

**Government of Jammu and Kashmir  
Revenue Department  
Civil Secretariat, Jammu/Srinagar.**

**Subject: Private visits by government employees outside the country.**

**Circular No.06-JK(Rev) of 2025  
Dated:11.04.2025**

Government vide Circular No. 08-JK(GAD) 2021 dated 13.02.2021 has prescribed the procedure for granting permission in favour of the Government Employees to visits foreign countries. It has been provided that the station permission for proceeding outside the country on private affairs shall be granted by the Administrative Department in the same manner as leave outside the country. Further the Finance Department in terms of Circular No. A/46/2017-1-S62 dated 21.02.2019 inter-alia, clarified that prior permission of the competent authority for leaving the station shall be mandatory when a Government Employee intends to visit a foreign country on private affairs.

However, it has been observed that officers/officials under the administrative control of this department are proceeding on foreign visit without obtaining prior permission of the Competent Authority, in violation of rules/norms and cases are recommended for post facto sanction by the HoDs, which is against the instructions/guidelines.

Therefore, the instructions issued by the Government vide Circular No. 08-JK(GAD) 2021 dated 13.02.2021 are reiterated to all the officers/officials under the administrative control of the Revenue Department to strictly adhere and not to undertake any foreign visit on private affairs without prior approval of the Government. Further, all the HoDs are impressed upon to be careful in expeditious processing of the cases for grant of permission to visit outside the country and furnish to the Administrative Department atleast 21 days before the intended date of departure.

Any visit outside the country without approval, shall entail penal action.

**Sd/-**

(Kumar Rajeev Ranjan)IAS  
**Secretary to the Government**  
Dated:11.04.2025

No. REV-HAJA/11/2025(7613006)

**Copy to the:**

1. Financial Commissioner (Revenue), J&K.
2. Divisional Commissioner, Kashmir/Jammu.
3. Commissioner Survey and Land Records, J&K.
4. Custodian General, J&K.
5. Inspector General of Registration, J&K.
6. Deputy Commissioners (All).
7. Chief Executive Officer, J&K Waqf Board.
8. Executive Officer, Haj Committee of J&K.
9. Pvt. Secretary to the Hon'ble Minister Incharge, Revenue Department.
10. I/C website Revenue Department.

(Sheeta Choudhary)  
**Under Secretary to the Government**