



Government of Jammu and Kashmir  
Department of Forest, Ecology & Environment  
Civil Secretariat, J&K

Subject: Grant of permission to visit outside the country on private visit and deputation of Officers for attending various training programmes – instructions thereof.

**Circular No. : 03 -JK(FST) of 2025**

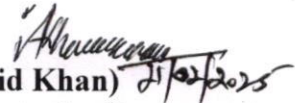
**Dated : 21 .02.2025**


The department vide Circular No. 01-JK(FST) of 2022 dated 23.06.2022 read with Circular No. 02-JK(FST) of 2023 dated 23.06.2023 (copies enclosed), has issued detailed instructions to all the Heads of the Department (HoDs) to submit cases of the officers/officials who intend to visit outside the country on private affairs, well in time, for proceeding further in terms of Circular Instructions issued by the Finance Department vide No. A/46(2017)-1-862 dated 21.02.2019 and Circular No. 08-JK(GAD) of 2021 dated 13.02.2021.

However, it has been observed that concerned HoDs are not strictly abiding by the instructions laid down in the ibid Circulars and, as such, the officers/officials are proceeding on private visits outside the country in anticipation of the orders and without approval of the Competent Authority, in violation of the extant rules, the act which has been viewed adversely.

Further, it has also been observed that concerned HoDs are submitting the deputation cases of officers/officials for attending various training programmes/workshops etc. as also cases for earned leave, either late or incomplete, resulting in post-faction sanctions, violating the provisions contained in the Government Instruction, issued from time to time.

It is accordingly, enjoined upon all the HoDs to submit cases of the officers/officials for seeking permission to visit outside the country on private affairs, deputation of officers/officials for attending various training programmes/workshops etc., and earned leave at least 15 days in advance, so that necessary approval of the Competent Authority can be sought in the matter, well in time. It is to be noted strictly that no post-facto sanction shall be entertained by the Administrative Department.

  
(Abid Khan) 21/02/2025

 Under Secretary to the Government

No. : FST-ADM/5/2025-02 (7619118)

Dated : 21 .02.2025

Copy for information to the:-

1. All Heads of Department of the Forest, Ecology & Environment Department.
2. Private Secretary to Commissioner/Secretary to the Government, Forest, Ecology & Environment Department.
3. Incharge website.
4. Stock file.