**PROFORMA FOR TAKING PRIOR PERMISSION BY GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Name & Designation | | | | | |
| 2. | Pay | | | | | |
| 3. | Ministry/Department | | | | | |
| 4. | Passport No. | | | | | |
| 5. | Details of private foreign travel to be undertaken | | | | | |
|  |  | | | | | |
| Period of travel | | Names of Foreign Countries to be visited | Purpose | | Estimated Expenditure | Source of Funds |
|  | | (Travel; board/ lodging, visa, misc. etc.) |  |
|  | |  |  | |  |  |
| 6.  Details of   private foreign travel undertaken during the last four years | | | | | | |
|  | | | | | | |
| Period of travel | | | | Name of the Foreign  Country visited | | Purpose |

**Part A — To be filled by the Government servant applying for visit abroad**

|  |  |
| --- | --- |
| Date: | Signature |
|  | Name & 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 tinder suspension.

5. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Signature

Date:

Name & Designation: