



GOVERNMENT OF KERALA

**General Administration (Political) Department**

CIRCULAR

No. 61039/Pol-5/2011/GAD. Dated, Thiruvananthapuram, 23rd September, 2011

*Sub:—Foreign visits—Submission of request for clearances from Government of India—Time limit—Reg.*

*Ref:—Letter No. f. No. 32/Kerala/EM/2011 dated 2-8-2011 from the Director, Ministry of Finance, Department of Economic Affairs (Capital Market Division), Government of India.*

As per the reference cited, Government of India had informed the State Government that delay has been occurring from the part of the concerned, in submitting requests for clearances connected with foreign visits and was therefore advised to submit requests for clearance sufficiently in advance to the Ministries concerned. Hence, the private secretaries to all Ministers and officials are requested to ensure that requests for clearances from Government of India, will be submitted at least 20 days in advance to the ministries concerned.

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T. P. VIJAYA KUMAR,  
*Additional Secretary to Government  
and State Protocol Officer  
for Secretary to Government.*

To

Private Secretaries to Chief Minister and all other Ministers, The Speaker,  
The Deputy Speaker, Government Chief Whip and Leader of Opposition.  
All Secretaries to Government.  
All Heads of Departments.  
All Departments in Secretariat.  
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