

Read:- Govt Memo.No.4626/Ser.II/A1/2023 Dated:27.02.2024.

Sub:- Estt - I&CAD Dept – Proposals for issue of NOC to obtain VISA and Permission to Visit abroad in the cadre of DEE, EE, SE and CE – Certain instructions issued.

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The Government vide Memo. above cited (copy enclosed), has accorded post facto permission to one of the DEE to visit from 01.07.2023 to 10.07.2023 on personal grounds, and subject to sanction of necessary leave by the competent authority with warning to be more careful in future. Further directed to instruct all the Engineers accordingly.

In view of the above, the Unit / Circle officers shall follow the instructions given below before forwarding the proposals of DEE and above cadre to this office.

NOC to obtain VISA:

- The application along with enclosures have to reach this office through proper channel, before 45 days from the date of their appointment for VISA.
- The application should be addressed to the Government through proper channel.
- Copy of valid passport, copy of appointment letter for VISA along with invitation if any, should be enclosed to the application.
- All the enclosures should be attested and to be submitted in 02 sets.

Permission to Visit abroad:

- The application along with enclosures have to reach this office through proper channel, before 45 days from the date of their departure.
- The application should be addressed to the Government through proper channel.
- Copy of valid passport, copy of VISA, Copy of their flight tickets etc. alongwith invitation if any, should be enclosed to the application.
- All the enclosures should be attested and to be submitted in 02 sets.
- The period of their visit have to be mentioned clearly and the Unit Officers have to propose a suitable substitute for alternate arrangements.
- The leave shall be sanctioned by the Unit officer to the cadre of DEE, EE & SE (upto 90 days) after obtaining the orders of their permission to visit abroad from the Government. Further, the leave should be sanctioned by the Unit officer before their proceeding to abroad.

All the Unit/Circle officers shall take necessary action to follow the above instructions scrupulously and if any deviations in the above instructions, no such proposals will be entertained and deemed to be treated as rejected in the matter.

Sd/- G.Anil Kumar, dt.01.04.2024,
Engineer-in-Chief (Admn)

To
The All Unit/Circle Officers of I & CAD Dept., Telangana for necessary action.
Copy submitted to Secretary to Govt., I & CAD Dept., Telangana.
Copy to C- section.
Copy to DEE (C) to place in HRMS website.

for Engineer-in-Chief(Admin)

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