



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

**LETTER NO. 1656/SPECIAL B/2011-1, DATED : 31.05.2011**

From  
Thiru Debendranath Sarangi, IAS.,  
Chief Secretary to Government

To  
All Secretaries to Government  
Secretariat  
Chennai 600 009

Sir / Madam

Sub: Tour – Secretaries to Government – Official Tour to  
Delhi – Revised Instructions – Issued.

Ref: G.O.Ms.No. 720 Public (Special B) Department  
Dated 25.7.2006

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In the Government Order cited, it has been ordered among other things that the Secretaries to Government may perform tours within and outside the State including New Delhi only after obtaining prior permission of Chief Secretary.

2. In modification of the orders issued in the said Government Order, the Government direct that the Secretaries to Government whenever they undertake official tour to Delhi, must take prior permission from the Hon'ble Chief Minister. The file for such permission should be accompanied with a small note on the purpose of the visit.

3. The receipt of the letter should be acknowledged.

Yours faithfully

for Chief Secretary to Government

Copy to:

The Secretaries to Chief Minister, Chennai 600 009  
All Departments of Secretariat, Chennai 600 009



**LETTER NO. 1656/SPECIAL B/2011- 2 , DATED : 22.06.2011**

From  
Thiru Debendranath Sarangi, IAS.,  
Chief Secretary to Government.

To  
All Secretaries to Government  
Secretariat ,Chennai 600 009  
All Heads of Department  
All District Collectors

Sir / Madam

Sub: Tours – Secretaries to Government and Heads of  
Departments – Tours within and outside the State -  
Instructions – Issued.

- 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 Public  
(Special B) Department Dated 31.05.2011.

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In supersession of the orders issued in the Government Order  
fourth cited I am directed to furnish the consolidated procedure to be followed in  
connection with the official tours of Secretaries to Government and Heads of  
Departments, within and outside the State as ordered in the GO / Government  
letters first to third and fifth cited is as tabulated below:

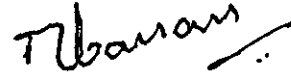
Officers	Level of approval to be obtained for the official tours to be performed	
	Within the State	Outside the State
Secretaries to Government	Orders of the Chief Secretary should be obtained.	Orders of the Chief Secretary should be obtained. For tours to Delhi, permission should be obtained from the Hon'ble Chief Minister.
Heads of Department	Do not require specific permission of the Government. But they should undertake tours only for official purpose and the tours should be so planned that frequent journeys to the same place are avoided. A copy of the tour programme should be marked to the Secretary of the administrative department concerned well in advance.	Prior permission of the Government should be obtained. Secretaries to Government themselves may permit the HODs. In respect of tours which are important and sensitive in nature, the file may be circulated to Minister concerned through Chief Secretary.
Special/ Additional / Joint / Deputy / Under Secretaries to Government	Orders of the Secretaries to Government concerned should be obtained.	Orders of the Secretaries to Government concerned should be obtained.

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2. The officers who are members of Committee / Sub-Committee / Boards, may undertake tours as and when necessary relating to the said Committee / Boards, once membership in the Committee or Board, is approved by the Government.

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