

**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.