



**PROFORMA FOR TAKING PRIOR PERMISSION BY UNIVERSITY EMPLOYEES
FOR PRIVATE VISITS ABROAD**

(To be filled by the employee applying for visit abroad)

1. Name and Designation : _____
2. Pay : _____
3. Department/Branch : _____
4. Passport No. : _____
5. Address during the stay abroad : _____

6. Details of private foreign travels to be undertaken

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenses (travel, board, lodging, visa, misc., etc.)	Source of funds

7. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

UNDERTAKING / DECLARATION

I, undersigned hereby undertake/declare that:

1. I will not seek any gainful employment during my stay abroad.
2. I will return/join my duty on expiry of leave sanctioned.
3. I will visit (place) _____ in my personal capacity.
4. I will maintain the decent standard of conduct and integrity during my stay abroad.
5. I declare that there is no investigation/enquiry on serious charges pending against me under the Indian Penal Code/other laws/service rules.

Dated: _____

Signature of the applicant

To be filled by the TIC/A.Os/Librarian

i	Applied for the period of leave, number of days	
ii	Specific recommendation of the TIC/AO(Admin/Accts.)/Librarian	
iii	Remarks for the alternative arrangement to be made, if any	

Dated: _____

Signature of the TIC/ A.O./Librarian

Principal