

**SHAHEED UDHAM SINGH GOVERNMENT COLLEGE
MATAK MAJRI-INDRI – 132041 DISTT. KARNAL (HR.)**

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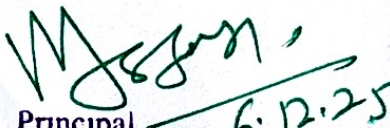
Reff. No. SUSGCMM/ 4465

Dated: 6/12/2025

OFFICE ORDER

In compliance with the Director Higher Education, Haryana, Panchkula office Memo No. 12/01-2019Ad(3), dated 02.12.2025(Copy Attached) all the staff members (teaching & non-teaching) are directed to strict compliance with the directions regarding restriction on official/private foreign visit and amendment in Haryana Civil Services (Leave) Rules, 2016.

Enclosed: As Above.


Principal
S. P. Singh College
Matak Majri-Indri (Karnal)

PANCHKULA

ORDER

No.12/01-2019 Ad(3)

Dated, Panchkula, the 02.12.2025

Mr. Paveen Kumar DS
for n.a. circulation
Mean 6.12.25-

Instruction No.7/8/2010-4FR/18354 dated 15.10.2025 and 11/93/2023-1FR/14060 dated 04.07.2025 (Copies enclosed) have been received from the Additional Chief Secretary to Government, Haryana, Finance Department, regarding restriction on official/private foreign visit and Amendment in Haryana Civil Services (Leave) Rules, 2016, respectively, are forwarded for strict compliance.

①

S. NARAYANAN, IFS
Director General Higher Education,
Haryana, Panchkula

Endst. No. Even

Dated, Panchkula, the 04.12.2025

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Principal, Government Colleges in the State of Haryana.
2. All the Commanding Officers, NCC Units in the State of Haryana.
3. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana.
4. PS/DGHE, PA/JDA
5. All the Superintendents/Deputy Superintendents of HQ.
- ✓ 6. In-charge, IT Cell, with a request to upload the same on the web portal.

Superintendent Administration
for Director General, Higher Education
Haryana, Panchkula

19/11/25

From

The Additional Chief Secretary to Govt. Haryana
Finance Department

To

1. All Head of Departments in Haryana.
2. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurugram, Hisar and Rohtak.
3. The Registrar General, Punjab and Haryana High Court Chandigarh.
4. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.

Circulate if

Memo No. 7/8/2010-4FR/18354

Dated: 15.10.2025

18/11/25

Subject: Restriction on official/private foreign visit.

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h.k-3

Reference FD's earlier instructions No. 7/25/2015-4FR/4543 dated 16th June, 2016, No. 7/8/2010-4FR dated 8th December, 2010, No. 7/8/2010-4FR/22168 dated 27th July, 2017 and No. 7/8/2010-4FR/2848 dated 18th May, 2022 regarding the subject noted above.

2. In supersession of all instructions, referred to above, detailed guidelines are hereby notified for strict compliance with regard to official/private foreign visit:-

(A) Extent of application:-

- i. These instructions shall be applicable to all Government employees of Group 'A', 'B', 'C' and 'D' including Members of All India Services serving in connection with the affairs of Haryana State, and any other Government employee or class of Government employees to whom the competent authority may, by general or special instructions, make them applicable. The 'competent authority' shall be Finance Department on the recommendations of the concerned Administrative Department.
- ii. In case of foreign travel by the Chief Minister/Ministers/Members of the State Legislature, detailed guidelines have already been issued by the office of Chief Secretary to Govt. Haryana, Political & Parliamentary Affairs Department from time to time. However, prior permission from the Finance Department (FR Branch) is required to be obtained by the concerned Administrative Department from financial perspective.
- iii. In case of contractual employees, detailed guidelines shall be issued by office of the Chief Secretary to Govt. Haryana, Human Resources Department, being competent authority for contractual employees.
- iv. These instructions are not applicable in such cases where orders are issued by the Department of Personnel & Training, Government of India, New Delhi for deputing members of All India Services serving in connection with the affairs of Haryana State for training outside India and training period is treated as part of duty under relevant rules of the Government of India.
- v. These instructions are not applicable in such cases where orders are issued by the office of Chief Secretary to Government Haryana (Training Branch) for deputing officers of the State Services for training/study programmes etc. and in those cases which have been sponsored & funded by any external agency without any financial burden on the State's exchequer.

h.k-3

- 3
- (B) In case of foreign travel for official purposes on Government expenses:
- i. Permission of foreign travel shall be considered by the Finance Department maximum for only one official and one private visit in a financial year.
 - ii. Total duration of foreign stay during both private and official visit taken together shall not exceed beyond three weeks. Private visit adjacent to official duty shall be allowed up to three weeks or 50% of official trip length (or for short trips < 8 days, up to 4 days); beyond that, no further leave allowed.
 - iii. The proposal alongwith 'check-list' duly signed by the concerned officer for foreign visits must be got approved from the Hon'ble Chief Minister on AD's side and only thereafter, the matter be sent to the Finance Department for its concurrence. Format of check-list is attached.
 - iv. Online budget report must be signed by the Budget Controlling Authority (BCA) of the department concerned regarding proposed expenditure and availability of adequate budget in the relevant scheme and object head (48-Foreign Travel Allowance). If there is no budget provision under relevant object head (48-Foreign Travel Allowance), then, the same may be got approved from the Finance Department (concerned Expenditure Controlling Branch) at the first instance before sending proposal to the Finance Department (FR Branch) for foreign visit.
 - v. Approval of the Finance Department for foreign visits for attending Seminars and Trainings must be obtained in advance before performing actual visits in those cases which are not in accordance with the Training Policy issued by office of the Chief Secretary to Government Haryana (Training Branch) from time to time.
 - vi. Administrative Department shall also obtain all statutory, administrative / cadre clearance and political clearances of the officers from concerned Ministries in Government of India as well as from the Cadre Controlling Authorities of the State Government at its own level.
- (C) In case of foreign travel by the officer/official on personal ground at his/her own expenses:-
- i. Permission of foreign travel shall be considered by the Administrative Department only for one private visit in a financial year. Name of visiting country must be mentioned in the sanction order.
 - ii. Permission of foreign travel may be denied by the Administrative Department on account of office exigency.
 - iii. Permission of foreign travel shall not be granted by the Administrative Department to officer/official in those cases where expenses on personal foreign visit are sponsored / borne by the private organisations with which the department has official dealings.
 - iv. Permission of foreign travel shall not be granted by the Administrative Department in those cases where criminal case is pending in the Court or charge-sheet for major penalty is pending against the officer/official under Haryana Civil Services (Punishment & Appeal) Rules, 2016.
 - v. The officer/official shall leave the country only after permission of the competent authority for foreign visit and leave is granted by the Administrative Department. Under no circumstances, ex-post facto approval is granted by the Administrative Department. In case of any lapse, Administrative Department shall take strict disciplinary action against the officer/official for major penalty under provisions of Haryana Civil Services (Punishment & Appeal) Rules, 2016, as amended from time to time.

- (M)
- vi. In case of 'handing over/taking over of the charge' system, the officer/ official shall hand over the charge to his/her substitute before going aboard.
 - vii. The concerned officer/official shall not take any job in the foreign country.
 - viii. The concerned officer/official shall not overstay abroad without prior approval of the Administrative Department.
 - ix. The concerned officer/official shall abide by all the rules and regulations and will be faithful to the Constitution of India and the security of the Country shall not be affected in anyway due to his/her going abroad.
 - x. Administrative Department may impose any other condition(s), as deem fit, with reference to service conditions of the officer/official under intimation to the Finance Department (FR Branch).
 3. The power to interpret, change, amend, relax and removal of doubt of these instructions shall lie with the Finance Department (FR Branch).
 4. These instructions shall be applicable from the date of issuance of this order.
 5. Copy of this order is available on the official website of the Finance Department i.e. finhry.gov.in.

[Signature]
 Chief Accounts Officer
 for Additional Chief Secretary to Govt. Haryana,
 Finance Department *[Date: 15/10/25]*

Dated: 15.10.2025

Endst. No.7/8/2010-4FR/18354

A copy is forwarded to the Chief Secretary to Government Haryana (Human Resources Department-I, II, III, Training Branch, all Services Branches and Political & Parliamentary Affairs Department) and all the Administrative Secretaries to Government Haryana following for information and necessary action.

[Signature]
 Chief Accounts Officer
 for Additional Chief Secretary to Govt. Haryana,
 Finance Department *[Date: 15/10/25]*

To

1. The Chief Secretary to Government Haryana (Human Resources Department-I, II, III, Training Branch, all Services Branches and Political & Parliamentary Affairs Department).
2. All the Administrative Secretaries to Government Haryana.

U.O. No.7/8/2010-4FR/18354

Dated: 15.10.2025

Endst. No.7/8/2010-4FR/18354

Dated: 15.10.2025

A copy is forwarded to the following for information and necessary action:-

1. The Principal Accountant General (A&E), Haryana, Chandigarh.
2. The Principal Accountant General (Audit), Haryana, Chandigarh.
3. The Incharge, Computer Cell (Finance Department) for uploading these instructions on the website of the Finance Department.

[Signature]
 Chief Accounts Officer
 for Additional Chief Secretary to Govt. Haryana,
 Finance Department *[Date: 15/10/25]*



Check list for submission of proposal for undertaking foreign tours

1.	Name of the officer:		
2.	Service and Batch:		
3.	Visit: Official/Personal/Any other		
4.	Countries proposed to be visited		
5.	Purpose of visit:		
6.	Proposed departure and the return dates:	Departure	
		Return	
7.	Sponsoring Organisation, if any; Agency/		
8.	Likely amount of expenditure to be incurred on the visit if official/sponsored		

9. Details of other approvals/clearances required/approved, if any;

	Required	Obtained Yes/No
i) Administrative Department	_____	_____
ii) Finance Department	_____	_____
iii) FCRA/MHA/GOI	_____	_____
iv) Political Clearance/MEA/GOI	_____	_____
v) Cadre Clearance/GOH	_____	_____
vi) Cadre Clearance/GOI	_____	_____
vii) Any Other, please specify	_____	_____

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10. Previous foreign visits (including private visits) undertaken during last one year:

Sr. No.	Name of the Countries visited	Date of Departure from India	Date of return to India	Expenditure Incurred on the visit (Rs.)	Name of the sponsoring agency/organization, if any,

Place:

Signature of the officer

Date:

Government of Haryana
Finance Department



हरियाणा सरकार
वित्त विभाग

26-11-2025

S. Adhik (Bury)

26/11/25

Ad-3

From

The Additional Chief Secretary to Govt. Haryana
Finance Department

To

1. The Chief Secretary to Government Haryana
2. All the Administrative Secretaries to Government Haryana.
3. The Registrar General, Punjab and Haryana High Court Chandigarh.
4. All Head of Departments.
5. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurugram, Hisar and Rohtak.
6. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana

No. 11/93/2023-IFR/14060
Dated: 04.07.2025

Subject: Regarding amendment in Haryana Civil Services (Leave) Rules, 2016.

Reference on the subject noted above.

Please find enclosed herewith copy of Haryana Government Gazette Notification bearing No. 11/93/2023-IFR/14060 dated 30.06.2025 pertaining to amendment in Haryana Civil Services (Leave) Rules, 2016 for information and necessary action.

Copy of this order is available on the official website of the Finance Department i.e. finhry.gov.in. Copy of said amendment dated 30.06.2025 has also been uploaded by Printing and Stationary Department, Haryana, Panchkula on its website i.e. <https://www.egazetteharyana.gov.in>.

DA : As above

Smriti Kumar
Superintendent (FR)
for Additional Chief Secretary to Govt. Haryana,
Finance Department
24/07/25

Encls. No. 11/93/2023-IFR/14060

Dated: 04.07.2025

A copy alongwith copy of Gazette notification bearing No. 11/93/2023-IFR/14060 dated 30.06.2025 is forwarded to the following for information and necessary action:-

1. The Principal Accountant General (A&F), Haryana, Chandigarh.
2. The Principal Accountant General (Audit), Haryana, Chandigarh.
3. The Incharge, Computer Cell (Finance Department) for uploading these instructions on the website of the Finance Department.

DA : As above

Smriti Kumar
Superintendent (FR)
for Additional Chief Secretary to Govt. Haryana,
Finance Department
24/07/25

"CONSERVE WATER - SAVE LIFE"

(ii) उप-नियम (3) के स्थान पर, निम्नलिखित उप-नियम प्रतिस्थापित किया जाएगा, अर्थात्:-

“(3) सेवा के प्रथम और अन्तिम कलेंडर वर्ष से मिला शेष किसी कलेंडर वर्ष के दौरान में आकस्मिक अवकाश निम्नानुसार अनुज्ञेय होगा:-

क्रम संख्या	एक कलेंडर वर्ष के दौरान	पुरुष	महिला
1	2	3	4
1.	10 वर्ष तक की सेवा के दौरान	10 दिन	25 दिन
2.	10 वर्ष से अधिक परन्तु 20 वर्ष से कम की सेवा के दौरान	15 दिन	
3.	20 वर्ष की सेवा के बाद	20 दिन	

टिप्पण.— जिस वर्ष सरकारी कर्मचारी 10 या 20 वर्ष की सेवा पूरी करता है, उस कलेंडर वर्ष से वह बड़ी हुई दर से आकस्मिक अवकाश का पात्र होगा।”

अनुराग रस्तोगी
अपर मुख्य सचिव, हरियाणा सरकार,
वित्त विभाग।

**HARYANA GOVERNMENT
FINANCE DEPARTMENT**

Notification

The 30th June, 2025

No. 11/93/2023-1FR/14060.— In exercise of the powers conferred under the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Leave) Rules, 2016, namely:-

1. (1) These rules may be called the Haryana Civil Services (Leave) Amendment Rules, 2025.
- (2) They shall come into force from the date of their publication in the Official Gazette.
2. In the Haryana Civil Services (Leave) Rules, 2016 in rule 76,-
- (i) for sub-rule (1) the following sub-rule shall be substituted, namely:-

“(1) Casual leave to a Government employee during the calendar year in which he is recruited shall be admissible as under:-

Sr. No.	If service is joined—	Male	Female
1	2	3	4
1	before 30 th June	10	25
2	between 30 th June and 30 th September	5	12
3	after 30 th September	2	6
4	after 30 th November	1	3”;

- (ii) for sub-rule (3), the following sub-rule shall be substituted, namely

“(3) Casual leave during a calendar year other than first and last year of service shall be admissible as under

Sr. No.	During a calendar year	Male	Female
1	2	3	4
1	Upto 10 years of service	10 days	25 days
2	After 10 years but less than 20 years' service	15 days	
3	After 20 years' service	20 days	

Note.— The year, during which a Government employee completes 10 or 20 years' service, he shall be entitled to casual leave at the enhanced rate from that calendar year.”

ANURAG RASTOGI,
Additional Chief Secretary to Government Haryana,
Finance Department.



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Haryana Government Gazette

Published by Authority

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No. 26-2025] CHANDIGARH, TUESDAY, JULY 1, 2025 (ASADHA 10, 1947 SAKA)

PART-I

Notifications, Orders and Declarations by Haryana Government

हरियाणा सरकार

वित्त विभाग

अधिसूचना

दिनांक 30 जून, 2025

संख्या 11/93/2023-1एफआर/14060.- भारत के संविधान के अनुच्छेद 309 के परन्तुक्त के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा सिविल सेवा (अवकाश) नियम, 2016, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

- (1) ये नियम हरियाणा सिविल सेवा (अवकाश) संशोधन नियम, 2025, कहे जा सकते हैं।
(2) ये नियम राजपत्र में इनके प्रकाशन की तिथि से लागू होंगे।

- हरियाणा सिविल सेवा (अवकाश) नियम, 2016 में, नियम 76 में:-

- उप-नियम (1) के स्थान पर, निम्नलिखित उप-नियम प्रतिस्थापित किया जाएगा, अर्थात्:-

- (1) सरकारी कर्मचारी जो उस कलेंडर वर्ष, जिसमें यह भर्ती हुआ है, के दौरान आकस्मिक अवकाश निम्नानुसार अनुज्ञेय होगा:-

क्रम संख्या	यदि सेवा ग्रहण की गई है	पुरुष	महिला
1	2	3	4
1.	30 जून से पूर्व	10	25
2.	30 जून तथा 30 सितम्बर के बीच	5	12
3.	30 सितम्बर के बाद	2	6
4.	30 नवम्बर के बाद	1	3