



**PUBLIC (SPECIAL-B) DEPARTMENT  
SECRETARIAT, CHENNAI 600 009**

**LETTER NO. 1205/SPECIAL.B/2018 - 1, DATED: 09.05.2018**

From  
Dr. (Tmt) Girija Vaidyanathan, IAS.,  
Chief Secretary to Government

To  
All Secretaries to Government  
Secretariat, Chennai 600 009  
All Officers of IAS  
{serving on the affairs of this State}

Sir / Madam / Selvi.

Sub: Tours – Secretaries to Government and All Officers  
of IAS – Tours Within and Outside the State –  
Instructions – Regarding.

- Ref: 1. G.O.Ms.No. 505 Public (Special B) Department  
Dated: 21.03.1988  
2. Government Letter No. 971/88-2 Public (Special B)  
Department Dated: 30.3.1988  
3. Government Letter No. 8052/88-1 Public (Special B)  
Department Dated: 27.9.1988  
4. G.O.Ms.No. 720 Public (Special B) Department  
Dated: 25.7.2006.  
5. Government Letter No.1656/Special B/2011-1,2  
Public (Special B) Department Dated: 31.05.2011  
and 22.06.2011

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I am directed to state that the consolidated procedure to be followed in connection with the official tours of Secretaries to Government and all officers of IAS serving in connection with the affairs of this State, within and outside the State is as tabulated below:

Officers	Level of approval to be obtained for the official tours to be performed	
	Within the State	Outside the State
Secretaries to Government	To leave headquarters orders of Chief Secretary should be obtained	Prior permission of the Government should be obtained from Hon'ble Chief Minister through the Chief Secretary to Government.
HODs and Collectors		Prior permission of the Government should be obtained through the Secretaries to Government / Chief Secretary to Government / Hon'ble Chief Minister.
The Officers of IAS other than Secretaries/ HODs/ Collectors	To leave headquarters orders of the Reporting Authority should be obtained.	Prior permission of the Government should be obtained with the Secretaries to Government concerned.

p.t.o.

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2. The procedures indicated above shall come into force from the date of issue of this letter.

3. The receipt of the letter should be acknowledged.

Yours faithfully



for Chief Secretary to Government

Copy to:

All Departments of Secretariat, Chennai 600 009

The Pay and Accounts Officer, Secretariat, Chennai 600 009

The Public (Special A) Department, Secretariat, Chennai 600 009

SF/SC