



Letter No.713 /Special.B/ 2022-1, Dated: 06.04.2022

From
Dr. V. IRAI ANBU, IAS.,
Chief Secretary to Government

To
All Secretaries to Government
Secretariat, Chennai 600 009
All Collectors
All Officers of IAS
{other than Secretaries/HODs/Collectors
Serving on the affairs of the State}

Sir,

Sub: Official Tours – District Collectors and All Officers of IAS –
Tours within or outside the State – Instructions - Regarding.

- Ref: 1. Government Letter No.1205/Special B/2018-1 Public
(Special B) Department Dated 09.05.2018.
2. Standing Order No.2/2022 of the Chief Minister Human
Resources Management (A) Department, dt: 17.03.2022

@@@

I am directed to state that in view of the issuance of the Standing Order in the reference second cited, wherein the official tours of Secretaries to Government and Head of Departments are covered, the instructions issued in the Government letter first cited are hereby withdrawn.

2. In view of the above, the consolidated procedure to be followed in connection with the official tours of Secretaries / HODs / Collectors and the officers of IAS other than Secretaries/ HODs / Collectors, serving in connection with the affairs of the State, within or outside the State, is regulated 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 (As per Standing Order in the reference second cited)	They shall send the tour programme for information of the Chief Secretary to Government and the Hon'ble Minister concerned.	Sanction may be accorded by the Chief Secretary to Government under intimation to Chief Minister's Office.
HODs (As per Standing Order in the reference second cited)	Official visits by Officers who are officiating as Head of Departments may be sanctioned by the Secretaries of the administrative Departments concerned.	
Collectors	May be sanctioned by the Chief Secretary to Government	May be sanctioned by the Chief Secretary to Government under intimation to Chief Minister's Office
The Officers of IAS other than Secretaries / HODs/Collectors	May be sanctioned by the Reporting Authorities concerned.	May be sanctioned by the Secretaries concerned.

3. The receipt of the letter may be acknowledged.

Yours faithfully

for Chief Secretary to Government

Copy to :
All Departments of Secretariat, Chennai 600 009
The Public (Special A) Department, Secretariat, Chennai 600 009
SF/SC