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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/Coordinator

* 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
Asstt./Dy. Registrar (Establishment)

अभ्यासाध्यरयेतः विद्या