



Department of Personnel
Government of Goa
Secretariat, Porvorim – Goa 403521

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OFFICE MEMORANDUM

It is observed by Government, that proposals for personal/official tours are submitted for ex-post facto approval of Hon'ble Chief Minister/Appropriate Authority as against established procedure of obtaining prior approval as envisaged under rule made in this regard.

It is therefore, enjoined upon all Secretaries, heads of Departments, officers to take prior approval of the Government/Appropriate Authority vis-à-vis proposal for official or personal tour. Such proposal shall invariably be sent at least 10 days in advance, so as to enable the concerned Department/Authority to communicate its decision/issue of sanction order, as the case may be.

Further, seeking post-facto approval for any tour shall be avoided and the officers shall travel only upon approval/receipt of tour sanction order. However, in case of emergency, the concerned Secretary/Head of the Department/officer shall seek oral permission from the Hon'ble Chief Minister or from Principal Secretary/Secretary/ Under Secretary to Chief Minister, and the said fact shall be clearly mentioned in the proposal referred for ex-post facto sanction.

This issues with the approval of the Government.

(Shashank V. Thakur)
Under Secretary (Personnel-II)

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DDA

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1. All Heads of Departments/Offices.
2. All Departments in the Secretariat.