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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: \_\_\_\_\_ AGP/GP: ₹ \_\_\_\_\_

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 (Admin)**

Recommended  Not Recommended

Approved  Not Approved

**Registrar**

**Director**

To,  
The Establishment Section

**अभ्यासाध्यरयेतः विद्या**