

## CHAPTER – XXI

### TOURS OF OFFICERS

#### Submission of Tour Programmes/Tour Diaries:

*OM.No.PER.  
338/72/21, dt.  
1<sup>st</sup> July, 1975*

1.1. Notice to the Chief Secretary of tour outside the State in all cases should be sent one week in advance. In emergent circumstances, however, when an Officer has to proceed on tour outside the State urgently, such notice shall invariably be sent to the Chief Secretary two days in advance. Government will take adverse notice for failure to comply with the above instructions.

1.2. A copy of the Tour Programme of Secretaries/Addl. Secretaries and Heads of Departments whether inside or outside the State should also be sent to the chief Minister's Secretariat.

#### Tour of Officers

*OM.No.PER  
.338/72/32, dt.8<sup>th</sup>  
Sept, 1982*

2.1. A consolidated and updated instructions in regard to tours of officers are given below: -

#### Prior Approval for undertaking tours

2.1.1. Government hereby reiterate that the guidelines below are strictly and scrupulously followed by all officials contemplating to proceed on tour inside or outside the State. Failure to comply with these instructions will be viewed with seriously.

2.1.2. Special Secretary, Secretary or Additional Secretary to the Government should obtain the prior approval of the Minister concerned before proceeding on tour and prior intimation of such tours should also be sent to the Chief Secretary .If the Minister concerned is not available, such tour should be taken with the prior approval of Chief Secretary .

2.1.3. Joint Secretaries, Deputy Secretaries and Under Secretaries should obtain the prior approval of the Secretary of the Administrative Department before undertaking any tour.

2.1.4. Heads of Departments should obtain the prior approval of the Minister concerned through the Secretary of the Administrative Department concerned.

2.1.5. Additional Heads of Departments, Joint Heads of Departments and Deputy Heads of Departments should obtain the prior approval/permission of the Secretary of the Administrative Department concerned through the Head of Department concerned before undertaking any tour.

2.1.4. Heads of Departments should obtain the prior approval of the Minister concerned through the Secretary of the Administrative Department concerned.

2.1.5. Additional Heads of Departments, Joint Heads of Departments and Deputy Heads of Departments should obtain the prior approval/permission of the Secretary of the Administrative Department concerned through the Head of Department concerned before undertaking any tour.

2.1.6. Joint Heads of Department, Deputy Heads of Departments and Assistant Heads of Departments should obtain the approval of the Head of Department concerned before undertaking any tour.

2.1.7. When the Head of an Office required to go out on tour, he should ensure that some responsible officer is always present in the Headquarter.

2.1.8. So far as Deputy Commissioner or Sub-Divisional Officer holding independent charge is concerned, there should be no restriction on his touring. In fact he should undertake frequent tours within his jurisdiction. No such tour can be termed as unnecessary as it is required of him even without any specific work to go round and meet people and see how things are going on within his jurisdiction for taking necessary and timely action in the interest of overall administration and timely implementation of Plan Schemes.

2.1.9. An officer of District level and below holding an independent charge should not be required to obtain permission for touring within his jurisdiction. For touring outside his jurisdiction, he will of course have to obtain prior permission from the next superior officer

2.1.10. The Officers/staff at Meghalaya House at Calcutta and Delhi should take prior approval of the concerned Special Secretary/ Secretary for undertaking tour outside Calcutta or Delhi. This will also apply to their undertaking tours from Calcutta/Delhi to Shillong or any other place in Meghalaya.

2.1.11. Tour of all other officers who have not been specifically mentioned in the foregoing paragraphs, should also be with the previous permission of the superior officers concerned.

### **Submission of Tour Programme and Tour Diaries by Officers**

2.2.1 Special Secretaries/Secretaries/ Additional Secretaries should submit their tour programmes to the Chief Secretary a week in advance of the contemplated tour outside the State. In emergent circumstances, however, when an officer has to proceed on tour outside the State urgently, such notice should invariably be sent to the Chief Secretary two days in advance. It is necessary for the Chief Secretary as the Administrative Head of the State to know in advance such tours to be undertaken by Special Secretaries / Secretaries/ Additional Secretaries concerned. For the purpose of prior information to the Chief Secretary, tour

programmes are required to be sent to the Chief Secretary wherever possible at least a week before the tour is undertaken. The Chief Secretary may put up the matter to the Minister concerned whenever necessary .

2.2.2. A Head of a Department should send the tour programme to the Secretary of the Administrative Department concerned as well as to the Chief Secretary.

2.2.3. A Head of a Department or a Divisional or Regional Officer should send his tour programme at least seven days ahead to the next higher officers to enable the latter to advise stopping or adjusting such tour for administrative reasons, if any. In urgent cases, where it is not practicable for good and sufficient reasons to send tour programmes before the commencement of the tour, information to that effect should be sent before the officer leaves the headquarters to the next superior officer concerned.

2.2.4. A copy of the tour programme of Secretaries and Heads of Departments should also be sent to the Chief Minister concerned. Special Secretaries/Secretaries/ Addl. to places inside or outside the State Minister's Secretariat as well as to the Minister concerned.

2.2.5. Similarly, tour programmes of other officers should be sent to the respective Controlling Officers at least seven days in advance through proper channel.

2.2.6. Tour Diaries of officers at the level of Additional Secretary and above should be submitted to the Chief Secretary in the Personnel and Administrative Reforms (B) Department monthly by the 10<sup>th</sup> of the following month giving details of work done and time spent on tours.

2.2.7. Tour diaries of all officers should be submitted to the next superior officer in the office or Department concerned.

2.2.8. The above instructions will be applicable to tours both inside and outside the State as the case may be. Every endeavours should, however, be made to reduce tours, especially those outside the State, to the minimum possible. It should also be ensured that not more than one Officer from one Office goes outside the State at a time for the same job or to the same place, unless specially required for some urgent work. Even in such urgent cases, if two or more officers have to go, they should move with the previous special permission of the competent higher authorities.

2.2.9. The tours by officers should be planned and purposive. Superior Officers to whom the tour programmes and tour diaries are submitted should satisfy themselves that tours by the officers under them are planned and purposive.

## **Instructions regarding tours of officers**

3.1. The importance of tours of officers can hardly be over emphasized. Tours are essential to understand problems, to supervise effective implementation of programmes, to convey government views to the people and bring back their view to government, to sort out personal problems of field staff, etc. The tours should be planned so as to effect maximum economy as well as maximum coverage and utility. If properly planned, many of the schemes can be inspected and several inter-departmental co-ordination problems can be sorted out during the course of a single tour.

### **GENERAL**

3.2.1. All Deputy Commissioners, Sub-Divisional Officers and Officers in-charge of independent districts or sub-divisions and senior officers should undertake frequent tours within their respective jurisdictions. No such tours can be termed as unnecessary as it is required of them to go round and meet people and see how things are going on within their jurisdictions for taking necessary and timely actions in the interest of overall administrative and timely implementation of Plan Scheme.

3.2.2. All touring officers should make it a point to visit as many schemes and meet as many people as possible to understand their problems and points of view and to have discussions with concerned officers with a view to solving locally as far as possible.

3.2.3. The Commissioners, Heads of Departments and other Supervisory Officers above the district level should be on tour for at least 8 days in a month with night halts. The present tendency to rush back to headquarters and avoid night halts should be curbed.

3.2.4. The Deputy Commissioners and Sub-Divisional Officers should go on tour for at least two days in a week with night halts outside. The other District and lower level officers should go on tour at least ten days in a month with night halts outside.

3.2.5. The Officers while going on tour and halting outside their Head- quarters, should not confine only to roadside places but should make it a point to halt in the interior as well, as it is required of them to have sufficient contact with the people in the interior villages.

3.2.6. Touring Officers should be able to plan their tours in such a way that the entire area under them is uniformly covered. Tours should not also be confined to beaten tracts only. It is necessary to keep a record of all past tours and to follow a definite programme so as to avoid, as much as possible, the places already visited.

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(AR)234/83/  
10 dt. 8<sup>th</sup> Feb,  
1986*

3.2.7. With regard to tours in the interior, the touring Officers can always make the best use of their opportunities by carefully planning their tours in advance. Such preparation will enable them to give ample notice to the residents of places to be visited. Occasions which cannot be foreseen will necessitate brief visits to places for a particular purpose but the greater part of the time should be spent by devoting to tours which have carefully been planned with night halts at places and time fixed before hand of which notice should have been given earlier. Hurried movements produce the maximum inconvenience to all concerned and afford no time to the people to realise that they have in their midst an official to whom representations can be made on subjects of importance to them.

3.2.8. Advance tour programmes should, therefore be prepared in the last week of the months for tours to be performed during the ensuing month. When such advance tour programmes are made, the touring officers should not depart from them without any good reason.

3.2.9. Apart from such visits to district headquarters as may be necessary thorough out the year for a special purpose, a Divisional Commissioner should endeavour to make a stay at the headquarters of a district once a fort-night. During his visit, in addition to inspecting the Sub-Divisional Office and other institutions, he should provide opportunities for the principal residents of the Sub-Divisional headquarters to meet him and discuss questions of local and general interest. Similarly, the Deputy Commissioners and other District Level Officers should endeavour to make a stay at the headquarters of each Sub-Divisions in his district once a fort-night and that during his visit, in addition to inspecting the Sub-Divisional Offices and other Institutions he should also provide opportunities for the principal residents of the Sub- Divisional headquarters to meet him and discuss questions of local and, general interest. Government attach great importance to this aspect of touring and consider that the knowledge which can be gained by such discussions can be had by no other means.

3.2.10. It is essential for the touring Officers to make surprise visits at times as that will have much impact and importance especially when Office or field inspections are also to be made during each tours.

3.2.11. Tours beyond the boundary of the Officer's jurisdiction must not be undertaken without prior sanction of the competent authority.

3.2.12. No tours should normally be undertaken by the Deputy Commissioners, the Superintendents of Police and other District Officers when high dignitaries visit their districts. Similarly no tours should normally be undertaken by the Sub-Divisional Officers, Sub-Divisional Police Officers and other Officers of the Sub-Divisional level when high dignitaries visit their Sub-Divisions.

3.2.13. The District and Sub-Divisional Officer should be present at their own headquarters when the Divisional Commissioner visits them on inspection duty. If Heads of Departments wish to discuss any subject locally with the Deputy

Commissioner or Sub-Divisional Officer, they should ask them to arrange, if possible, to be at their headquarters on any occasion of their visits.

3.2.14. When a Minister visits any headquarters of a District or Sub-Division, the senior Civil Officer present for the purpose should meet the Minister on his arrival but it is not necessary for the Deputy Commissioner, if absent on tour, to return to the Station expressly for the purpose unless he is instructed to do so. It is, however, a matter of due courtesy for the Deputy Commissioner to make an effort to see the Minister whenever he visits his district. All other District or Sub-Divisional Officers present in the Station should also call on the Minister during his visit to the District or the Sub-Divisional headquarters.

3.2.15. When the Head of Department on tour wishes to consult a local Officer not immediately concerned with the administration of his Department on any special subject, arrangements should be made before hand in consultation with the Officer concerned so that he may be present at his station during the visit.

3.2.16. Absence of Civil Surgeon and other District Officers from headquarters, however, short, should invariably be made known to the Deputy Commissioner sufficiently ahead of time so as to permit of his interfering to prevent departure, should he consider it necessary to do so.

3.2.17. The Civil Surgeon, before leaving his headquarters on out station duty, should make arrangements satisfactory to the Deputy Commissioner for medical attendance of Government Officers and staff and their families in the station.

3.2.18. The touring Officer should make it a rule either to pay for the supplies personally or at least to satisfy himself that the price of any supplies which have been procured through other official has reached the person from whom they have been obtained.

3.2.19. Tour programme should always be submitted at least seven days ahead to the next higher Officer to enable the latter to advise stopping or adjusting such tour for administrative reasons, if necessary. In urgent cases where it is not practicable for good and sufficient reason to send tour programme before the commencement of any tour, prior approval to that effect should be obtained personally from the competent authority before leaving the headquarters.

3.2.20. In emergent circumstances, when the Special Secretary/Secretary or Additional Secretary has to proceed on tour urgently such notice should be sent to the Chief Secretary over phone, to be followed by a written request.

3.2.21. Copy of tour programme of Chief Secretary/Commissioner/ /Special Secretary/Secretary and Heads of Departments should be sent to the Chief Minister's Secretariat as well as the Minister(S) concerned.

## TOURS WITHIN THE STATE

3.3.1. An Officer of District level or below, holding an independent charge, is not required to obtain permission for touring within his jurisdiction, however, a district level Officer should send a copy of his tour programme to the Deputy Commissioner and to the Head of Department. For touring outside his jurisdiction, he should obtain prior permission from the competent authority,.

3.3.2. The Head of an Office going on tour should ensure that a Senior Officer is present in the headquarters and attends to urgent matters.

3.3.3. The authorities competent to approve the tours of Officers are shown in the Table below :-

Sl No.	Officers going on tour	Authorised approving tours
1.	Chief Secretary	Chief Minister
2.	Addl. Chief Secretary/Commissioner /Spl. Secretary/Secretary	Concerned Minister(s) with intimation to Chief Secretary. If concerned Minister(s) is not available, with prior approval of Chief Secretary
3.	Addl. Secretary/Joint Secretary/Deputy Secretary	Secretary/Special Secretary
4.	Under Secretary	Joint Secretary/Addl.Secretary/Secretary
5.	Personal Staff attached to Minister /Officer of Secretariat	Minister/Officer to whom attached. Under Secretary S.A.D to be informed.
6.	Deputy Commissioner	Commissioner of Division except tour within the District.
7.	Addl. Deputy Commissioner	Deputy Commissioner.
8.	Sub-Divisional Officer (Sadar)/Extra Asstt. Commissioner/District Transport Officer/Election Officer/Deputy Director (Supply)and Superintendent of Supply in District Office/Deputy Controller of Civil Defence	Deputy Commissioner or Addl. Deputy Commissioner as authorized by the Deputy Commissioner
9.	Sub – Divisional Officer	Deputy Commissioner, except for tours within his jurisdiction.
10.	Block Development Officer	Sub-Divisional Officer, except for tours within his block areas.
11.	Head of Department	Special Secretary/Secretary.
12.	Addl./Joint/Deputy/Assistant/Head of Department	Head of Department. Special Secretary/ Secretary to be informed.

3.3.4. Tours of all other Officers and staff who have not been specifically mentioned in the Table at Para 3.3.3 above should be undertaken with prior approval/permission of their head of office or any other specified authority.

## **TOURS OUTSIDE THE STATE**

3.4.1. An Officer going on tour outside the State should get prior approval of his Minister(s) through the Chief Secretary. A copy of the tour programme approved by the Chief Secretary should be attached to the tour diary for preparing T .A. Bill.

3.4.2. An Officer going outside the State should send a draft brief / points proposed to be discussed on tour along with the proposal for tour. He should submit to the Chief Secretary through proper channel, a report on major points discussed on tour within a fortnight of his return to headquarters.

3.4.3. It is not necessary for the secretary or any other Officer to attend all meetings outside the State. It should be examined whether a brief could be sent to the Resident Commissioner, New Delhi or to the Trade Adviser, Calcutta, who could represent the State Government in the meeting.

3.4.4. The Officer/staff of Meghalaya Houses at Calcutta and New Delhi should take prior approval of Chief Secretary through Special Secretary/ Secretary for undertaking tours outside Calcutta or Delhi, respectively.

## **TOURS OUTSIDE THE COUNTRY**

3.5. In all cases where an Officer leaves the country, prior approval of the concerned Minister(s) and also the Chief Minister should be obtained through the Chief Secretary .

## **TOUR DIARIES**

3.6.1. The Tour Diaries should be written in half margin on a full scape paper and should be written up on the spot from day to day or at very short intervals, and must not take the shape of a report or narrative at the end of the tour. Care should be taken not to make them too diffused. Unnecessary discussions on theoretical subjects and remarks on the ordinary incidents of travelling should be avoided.

3.6.2. During his tours, every touring Officer, should take a note of the progress of projects, difficulties in implementation and points which require followup actions. He should submit a detailed tour. diary within 15 days of completion of a tour and take necessary follow-up action. Relevant extracts from the tour diary should be sent to the concerned Officers and departments for follow-up action.

3.6.3. The tour diary of a Deputy Commissioner should contain, among other things, remarks on such of the points as may call for notice, such as date, name of place visited, general condition of the country, state of crops, public feeling and health, any interesting facts elicited in conversation with the people particularly with those of influence and position, interesting matters connected with land

system, state of roads, Government lands, forest land, development works, anything remarkable in connection with movements of people or traffic in food and the like, rise or decay of local industries, registration of vital statistics, management of retail shop for sale of liquor, etc., prevalence of smuggling, cadastral survey, boundary marks, State boundary, statistics of agricultural produce, education with special reference to institutions visited, vaccination and the attitude of the people towards it, archaeology, in particular implementation of the new 20-Point Economic Programmes and other matters.

3.6.4. Every touring Officer when starting on tour should enter in his diary the direction in which he proposes to travel and the special object or objects (if any) of his tour. All Officers subordinate to the Deputy Commissioner should consult him and receive his instructions before they begin their tours.

3.6.5. The Divisional Commissioner and the District Officers are competent to order their subordinates to insert in their diaries notes on any points of special, local or temporary interest.

3.6.6. On inspecting institutions which keep visitors or inspection books in which the Deputy Commissioner or Sub-Divisional Officer may record his remarks in full, he will only enter in his diary a few notes as to the general condition of the institution. In the case of institutions which do not keep a visitors' book, a fuller report should be given in the diary.

3.6.7. Any abuses or irregularities deserving special report need not be reported in full in the diary but only a brief remark may be made to the effect that a report is being sent separately.

3.6.8. Tour diaries should be submitted at the end of every month by the Deputy Commissioner to the Divisional Commissioner with a copy to the Chief Secretary. If at the end of the month, the Deputy Commissioner or any District Officer is still on tour, the diary should be submitted as soon as he returns to headquarters after the close of the month and before he begins another tour.

3.6.9. The Deputy Commissioner should forward to the Divisional Commissioner, with a copy to the Chief Secretary, such diaries of his subordinates as he may consider interesting and valuable either for the information they contain or for the zeal and intelligence they display.

3.6.10. The tour diaries submitted by the Deputy Commissioners or such diaries of their subordinates as forwarded to the Divisional Commissioner should be dealt with by the Commissioner in the ordinary manner and pass such comments, if any, as he may wish to make to the Chief Secretary.

3.6.11. In like manner, the Sub-Divisional Officer should submit his tour diary to the Deputy Commissioner who will return it after perusal with his notes unless he considers it necessary to submit it for the information of the Divisional

Commissioner or the Government.

3.6.12. The tour diaries submitted by the Sub-Divisional Officers should be somewhat more in detail than those submitted by Deputy Commissioners. The same should contain references to various development projects like roads and bridges, water supply, playgrounds, schools, recreational facilities, if any, and the like.

3.6.13. The Deputy Commissioners or any other District Officers should submit separately any matter calling for orders and should not content themselves with recording it in their tour diaries as order will not usually be passed on a perusal of diaries.

3.6.14. When tour diaries contain references to matters calling for the attention of the Public Works Department, Public Health Engineering Department, Health Department, Town and Country Planning Department and any other Works Department, necessary extracts of remarks on such matters as may be necessary should be forwarded to their Executive Engineer by the Deputy Commissioner or the Sub-Divisional Officer, but when the diaries contain comments on their shortcomings pertaining to any of the Departments or the short-comings of any of their subordinate Offices/Officers, the Deputy Commissioner or the Sub-Divisional Officer should address their Head of Department or their Subordinate Officer concerned in a self-contained letter instead of sending an extract from his diary.

3.6.15. In order that the Head of Department may have early intimation of the requirements of the District and be able to see at an early stage that action on the right lines is taken by the District Officers without delay, a duplicate copy of such extracts from the diaries should in each case be sent to the Head of Department.

3.6.16. The tour diaries of the Officers should be quite independent of their skeleton diaries which accompany travelling allowances bills. Skeleton diaries should invariably be submitted to the countersigning Officers with the travelling allowances bills. Such skeleton diaries should be concise and should show, among other things, the journeys and halts made, the object of the journeys and, in the case where the Officer should travel after clearance of the prescribed authority, the clearance given by the authority for the journeys made. If the object of the journey is to make a local inquiry into any case, other than criminal, the names of the parties to the case, the offence charged and the subject matter of the inquiry should be specified.

3.6.17. Tour diaries of the Officers of the level of Additional Secretary and above should be submitted to the Chief Secretary monthly by the 10<sup>th</sup> day of the following month, giving details as to work done and time spent on tour .

3.6.18. Tour diaries of all other Officers should be submitted monthly to the next superior Officers.

3.7.1. The Superior Officers from whom approval of tours is required should satisfy themselves that tours to be undertaken by Officers seeking approval are properly planned and in public interest. The tour programmes forwarded to them should, therefore, be properly 'examined.

3.7.2. The Superior Officers should also check whether tour diaries have been forwarded to them for the tours approved and examine them to ensure follow-up actions where ever necessary .

3.7.3. Each Department may issue further instructions to supplement the details as required.

### **Tours of Officers to attend High Court/Court Cases at Guwahati**

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Oct,1997*

4. An Officer going on tour outside the State should get prior approval of his Minister(s) through the Chief Secretary and a copy of the Tour Programme approved by the Chief Secretary should be attached to the tour diary for preparing T.A. bill, vide Para 3.4.1 above. Government have noticed that some Departments have on many occasions received notice for attending High Court or Court cases at Guwahati at a very short notice and in such a situation the Department concerned finds it difficult to obtain the prior approval of their Minister(s) through Chief Secretary before proceeding on tour to Guwahati in view of the time factor. In order to overcome these difficulties, Government, in partial modification of the instructions vide Para 3.4.1 above, have decided that for undertaking tours to Guwahati in connection with Court cases, the following instructions may be followed: -

- (I) Tours to Guwahati in connection with High Court or other Court cases may be undertaken by the Principal Secretary/Commissioner & Secretary/Secretary/Heads of Departments, as the case may be, without obtaining prior permission from the Minister/Chief Secretary.
- (II) Subordinate Officials, if required to perform journeys, to Guwahati for Court cases, may proceed with prior permission of the Head of Department concerned or the Commissioner & Secretary/Secretary of the Administrative Department concerned.