, Meghalaya Legislative Assembly, Shillong.
7. The Resident Commissioner, Meghalaya House, 9-Dr. A.P.J. Abdul Kalam Road, New Delhi-110011.
8. The Trade Adviser and Director of Movement, Govt. of Meghalaya, Meghalaya House, Shanty Pally, Kolkata-700042.
9. The Chairman, Meghalaya Public Service Commission, Shillong.
10. All Deputy Commissioners/Sub-Divisional Officers.
11. All Administrative Departments.
12. S.I.O. NIC, Meghalaya, Shillong, for uploading in Government Website.
13. Director, Printing & Stationery, Meghalaya, for favour of publication in the Meghalaya Gazette.
14. Guard File

By Order etc.,



Deputy Secretary to the Govt. of Meghalaya
Personnel & A. R. (A) Department
