

CIRCULAR No. 02/2025

Subject: Prior Permission for Participation in external Engagement/Activities

It has been observed by the office of Project Management Unit (PMU) - CARES, that some PMU staff are participating as Resource Persons in seminars, conferences, workshops, social events, examinations, or other external engagements without obtaining prior approval from the competent authority.

In this regard, all PMU staff are hereby instructed to seek prior permission from higher authority before accepting any such invitation or assignment.

Further, PMU staff are reminded that any presentation material, lecture content, or information to be shared during such events must be screened and approved by the PMU office be in line with the Non-Disclosure Agreement (NDA) of the PMU.

Sharing of confidential, proprietary, sensitive information or participating in external engagement/activities without due clearance from the PMU office will be considered a breach of official norms and may attract disciplinary action as per rules.

PMU staff are therefore directed to:

1. Submit a written request to the PMU office well in advance (minimum 15 days) before committing to any external engagement/activities/events etc.
2. To participate in external activities/engagement/events only after obtaining formal approval from the PMU office.
3. Ensure that the content to be delivered (if any) is reviewed to confirm compliance with NDA obligations.
4. Concurrent PMU official duties must be adjusted amicably and same be informed to Section in-charge.

This circular comes in force with immediate effect. The decision of the Project Director- Project Management Unit will be final and binding.


[Dr. Vijay Menino Jesus Borges]

Project Director-PMU-CARES

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Copy to:

1. To all staff of PMU-CARES - via circulation.
2. Office file.
3. Guard file.