

No.PER. 76/2011/Pt/136  
Government of Meghalaya  
Personnel & A. R. (A) Department

.....  
Dated: Shillong, the 1<sup>st</sup> April, 2024

**CIRCULAR**

The undersigned is directed to refer to this Department's Circular No.PER.63/2022/28-A, dated 18<sup>th</sup> January, 2023, making it mandatory for all Government employees intending to visit foreign countries in their private capacity to seek the prior permission of the Government in Personnel & A. R. (A) Department before proceeding on such visits.

In view of employees disregarding the instructions contained in the said Circular, it has become necessary for the Government to once again reiterate that all employees intending to undertake private visits abroad should mandatorily apply to the Government for permission.

The Heads of Departments may forward the applications of their employees to their concerned Administrative Department, who in turn should forward the applications to Personnel & A. R (A) Department for approval.

The application should clearly mention the country (s) to be visited, the dates of the visit along with the application for Leave for the period of visit.

It is necessary to send the applications at least **1 (one) month** before the commencement of the visit to enable the concerned authorities to complete the requisite formalities and to avoid delays in granting of permissions.

**Sd/-(C. V. D. Diengdoh, IAS)**  
Secretary to the Govt. of Meghalaya  
Personnel & A. R. (A) Department  
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**Memo.No.PER. 76/2011/Pt/136-A,**

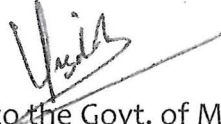
**Dated: Shillong, the 1<sup>st</sup> April, 2024.**

**Copy forwarded to:-**

1. Private Secretary to the Chief Minister for information of the Chief Minister.
2. Private Secretary to the Chief Secretary, Govt. of Meghalaya, for information of the Chief Secretary.
3. P.A./P.S. to all Ministers.

4. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries, Govt. of Meghalaya.
5. All Administrative Departments with a request to bring the above instructions to the notice of their Sub-ordinate Offices.
6. All Deputy Commissioners/Sub-Divisional Officers.
7. S.I.O. NIC, Meghalaya, Shillong, for uploading in Government Website.
8. Guard File

By order etc.,



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

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Rosemary / Robinson.  
DIs do the needful

Anwarul Karim  
24/2/24