



## SPORTS AUTHORITY OF INDIA

Head Office Eat Gate  
JLN Stadium, Lodhi Road  
New Delhi-110003

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### CIRCULAR

Sub. Consolidated instructions regarding personal/official visits including foreign visits in respect of SAI Officers/Officials working in SAI Head Office/Regional Centres/Institutions.

The Department of Personnel & Training and Ministry of Home Affairs, Govt. of India has issued various instructions guidelines with regard to the personal/official foreign visits from time Memorandums/Instructions/Circulars.

Despite this, it has been observed that some Officers are frequently proceeding on foreign visit (Official/ Personal) without obtaining prior approval from Competent Authority. In addition to that it has also been noticed that for some personal foreign visits, the Officers declared in NOC form that expenditure on their visit will be borne by other Govt. Department/individual, but the documents in support of that visit are not available in their personal files or not examined thoroughly by the concerned department.

In order to streamline the procedure for NOC for Private/Official foreign visit, and for better operational results the following points need to be followed while applying for NOC :-

1. When a Govt. Servant applies for leave to visit abroad on a private as well as tour on official purpose, prior permission of the Competent Authority for such visit is mandatory as per DoPT guidelines. Merely Sponsorship letter or Nomination letter does not qualify an officer to proceed abroad, without obtaining NOC from the Competent Authority.
2. The Requisite Form requesting NOC is also not filled by the official properly. Any discrepancy in the application should be brought to the notice of the applicant immediately on receipt of the application by the concerned department.
3. It should be ensured by the concerned division that all the particulars like - /Boarding/Lodging/Visa on the foreign visit along-with supporting

documents i.e. sponsorship letter/sources of fund etc are scrutinized meticulously.

4. No Govt. Servant can approach/contact directly to other bodies/person for sponsorship of their foreign visit without approval of Competent Authority, which in turn should be done through proper channel. Simultaneously source of fund to be verified by Personnel/Coaching Division thoroughly before grant of NOC especially the documents related to sponsorship.
5. The requirement of Vigilance clearance for private/official foreign visits is mandatory for grant of permission to abroad visit to employees/coaches. The request for the same must reach to Vigilance Division at least 10 days prior to the commencement of the journey by the concerned division so as to process the case smoothly.
6. Failing to obtain permission of Competent Authority before leaving the Country for foreign visit by the employees to be viewed seriously and will attract action under CCS (Conduct Rules).

All concerned are requested to bring these instructions to the notice of all Officers and staff serving under their control for information, guidance and further necessary action.

The above guidelines shall be in force with immediate effect.  
This issues with the approval of DG SAI.



(Vishnu Kant Tiwari)  
Secretary, SAI

To,

All Divisional Head SAI Head Office/Regional Centers and Institutions

Copy to

- 1) O/o DG, SAI
- 2) O/o CVO, SAI