



**GOVERNMENT OF KERALA**

No. AIS-C2/84/2019-GAD

**General Administration  
(AIS – C) Department,  
Thiruvananthapuram.  
Dated: 26.03.2019.**

**CIRCULAR**

Sub:- AIS – Handling of proposals relating to domestic tours of All India Service officers by respective departments – Instructions – issued – reg.

It has come to the notice of the Government that the proposals relating to official tours/ travel by All India Service officers within the country are being handled by the General Administration (AIS – A & C) Departments even though the subject and purpose of such visits by the officers are entirely related to the business allocation and work programme of their respective departments.

2. As per the existing laid down procedures of departmental disposal of works in Government of Kerala, domestic tour by an All India Service officer in a department is in the domain of that department only, with the relevant point of consideration being whether the purpose of visit is within the business allocation and work programme of the department. There is no involvement of any All India Service Rule in this subject matter. The travel entitlements for such journeys are also governed by the guidelines issued by the Finance Department of Government of Kerala. Further to this, the Administrative departments of Home and Forest have no opportunity for assessing the relevance/utility of such tours by IPS/IFS officers, whereas General Administration (AIS-A&C) Departments are not aware of the purposes/ intent of their visit and are completely reliant on the forwarding notes of State Police Chief/ Head of Forest Force. In such instances, the mere routing of files through the Secretaries in charge would not be a substitute for detailed examination of the proposals by the respective Administrative departments.

3. In view of the above, the following instructions are issued for the handling of proposals related to domestic tours of All India Service officers.

- i. Domestic tours of All India Service officers should henceforth be handled in their respective departments.
- ii. Proposals related to such tours by IPS/IFS officers working in the State Police/Forest Departments should be examined by the Administrative departments concerned in Secretariat, i.e., Home Department for IPS and Forest & Wildlife Department for IFS officers.

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- iii. Home Department and Forest & Wildlife Department should assign this work to the establishment section in the departments.
- iv. The State Police Chief and Head of Forest Force should henceforth send the proposals to the respective departments only.
- v. The channel of submission and final disposal of such files will remain as existing.
- vi. The proposals for sanctioning foreign visits and domestic journeys undertaken by the All India Service officers to attend mandatory training programmes like Mid Career Training Programme and Induction Training shall continue to be handled in the General Administration (AIS-A&C) Departments.

**Bishwanath Sinha**  
**Principal Secretary to Government.**

To

The Director General of Police and State Police Chief, Kerala, Police Headquarters, Thiruvananthapuram.

(for circulating among IPS Officers)

✓ The Principal Chief Conservator of Forests & Head of Forest Force, Forest Head Quarters, Vazhuthacaud, Thiruvananthapuram.

(for circulating among IFS Officers)

The Director, Vigilance & Anti-Corruption Bureau, Thiruvananthapuram.

The Home Department.

The Forest & Wildlife Department.

All Departments in Secretariat (including Finance).

The General Administration (SC) Department.

The General Administration (AIS-A) Department.

The Web & New Media Division of I&PRD (for uploading in the website [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in))

Copy To

The Private Secretary to Chief Minister.

The Private Secretary to Minister (Forest, Animal Husbandry and Zoo).

The Special Secretary to Chief Secretary.

The PA to Additional Chief Secretary (Home & Vigilance).

The PA to Principal Secretary, General Administration Department.

The PA to Additional Secretary, General Administration (AIS A&C) Departments.

The PA to Deputy Secretary, General Administration (AIS-A&C) Departments.

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*Forwarded/By Order*

  
*Section Officer*