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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

PROFORMA FOR TAKING PRIOR PERMISSION FOR PRIVATE VISIT ABROAD

Name: _____ Emp. Code: _____

Designation: _____ Matrix & Level: _____

Department/Section: _____ Passport No*: _____

A) 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 |
|------------------|----|---|---------|---|-----------------|
| From | To | | | | |
| | | | | Travel: ₹ Boarding: ₹ Lodging: ₹ Visa: ₹ Misc: ₹ | |
| | | | | Travel: ₹ Boarding: ₹ Lodging: ₹ Visa: ₹ Misc: ₹ | |

B) Details of private foreign travel undertaken during the last four years:

| Period of travel | | Name of foreign countries visited | Purpose | Expenditure (Travel, board/lodging, visa, misc. etc.) | Source of funds |
|------------------|----|-----------------------------------|---------|---|-----------------|
| From | To | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Forwarded to Establishment

Signature of Employee

Counter Signature of the HoD/Section Head

* Please enclose the copy of Passport.

FOR ESTABLISHMENT SECTION USE ONLY

- 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 investigator (details). **Yes/No**
- 4.) Whether any disciplinary proceeding is pending against the government servant (details). **Yes/No**

Particulars verified

Checked and verified

Junior Assistant (Estt.)

Superintendent (Estt.)

Assistant Registrar (Estt.)

Recommended Not Recommended

Approved Not Approved

Registrar

Director

To,
The Establishment Section

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