

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**NOTIFICATION**

Dated Guwahati the 10<sup>th</sup> June, 2024

**Guidelines and procedures for the Judicial Officers who request permission  
for Private Foreign Travel:-**

- (a) The Application for permission and leave (if any) shall be accompanied with all relevant documents; the details of which are given in Annexure-A herein as well as Form appended hereto.
- (b) The Officer would be permitted, subject to satisfaction of the documents so submitted, for one Private Foreign Trip in a year. For that purpose, the Officer can take Earned Leave not exceeding 7 (seven) days. It is clarified that the permission for Private Foreign Trip is not a matter of right and shall be subject to exigency of service.
- (c) The Officer shall undertake such Private Foreign Trip coinciding with the vacations as far as possible.
- (d) The Officer shall not be entitled for more than 1 (one) Private Foreign Trip or for extension of Earned Leave beyond 7 (seven) days save and except of Earned Leave beyond 7 (seven) days save and except with the prior permission from Hon'ble the Chief Justice.
- (e) The Officer at the time of submitting the application shall submit a duty filled up Proforma herein below and provide information to the extent possible.
- (f) The Officer shall disclose in the application the purpose of visit. The Officer along with the application shall submit an undertaking as per the **Foreign Contribution (Regulation) Act, 2010** to the effect that the Officer or the members accompanying the Officer shall not accept or enjoy any foreign hospitality except with the prior permission of the Competent Authority during their visit abroad. In addition to that, the Officer will submit the following undertakings enumerated herein below:-
  - 1. I will not approach any person/or foreign agency for financial assistance without prior approval of the Gauhati High Court.

2. I will not enter directly into any kind of correspondence with any foreign agency except through my employer, i.e. the Gauhati High Court.
  3. I will return to duty after expiry of leave sanctioned to me.
  4. I will not employ myself during the period of my stay abroad.
  5. I will not involve myself in any activity, which may adversely affect the relations between the two countries.
  6. No payment of leave salary will be made in foreign exchange.
  7. I understand that request for grant of extension of leave shall not be granted except under emergency/exceptional circumstances and I also understand that such request shall ordinarily not be entertained and the grant of extension, if any, will depend on the exigencies of work in public interest.
- (g) The Officer would not be permitted except under exceptional circumstances, that too with the prior permission from Hon'ble the Chief Justice, if the Officer is under suspension or there is any disciplinary proceedings pending against the Officer.
- (h) The Officer shall provide the following details in the application seeking permission:-
- (i) Whether the Officer is undertaking the Private Foreign Trip alone or accompanied by any other person(s), if so the name(s) of such person(s) accompanying the Officer.
  - (ii) The Officer shall disclose the source of funds on the basis of which the Officer undertakes his/her Private Foreign Travel.
  - (iii) If any dependent(s) of the Officer is accompanying the Officer, the Officer shall disclose the source of the funds for supporting the Foreign Travel of the dependent(s).

(iv) Information relating to the date and the place the Officer intends to visit and the place of stay as far as possible.

Annexure-A referred to herein above:-

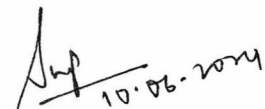
1. Proposed day-to-day Itinerary of the Officer.
2. Period during which the Officer intends to undertake the Private Foreign Travel and if any Earned Leave would be required to be availed.

By Order  
Sd/-Sunil Kumar Poddar  
**REGISTRAR(GENERAL)**

**Memo No. No.HC.VII-5061/2024/A. Dated 10.06.2024**

Copy to:-

1. The L.R.-cum- Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati for information
2. The Commissioner & Secretary to the Govt. of Assam, Legislative Department, Dispur, Guwahati.
3. The Principal Accountant General, Assam, Beltola, Maidamgaon, Guwahati.
4. The District and Sessions Judge, \_\_\_\_\_
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
6. The Joint Registrar ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
7. The Private Secretary to Hon'ble Mr. Justice \_\_\_\_\_, Gauhati High Court, Guwahati
8. The Administrative Officer (J) ( \_\_\_\_\_ ), Gauhati High Court, Guwahati
9. The Project Manager, Gauhati High Court, Guwahati for uploading in the Gauhati High Court website
10. The C.A. to Registrar General/ Registrar (Admn.)/ Registrar (Vigilance)/ Registrar (Judicial)/ Registrar (Estt.), Gauhati High Court, Guwahati
11. The Deputy Director, Printing & Stationery, Assam Govt. Press, Bamunimaidan, Guwahati for publication of the Notification in the Assam Gazette.

  
10.06.2024

**REGISTRAR GENERAL**

**PROFORMA FOR TAKING PRIOR PERMISSION BY SERVING JUDICIAL OFFICERS OF THE STATE FOR PRIVATE VISITS ABROAD**

Part. A- To be filled by the officer applying for visit abroad:

1. Name and Designation:
2. Pay:
3. Post Holding and District:
4. Passport No.
5. Details of Private Foreign Travels to be Undertaken:

Period of travel	Period of EL availed	Name of foreign country(s) to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds	Accompanying by dependents(s), if any

6. Details of Private Foreign Travels undertaking during the last four years:

Period of travel	Name of foreign countries visited	Purpose

7. Declaration:

- a. Have you approached any person or foreign agency for financial assistance without prior approval of the Gauhati High Court:
- b. Have you entered directly into any kind correspondence with any foreign agency except through your employer i.e. the

Gauhati High Court:

- c. Will you return to duty after expiry of leave sanctioned to you:
- d. Will you employ yourself during the period of leave:
- e. Will you employ yourself in any activity, which may adversely affect the relations between the two countries:
- f. Please provide information relating to the date and the place of stay as far as possible:

8. Further declaration:

- a. I am aware that no payment of leave salary will be made in foreign exchange.
- b. I understand that request for grant of extension of leave shall not be granted except under emergency/exceptional circumstances.
- c. I also understand that such request shall ordinarily not be entertained and the grant of extension of leave, if any, will depend on the exigencies of work in public interest.

Signature

Name and Designation