



**PROFERMA FOR TAKING PRIOR PERMISSION BY COLLEGE EMPLOYEES FOR PRIVATE VISITS ABROAD**

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

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Pay \_\_\_\_\_ Department \_\_\_\_\_

Passport No \_\_\_\_\_

Address during the stay abroad \_\_\_\_\_

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

Details of private foreign travels 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/inquiry on serious charges pending against me under Indian Penal Code/other laws /service rules.

Date: - \_\_\_\_\_

Signature of Employee