GOVERNMENT OF TAMIL NADU

ABSTRACT

TOURS – Permission to undertake tours – Delegation of powers to the departments of Secretariat and Heads of Departments – Revised orders issued.

Finance (Allowances I) Department

G.O.Ms.No. 817

Dated 27.07.76

Read:


ORDER:-

In the G.O. first cited read with the G.O. third cited the departments of Secretariat were delegated with powers to sanction ordinary tours outside the State in connection with official duties of the officers concerned including attendance at meetings seminars conferences, etc., which pertain to their department. In the G.O. second cited, among other things, it has been ordered that deputation of officers for attending conferences, seminars and courses of training held outside the State should be restricted. It is noticed that a large number of proposals relating to grant of permission to attend meetings of All India Committees constituted by the Government of India, seminars and conferences directly pertaining to the departments are referred to the Finance department for concurrence.

2. The Government have reviewed the position and have decided that the procedure for according sanction to these tours should be simplified and greater delegation may be given to the Heads of departments and the departments of Secretariat in this regard. Government accordingly pass the following orders:

3. The tours be grouped into the following three categories;

i) Tours on duty and for attending conferences, seminars
All India Committee meetings, etc., which pertain to the department and tours in connection with the meetings of Selection Boards of Universities and other autonomous institutions.

(ii) Other miscellaneous tours.

(iii) Tours abroad.

The procedure detailed below shall be followed in regard to the above tours:

Tours under category (i) above:

Tours of Heads of Department

(a) Within the State  
Government sanction is not necessary.

(b) Outside the State: 
Sanction of the Government in the Administrative department should be obtained. Reference to the Finance Department is not necessary.

Tours of subordinates to Heads of Department:  
Within and outside the State:  
Head of the department is authorized to sanction the tours.

The Government also permits all Heads of departments to sanction delegate fee, wherever necessary for participation in seminars, conferences, etc. which will be met from the office expenses of the respective offices of Heads of Department.

Tours under category (ii) above:

Heads of Department

(a) Within the State:  
Government sanction is not necessary.

(b) Outside the State:  
Sanction of Government in the Administrative Department should be obtained. Reference to Finance Department is necessary.

Subordinates:  
Within or outside the State:  
Head of Department is authority to sanction the tours.

Category (iii) Tours abroad:

All cases should come up to Government for sanction and reference to the Finance Department is necessary.

4. The Government directs that while deputing Government servants to attend conferences, seminars, etc., the instructions issued in the G.O. second cited regarding economy in the expenditure on tours should be borne in mind and the number of officers deputed should be limited to the absolute minimum necessary.
5. Necessary amendments to the Tamil Nadu Traveling Allowance Rules will be issued separately.

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To
All Heads of Department.