

	<p>भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर</p> <p>Indian Institute of Technology Bhubaneswar</p>
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PROFORMA FOR TAKING PRIOR PERMISSION BY GOVERNMENT SERVANTS
FOR PRIVATE VISITS ABROAD

Part-I

To be filled by the Government servant applying for visit abroad

1. Name and Designation :
2. Pay :
3. Ministry / Department :
4. Passport No. :
5. Details of private foreign travels to be undertaken.

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

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

Period of travel	Name of foreign countries visited	Purpose

7. **NOC** required for travel/VISA: Yes / No

Declaration

(In terms of Para 297 of O.M. Part-I)

A) I undertake that:-

- a. I will not participate in any anti-Government activities during my visit abroad as mentioned in Para 297 of O.M. Part-I.
- b. I will not stay abroad beyond my leave period as sanctioned by the Competent Authority.

B) Further, I understand that: -

- a. While I am abroad whether on an official duty or private affairs, I shall continue to be subject to all the provisions of Government Servants Conduct Rules including those relating to the communication of official documents or information, connections with the press and criticism of Government as expression of opinion on matters relating to foreign countries and
- b. Any breach of these provisions whether committed in India or abroad shall render me equally liable to disciplinary action.

Place:

Date:

(Signature of the Applicant)

Name:

Designation:

E.C:

Department/School:

Recommended /Not Recommended

Signature of the HoD /HoS/Section In charge

Part-II

To be filled by the Establishment

1. Whether the Government servant is handling large amounts of government cash. (Yes/No)
2. Whether the Government servant is dealing with secret / top secret matters. (Yes/No)
3. Whether any case involving serious charges against the Government servant is under investigation (Yes/No). If yes, provide details
4. Whether the Government servant is under suspension. (Yes/No)
5. Whether any disciplinary proceeding / criminal case is pending against the Government servant (Yes/No). If yes, provide details.

Subject to approval of the competent authority,

Submitted for approval please.

Dealing Supt./Asst. (FA)

Dy. Registrar / Asst. Registrar (FA)

Part-III

Recommended/Not Recommended

Date:

Dean(FA)/ Registrar

Approved/Not Approved

Date:

Director