



ABSTRACT

Tamil Nadu Government Servants' Conduct Rules, 1973 – SimpleGov- Simplification of procedures for undertaking foreign trips by Government Servants– Applying through IFHRMS - rule 24-A and 24-B of the Tamil Nadu Government Servants' Conduct Rules, 1973 - Amendments – orders-Issued.

HUMAN RESOURCES MANAGEMENT (A) DEPARTMENT

G.O.(Ms.)No.3

Dated: 07.01.2026

விசுவாசு, மார்கழி - 23

திருவள்ளூர்ஆண்டு 2056.

Read:

1. G.O.(Ms.) No.105, Human Resources Management (AR-1) Department, dated 28.11.2023.
2. Minutes of the SimpleGov- Empowered Committee meeting held on 29.10.2025.

ORDER :

In the Government order first read above, the SimpleGov initiative commenced with the formation of the Screening Committee and the Empowered Committee and the detailed process to be followed therein.

2. The rule 24-A and rule 24-B of Tamil Nadu Government Servants' Conduct Rules, 1973 prescribes the procedure regarding applying for grant or renewal of a passport and obtaining No Objection Certificate for undertaking foreign trip by Government servants.

3. The SimpleGov proposal for simplification of the issue of "No Objection Certificate for Government officials undertaking foreign trips" was compiled by the Advisor, SimpleGov, after due consultation with the Department concerned and placed before the Screening Committee for its recommendation on 24.10.2025. The Screening Committee after due consideration has recommended to the Empowered Committee for its decision.

4. The challenges observed in the existing process of obtaining No Objection Certificate for undertaking foreign trips was placed before the Empowered Committee are as follows:

- (i) Complex Documentation: The requirement for detailed documentation can be cumbersome. Most of these documents can become further embroiled in interpretation at each desk that it passes through.
- (ii) Inter-departmental coordination issues: Obtaining an No Objection Certificate often requires coordination between various departments. Miscommunication or lack of coordination among these entities can lead to delays and more paper work.
- (iii) Missed Opportunities: Many faculty and department staff in the field of engineering, medicine and other disciplines are eager to participate in international conferences and would greatly benefit from a visit abroad to International knowledge centers and other places. Currently, many have been discouraged by peers even to secure a passport on account of the procedures involved, thereby leading to missed opportunities in capacity building.
- (iv) Inability to plan for personal visits: It appears impossible for families to plan an elaborate trip if one of them is a Government servant due to the uncertainty in obtaining permission to travel.

5. In the Empowered Committee meeting held on 29.10.2025, among others, the Committee perused and examined the recommendation of the Screening Committee on the possibilities for simplification of the process of obtaining No Objection Certificate for undertaking foreign trips and arrived at the following decisions:-

(a) In case of personal visits, no separate No Objection Certificate shall be required. The Government servant is allowed to travel abroad on approval of any form of admissible leave for a period of less than three months or more than three months, by the Earned Leave Sanctioning authority or next level higher authority to the Earned Leave Sanctioning authority, as the case may be. Such leave application shall be submitted through IFHRMS, along with the Letter of Undertaking.

(b) Where the official visit is financed by the Government or Government sources requiring a Government order, the existing procedure shall continue. As the approval process already ensures necessary scrutiny, a separate No Objection Certificate shall not be required.

(c) In case of official visits to abroad such as attending conferences, seminars, meetings or training programmes, whether for professional or personal upgradation on funding by private or sponsorship, the Group A Officers /Other than Group A Officers shall obtain an NOC from the Head of Department (HOD)/Earned Leave Sanctioning authority, as the case may be, on applying through IFHRMS along with the Letter of Undertaking. The Head of Department / Earned Leave Sanctioning authority shall process the No Objection Certificate within a maximum of fifteen days. Upon failing, the application shall be forwarded to the concerned Secretary / next level higher authority to the Earned Leave Sanctioning authority in IFHRMS portal wherein the decision shall be taken within a period of seven days.

(d) For all kind of foreign visits, Government employees shall be required to return within the duration of their approved leave or sanctioned period. To account for unforeseen or justifiable delays, a buffer period ranging from thirty days to a maximum of three months may be permitted the trip. The officer may extend the foreign visit

accordingly. Failure to return even after the approved buffer period shall invite major disciplinary action, including initiation of proceedings for unauthorised absence.

6. The Government have examined the recommendation of the Empowered Committee regarding the procedure to undertake foreign trip by Government servants and decided to issue amendments to the Tamil Nadu Government Servants' Conduct Rules, 1973.

7. Accordingly, the following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Government Servants' Conduct Rules, 1973:-

AMENDMENTS.

In the said Rules,-

(1) in rule 24-A,-

(a) for the expression 'notified authority', wherever occurs, the expression 'Competent Authority' shall be substituted;

(b) for the Explanation along with the proviso, the following Explanation shall be substituted, namely,-

"Explanation:-For the purpose of this rule and rule 24-B, "Competent Authority" means the authority who is competent to sanction Earned leave to the Government servant concerned as mapped in the IFHRMS Portal."

(2) for rule 24-B, the following rule shall be substituted, namely:-

"24-B.Procedure for obtaining permission for undertaking a foreign trip.-

(1) (a) No Government servant shall undertake a foreign trip for personal reasons without giving the undertaking to the competent authority in Form – II whether by availing leave or during holidays. If Government servant undertake foreign trip by availing leave, he shall not undertake foreign trip before sanction of the leave applied for by the competent authority:

Provided that where the leave applied for undertaking foreign visit is exceeding three months, the leave applied for shall be sanctioned by the next higher authority to the competent authority as mapped in IFHRMS.

Provided further that the competent authority or the higher authority, as the case may be, may refuse to grant leave and direct the Government servant not to undertake foreign trip for reasons to be recorded, whether he is undertaking the foreign trip by availing leave or during holidays.

(b) No Government servant shall undertake foreign trip for attending conferences, seminars, meetings or training programmes on funding other than the Government sources or sponsored by Non-Government Organisations without obtaining permission from the authority specified below and without sanction of the leave applied for. The Government servant shall submit the application in Form-II to the Head of the Department or the Government, as the case may be, in case of officers in the rank of Group A and to the competent authority in the case of any other person through IFHRMS portal.

(c) On receipt of application, in Form-II under clause (b), the Government, Head of the Department or the competent authority, as the case may be, shall process the application within fifteen days from the date of receipt of application and issue the letter of permission in Form – III. Where the letter of permission has not been issued within fifteen days, the application shall be forwarded to the Head of the Department or the Government, as the case may be and it shall either grant permission or reject it within seven days from the date of its receipt. If it is proposed to reject the permission, the authority concerned shall record the reasons therefor and communicate the same to the applicant through IFHRMS portal.

(2) Where any disciplinary proceedings/charges under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules or any criminal prosecution is pending or contemplated against the applicant, the competent authority or higher authority or Head of the Department or the Government as the case may be, may grant permission or refuse to grant it after taking into account the nature and gravity of the delinquency or the criminal charge.

(3) In case of emergency, where the Government servant is unable to return, the authority concerned may provide a buffer period not exceeding three months from the date of expiry of such approved leave or period of stay, upon the request of the Government servant, through the IFHRMS portal, in Form-IV.

(4) Where the Government servant has failed to return within the extended period as granted, disciplinary action shall be initiated against him.

(5) No Government servant shall leave India for seeking employment abroad without the prior permission of the Government:

(6) Any Government servant proceeding on Haj Pilgrimage to Saudi Arabia through Tamil Nadu Haj Committee on "Temporary Haj passport with a validity of eight months for Saudi Arabia" and those proceeding on Jerusalem Pilgrimage through Government Schemes are also exempted from obtaining No Objection Certificate."

(3) in Schedule-III, for FORM-I and FORM -II, the following FORMs shall be substituted, namely:-

"FORM – I
(See rules 24-A)

**APPLICATION FOR IDENTITY CERTIFICATE/ NO OBJECTION CERTIFICATE
FOR APPLYING FOR GRANT/ RENEWAL OF PASSPORT**
(To be filled by the applicant)

1.	Name, designation, office address and scale of pay (if Selection grade, or Special grade indicate respective ordinary grade scale of pay)	:	
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2.	Date of retirement	:	
3.	State whether any criminal prosecution is contemplated or pending against you and whether your presence as witness would be needed in any criminal case under investigation or trial.	:	
<u>CERTIFICATE</u>			
I undertake that I will uphold the honour and dignity of our Nation and will not indulge in any act prejudicial to the integrity and sovereignty of our Country during my travel and stay abroad.			
SIGNATURE OF THE APPLICANT.			
(TO BE FILLED BY THE COMPETENT AUTHORITY)			
4.	Are the particulars furnished by the applicant correct as per information available with the department	:	
5.	Whether the presence of the applicant outside India, may, or likely to, prejudice the friendly relations of India with any foreign country?	:	
6.	Whether the applicant at any time during the period of five years immediately preceding the date of his application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for: not less than two years?	:	
7.	Whether any proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India.	:	
8.	Whether any warrant or summons for the appearance or warrant for the arrest of applicant has been issued by a court under any law for the time being in force or whether an order prohibiting the departure from India of the applicant has been made by any such court	:	
9.	Whether the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation	:	

10.	Whether any Government dues are pending recovery, if so, the details thereof	:	
11.	Whether any disciplinary action is pending under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules	:	
12.	Whether a certificate has been obtained from Special Branch C.I.D. (Security) that the applicant does not figure adversely on the security records of the Government	:	
13.	Whether any corruption charges or Vigilance enquiry is pending against the applicant	:	
14.	Whether executed an affidavit in proper format on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public in case of spouse and dependent children up to the age of 18 years of the Government Servant requiring Identity Certificate	:	
15.	Recommendation of the Competent Authority	:	

SIGNATURE OF THE COMPETENT AUTHORITY.

FORM- II

(See sub-rule (1) (a) & (b) of rule 24-B)

APPLICATION FOR PERMISSION / UNDERTAKING TO UNDERTAKE FOREIGN TRIP

1.	Name, designation, office address.	:	
2.	Date of retirement	:	
3.	Name of Countries proposed to visit	:	
4.	Duration of Visit	:	Less than 3 Months/ More than 3 Months
5.	Nature of Duration	:	Holiday /On leave
6.	Type of Leave	:	
7.	Nature of the Visit	:	Personal/ Official on private capacity

8.	Source of Funds to meet the cost of the proposed foreign travel.	:	
9.	Pending Disciplinary Proceedings (rule 17 (b) of TNCS (D&A) Rules)	:	Yes/No (If yes, give the particulars)
10.	Pending Criminal Prosecution	:	Yes/No (If yes, give the particulars)

Undertaking to visit aboard

- a) I solemnly affirm that I shall not take up any appointment or attempt to secure additional income from any source whatsoever during my stay abroad.
- b) I shall not tender resignation of the post held by me during my stay abroad.
- c) I shall not canvas or seek any business while abroad.
- d) I affirm that my expenses are being covered through my personal savings and my immediate family members and that there is no contribution from anyone else with whom I have or have had official dealings with.
- e) I fully understand that any contravention of the above will make me liable for major disciplinary action.
- f) That the Government or Head of the Department will not be made liable for any expenditure (private/sponsorship) during this trip abroad.(*)
- g) No criminal prosecution is contemplated or pending against me and my presence as witness would not be needed in any criminal cases under investigation or trial.
- Or
- My foreign visit will in no way be prejudicial to the criminal prosecution pending against me.(*)
- h) No proceedings in respect of an offence alleged to have been committed by me are pending before a criminal court in India.
- i) No corruption charges or Vigilance enquiry is pending against me.
- Or
- My foreign visit will in no way be prejudicial to the corruption charges / Vigilance enquiry pending against me.(*)

SIGNATURE OF THE APPLICANT.

(* Select whichever is applicable

FORM-III

(See sub rule(1) (c) of rule 24-B)

LETTER OF PERMISSION FOR FOREIGN TRIP

Under rule 24-B(1) (c) of Tamil Nadu Government Servants' Conduct Rules, 1973, Thiru/Tmt/Selvi. _____ working as _____ (specify designation) in the department of _____ (specify the department) is permitted to visit _____ (specify the country/countries) from _____ to _____ (specify the dates) to attend a training/ seminar/workshop/conference/meeting, (strike out which is not applicable) subject to the conditions specified in the undertaking submitted by the applicant.

FORM-IV

(See sub-rule (3) of rule 24-B)

APPLICATION FOR EXTENTION OF FOREIGN STAY

1.	Name, designation, office address.	:	
2.	Name of country staying at present	:	
3.	Period of leave sanctioned	:	
4.	Reason for seeking extension of permission	:	
5.	Period of extension of permission sought for (less than three months only)	:	
6.	Source of funds to meet the cost of the extended foreign stay	:	

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(BY ORDER OF THE GOVERNOR)

N. MURUGANANDAM
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Chennai-600 009.
 All Departments of Secretariat, Chennai-600 009.
 All HODs including District Collector / District Judges /
 District Magistrates.

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The Secretary, Tamil Nadu Public Service Commission,
Chennai-600 003.

The Registrar, High Court of Madras, Chennai-600 104.

The Registrar, Madurai Bench of Madras High Court,
Madurai.

The Advisor, Digital & Simplified Governance, TNeGA, Chennai-600 002.

The Works Manager, Government Central Press, Chennai-600 079.
(for publication in Tamil Nadu Government Gazette – 2Copies)

Copy to:

The Chief Minister's Office, Chennai-600 009.

The Special Personal Assistant to Minister, Human Resources Management
Department, Chennai – 600 009.

The Principal Private Secretary to Chief Secretary to Government, Chennai-600 009.

The Private Secretary to Principal Secretary to Government,
Human Resources Management Department, Chennai-600 009.

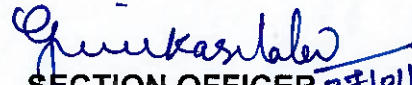
The Human Resources Management (CC / AR) Department, Chennai-600 009.

All Sections / All Officers in Human Resources Management Department,
Chennai-600 009.

The Law (HRM / Scrutiny) Department, Chennai-600 009.

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