

2311/19/HRD



**GOVERNMENT OF KERALA**  
**Abstract**

Air journey by officers in Government and in Public Sector Undertakings, including All India Service officers - orders issued.

**FINANCE (SECRET SECTION) DEPARTMENT**

G.O. (P.) No.12/2019/Fin.

Thiruvananthapuram, Dated, 16.02.2019.

- Read:-
- 1 G.O.(P.) No.603/1990/Fin. dated 01.12.1990.
  - 2 Circular No.2/2005/Fin. dated 11.01.2005.
  - 3 G.O.(P.) No.97/2005/Fin. dated 28.02.2005.
  - 4 G.O.(P.) No.35/2006/Fin. dated 20.01.2006.
  - 5 G.O.(P.) No.423/2006/Fin. dated 16.10.2006.
  - 6 Circular No.9/2007/Fin. dated 27.02.2007.
  - 7 Circular No.42/2007/Fin. dated 31.05.2007.
  - 8 G.O.(P.) No.233/2008/Fin. dated 03.06.2008.
  - 9 Circular No.31/2009/Fin. dated 07.04.2009.
  - 10 Circular No.89/2014/Fin. dated 08.10.2014.
  - 11 G.O.(P.) No.164/2015/Fin. dated 07.05.2015.
  - 12 G.O.(Rt.) No.2239/2016/Home dated 15.07.2016.
  - 13 G.O.(P.) No.152/2018/Fin. dated 28.09.2018.

**ORDER**

Orders and instructions in respect of air journey by the State Government officers, Chief Executives, Directors and Employees of Public Sector Undertakings, Corporations and Autonomous Bodies have been issued from time to time as per the references cited above. This comprehensive order is being issued by incorporating and superseding all previous orders on this issue.

**A) Foreign Travel**

1. Proposals for foreign tours of all officers in the Secretariat/ Departments/ Public Sector Undertakings/Grant-in-aid Institutions/Autonomous Bodies, etc., shall be circulated by the Secretary of the Administrative Department through the following route: **Minister concerned – Finance Secretary – Chief Secretary – Minister for Finance – Chief Minister**. The proposal should contain full details such as identity of the officers travelling, how many visits were undertaken in the last three years, tour report of the previous foreign visit undertaken in the last one year, detailed itinerary, cost, meeting scheduled in the visit, senior persons whom the officer would meet, etc., as



required in the **Annexure I**. The formal proposal for visit abroad should be submitted to Government four weeks prior to the scheduled date of commencement of onward journey in **Annexure-I** appended to this order. All necessary approval of Government of India including political clearance, FCRA (if availing foreign hospitality), etc., shall be obtained prior to the visit.

2. No officer shall undertake foreign travel for more than four times a year and for not more than 20 days in a year, excluding journey time. Officers at the operational level should also be nominated for foreign travel and not the senior most officer in the department/institution, unless the objective of the visit requires that. While on foreign visit, officers should have meeting with officers in foreign Governments, private organizations and other institutions at their equivalent levels. They should not have meetings with officers much below their level affecting dignity and reputation of the State and the country.
3. Proposals for foreign tours which do not involve financial commitment to Government/Public Sector Undertaking/any other Government body need not be referred to Finance Department. However the file shall be circulated through the Secretary of the Administrative Department and Chief Secretary to the Minister of the Administrative Department for approval.
4. Proposals for foreign travel of College and University faculty for participating in conferences, seminars, training programmes and meetings which incur no financial liability to State Government or the University need not come to Government for approval. Vice Chancellor of the University for University faculty and Director of Collegiate Education/Director of Technical Education for Government and aided colleges would be the sanctioning authority for such journeys subject to fulfilment of all mandatory clearance from Government of India including Political clearance, FCRA, etc. However the Secretary of the Administrative Department should be kept informed of the same.
5. In the case of private visit abroad on eligible leave, specific sanction of the leave sanctioning authority should be obtained before undertaking the journey. Government approval is not required in such cases (except for All India Service Officers, Heads of Departments and Managing Directors/Chief Executive Officers of Public Sector Undertakings).
6. Officers returning from official foreign tour should submit a post visit report on the outcome of the visit in **Annexure-II** appended to this order to the Government through official channels so as to build up the institutional memory of the Department/organization. The report should include the activities carried out, details of interactions with official persons and foreign governments, agencies, private entities, which is the objects of the visits were



achieved vis-à-vis the intended objective as required in the Annexure II. The report should also include the efforts made to realize the intended outcome of the earlier visit and the result thereof. All Secretaries to the Government, on return from foreign travel should submit tour report through Chief Secretary to the Minister concerned. Even if a Department has a pre-approved calendar of events for foreign visits, tour report shall be submitted by the officer after the visit.

**B) Travel outside the State**

1. Air travel would continue to be restricted to Secretaries, Heads of Departments, Chief Executive Officers of Public Sector Undertakings, Heads of Statutory Corporations and Autonomous Bodies, All India Service Officers (irrespective of basic pay of the Officer) and officers whose scale of pay is 55350-101400 and above.
2. All journeys by air outside the state by all the officers of the Government/ Autonomous Bodies/grant-in-aid Institutions and Chief Executives of PSUs should be approved by the Government. Orders for such journeys would be taken after circulating the file through the Secretary of the Department to the Minister concerned. Journeys of officers of PSUs, who are eligible for air journey, outside the State should be approved by the Chief Executive. In respect of journeys by Additional Chief Secretaries, Principal Secretaries, Secretaries and Special Secretary (AIS) to Government, the proposal should be routed through the Chief Secretary to the Minister concerned.
3. In the case of Public Sector Undertakings and other government agencies, officers having scale of pay equivalent to 55350-101400 and above would be eligible for air travel.
4. The journey of Government officers/officers of Public Sector Undertakings/ Board / Corporation /Universities / Autonomous Bodies / Other Government Agencies etc. outside the State should only be in essential circumstances. As far as possible Video Conferencing facility should be made use of.
5. All proposals for sanction of air journeys by an officer not entitled to travel by air shall be circulated for approval to Minister concerned through Secretary of the Department and Finance Secretary.
6. All officers travelling by air shall travel by the eligible class vide G.O.(P.) No.154/2014/Fin. dated 03.05.2014.
7. Officers entitled to or allowed to travel by air could do so by any airline.
8. In case of travel by low cost airlines, payment for food and seating booked with purchase of ticket would be reimbursable. Whenever air journey is



performed, copies of the ticket, boarding pass and other vouchers, if any, have to be attached to the TA Bill. If travel ticket is brought through ODEPEC and the Department/Organization makes payment direct to ODEPEC, then there is no need to attach Boarding Pass to the TA Bill.

9. Heads of Departments, Chief Executives of Statutory Corporations, Autonomous Bodies and Apex Co-operative Societies and other government agencies may sanction journeys (except journey by air, which requires approval of the Government) of officers under them to places outside the State, but within the country. The Chief Executive of Public Sector Undertakings can sanction journeys, in addition to the air journey as ordered at para B(2) of this Government Order, of the officers under them to places outside the State, but within the country.
10. In case of air travel by officers of the level of Secretaries to the Government and above, Heads of Departments, Chief Executives of PSUs and Grant-in-aid Institutions and All India Service Officers, they could avail of paid facilities offered by airlines such as premier seating, inflight food, extra baggage, priority check in and baggage, etc. Boarding pass need not be attached to the TA Bill.

**C) Air Travel within the State**

Secretaries to the Government, All India Service Officers and Heads of Departments of the State, Chief Executives of PSUs and Grand-in-aid Institutions are exempted from taking permission / prior approval of the competent authority for travelling by air within the State in connection with official duty. Other officers who are otherwise eligible to travel by air require prior approval of the Minister concerned (through Finance Secretary) for official travel by air within the State.

**D) Persons accompanying Ministers**

1. In respect of personal staff of Ministers accompanying the Ministers in their travels, only one member of the personal staff irrespective of the grade will be entitled to travel by air to accompanying the Minister in case of necessity.
2. In the case of official travels of the Chief Minister, one PSO is eligible to accompany the Chief Minister in all travels by air.

By Order of the Governor,

**MANOJ JOSHI,**  
Additional Chief Secretary (Finance)

To

The Accountant General (A&E), Kerala, Thiruvananthapuram.  
The Accountant General (G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
All Heads of Departments and Offices.  
All Departments (all Sections) of the Secretariat including Law Department.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram  
(with C.L.).  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C.L.).  
The Managing Director, K S R T C, Thiruvananthapuram (with C.L.).  
The Registrar, High Court of Kerala, Ernakulam (with C.L.).  
The Registrar, University of Kerala/Cochin/Calicut/Mahatma Gandhi/Kannur/  
Kerala Agricultural University/Sree Sankaracharya Sanskrit  
University/APJ Abdul Kalam Technological University/Kerala  
University of Fisheries & Ocean Studies/Kerala University of Health  
Sciences/Kerala Veterinary & Animal Sciences University/Thunchath  
Ezhuthachan Malayalam University (with C.L.).  
The Advocate General, Kerala, Ernakulam (with C.L.).  
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and  
Under Secretaries to Government.  
The Secretary to Governor.  
The Private Secretaries to Chief Minister and other Ministers, Government Chief  
Whip and Leader of Opposition.  
The Private Secretary to Speaker/Deputy Speaker.  
The Director of Public Relations, Thiruvananthapuram.  
The Additional Secretary to Chief Secretary.  
The Managing Directors/General Managers of all Government  
Companies/Boards/Corporations/Autonomous Bodies.  
Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
The Stock File/Office Copy.

Forwarded / by Order

  
Section Officer

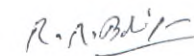
Endt. No. EB3/10766/2018/IHRD

Dated 11.03.2019

1. Copy communicated to all Heads of associate institutions under IHRD and all Section heads  
in the IHRD Headquarters for strict compliance.

2. S.F

3. OC

  
Administrative Officer  
(for DIRECTOR)



**ANNEXURE I**

**PROFORMA FOR APPROVAL OF DEPUTATION ABROAD**

1. Sponsoring Ministry/Department/PSU/Institution :
- 2.

Sl. No	Names of Officers with Designation	Department	Scale of Pay (₹)	Date of Superannuation/ Completion of tenure
1	i) ii) iii)			
2	Purpose of visit; Detailed reason, copies of the Agenda, etc., to be enclosed			
3	Country of the Visit			
4	Duration of visit (excluding journey time)	From	To	No. of days
5	Detailed itinerary of the present tour (itinerary once approved will not be modified on any account)			
6	Estimated expenditure on the proposed visit :			
	(a)	Air Fare & Airport Tax (Class)	Amount (₹)	
	(b)	D.A.@ US \$ ...../day for .... days		
	(c)	Entertainment, if any		
	(d)	Contingencies, if any		
	(e)	Hotel accommodation USD .../day x days = USD		
	(f)	Excess Baggage *		
	(g)	Gifts *		
	(h)	Transport *		
	(i)	Mobile Phone *		
		Any other (Please specify) *		
	i)	Estimated expenditure – Rupees component		

	ii)	Foreign Exchange component in rupees	
	iii)	Total expenditure for this visit (i) + (ii) in rupees	
7		Outcome to be achieved by the proposed visit (clear and detailed information should be made available)	
8		Whether the proposal involves acceptance of foreign hospitality, if so, the details thereof	
	(i)	Foreign donor (Name & Address)	
	(ii)	Foreign Organizer (Name & Address)	
	(iii)	Whether FCRA clearance from Ministry of Home Affairs is obtained? (Copy be enclosed)	
9			
	1.	Whether the number of visits / number of days on foreign travel by the officer(s) in a year are within the norms laid down in this regard i.e., four in a year/ 20 days in a year excluding journey time.	
	2.	If not, the reasons/justification therefore	
10		Meetings scheduled in the visit	
11		Senior persons whom the officer would meet	
12		Whether political clearance from Ministry of External Affairs has been applied for / received (copy to be enclosed if received)	
13		In case the proposal is being sent less than 15 days before the date of departure proper justification may be given	
14		Number of official foreign tours undertaken by the officer/officers during the last three years, places/countries visited, purpose, total duration of the visits and actual expenses incurred on account of the tours.	

	Whether tour reports in respect of the visits submitted by the officer/officers. If not, reason for the same.	
	Actual gain accrued to the State/ PSU/Institution on account of each previous tour undertaken.	

**Note \* :** *The cost for each item including expenditure to be incurred by Embassies/Missions should be clearly stated after ascertaining the prevailing rates from the Missions.*

Signature :

Date :

Enclosure : (i) Tour report of foreign visit undertaken during the last one year in Annexure II.

(ii) Copy of invitation.



**ANNEXURE II**  
**POST FOREIGN VISIT REPORT**

1. Ministry/Department/PSU/Institution sponsored the visit:
- 2.

Sl. No	Names of Officers with Designation	Department		Scale of Pay (₹) during the period of visit
1				
2	Country visited			
3	Duration of the visit (excluding journey time)	From	To	No. of days
4	Actual expenditure incurred on the visit :			
	(a)	Air Fare & Airport Tax (Class)		Amount (₹)
	(b)	D.A. @ US \$ ...../day for .... days		
	(c)	Entertainment, if any		
	(d)	Contingencies, if any		
	(e)	Hotel accommodation USD .... /day x days = USD		
	(f)	Excess Baggage *		
	(g)	Gifts *		
	(h)	Transport *		
	(i)	Mobile Phone *		
		Any other (Please specify) *		
	i)	Expenditure – Rupees component		
	ii)	Foreign Exchange component in rupees		
	iii)	Total expenditure for the visit (i) + (ii) in rupees		
	Detailed justification / reasons if actual expenditure exceeded anticipated expenditure			
5	Activities carried out during the visit			
6	Details of interactions made during the visit with official persons, foreign governments, agencies, private entities etc.			

7	How the visit achieved the intended objective	
8	Efforts made to realize the intended outcome and the result thereof	

**Note \*** : *The cost for each item should include expenditure incurred by Embassies/Missions*

*Separate Annexures shall be submitted for each visit.*

Signature :

Date