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, borad, 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 proceeding/ criminal case is pending against the Government servant (Details).

Signature

Date:

Name and Designation