



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

PROFORMA FOR TAKING PRIOR PERMISSION BY EMPLOYEES FOR PRIVATE VISIT ABROAD

1. Name, Designation & E.C. :
2. Pay :
3. Section/ 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

1. I undertake that:-
 - a) I will not participate in any anti-Government activities during my visit abroad.
 - b) I will not stay abroad beyond my leave period as sanctioned by the Competent Authority.
2. 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 Institute Conduct Rules including those relating to the communication of official documents or information, connections with the press and criticism of Government/ Institute 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)

Recommended /Not Recommended

Signature of the HoD /HoS/Section In charge

P.T.O.

To be filled by the Establishment

1. Whether the employee is handling large amounts of government/Institute cash. (Yes/No)
2. Whether the employee is dealing with secret / top secret matters. (Yes/No)
3. Whether any case involving serious charges against the employee is under investigation (Yes/No). If yes, provide details

4. Whether the employee is under suspension. (Yes/No)
5. Whether any disciplinary proceeding / criminal case is pending against the employee (Yes/No). If yes, provide details.

Dealing Supt./Asst.

Dy. Registrar / Asst. Registrar

Recommended/Not Recommended

Date:

Dean (FA)/ Registrar

Approved/Not Approved

Date:

Director