



NO.F.34 (3)-GA (P&T)/2023
GOVERNMENT OF TRIUPURA
GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTEMNT

Dated, Agartala, the 4th March, 2023.

MEMORANDUM

Subject: - Tour of officers outside the state – submission of detailed report to the authority – thereof.

Various instructions have been issued by the State Government from time to time in connection with official tour / visits as well as training of officials outside the state vide which it has been laid down that all officials going on tour / training outside the state are required to submit a detailed report to the immediate superior authority within 3 (three) days of returning to Head Quarters.

2. It has also been decided by the State Government that the officers who go outside the state on official duty should also take briefing from the Minister-in-charge of the Department concerned before he / she leaves the Head Quarter and on his / her return to the Head Quarter, he / she will again brief the Minister-in-charge of the Department and the Chief Secretary regarding the outcome of his / her tour.

3. The GA (P&T) Department being the nodal department is dealing with the training / tour / workshop etc. in respect to the Cadre Gazetted officers including AIS officers. But, it is experienced that the instructions issued by the Government as referred above, are not being followed by the officials who go on tour / training outside the state.

4. All Department/ Heads of Departments are, therefore, requested to follow the instructions in letter and spirit.

1. Chief Secretary to the Government of Tripura.
2. Secretary to the Hon'ble Chief Minister, Tripura.
3. Offices of all Ministers, Tripura.
4. All Departments / Heads of Departments, Tripura.

Jai Datta
04.04.23

(Jai Datta)
Under Secretary to the
Government of Tripura.

Jai Datta
04.04.23

(Jai Datta)
Under Secretary to the
Government of Tripura.

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To Ashim Paul