

**R No. 3/14/2018-SD/AM**  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**Sutradhara Division (Establishment Section)**

New Delhi, 4<sup>th</sup> May, 2026

**CIRCULAR**

**Subject: Prior Permission for Undertaking Outside Assignments and Participation in External Programmes/Events**

It has been observed that some officers are accepting outside assignments and participating in seminars, conferences, lectures, panel discussions, cultural programmes, media interaction, and other events organized by external agencies/institutions without obtaining prior approval of the competent authority, despite being asked to do so.

In this regard, it is again reiterated that no officer/official of this office shall undertake any outside assignment or participate in any programme/event organised by any other external agency, whether in official or personal capacity where the designation of the officer is proposed to be used, without obtaining prior permission of the Competent Authority

Accordingly, all officers/officials are directed to submit a proposal well in advance indicating (i) nature of the assignment/event; (ii) organising/institution; (iii) dates and venue; (iv) whether participation is in official or personal capacity; (v) details of honorarium/hospitality /travel arrangements, if any

The officers should also ensure that participation in such activities does not conflict with official duties. Non-compliance with the above instructions shall be viewed very seriously and may attract appropriate administrative action under the relevant Conduct Rules.

This issue with the approval of the Competent Authority, IGNC A.



(Dinesh Kochher)  
Deputy Secretary (A)

**To:-**

All HoDs / Project Heads/Staff Notice  
Board

**Copy to:-**

1) PPS to Member Secretary, IGNC A 2) PPS  
to Director (A)