**PROFORMA FOR TAKING PRIOR PERMISSION BY**

**GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**

**Part A – 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 | |
|  | | |  | | | | | |  | |
|  | | |  | | | | | |  | |
|  | | |  | | | | | |  | |
|  | | |  | | | | | |  | |
|  | | | | | | | Signature: | | | |
| Date: | | | | | | |  | | | |
|  | | | | | | | Name and Designation: | | | |

**Part B – To be filled by the Administration**

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details).
4. Whether the Government servant is under suspension.
5. Whether any disciplinary /criminal case is pending against the Government servant (Details).

|  |  |
| --- | --- |
|  | Signature: |
| Date: |  |
|  | Name and Designation: |