

PROFORMA FOR PERMISSION TO APPLY FOR PASSPORT

- 1) Name, Designation & Office :
in which working :

- 2) Date of Birth :

- 3) Date of appointment to the present post :

- 4) Whether post held on ad-hoc basis or in :
a regular capacity. :

- 5) If regular, whether temporary, :
Quasi-permanent or permanent, :
and from which date :

- 6) Name of Countries proposed :
to be Visited :
:

- 7) Purpose of Visit :

- 8) Probable duration of the Visit :

- 9) How the expenditure on visit abroad :
is to be not ? :

- 10) Details of previous visit abroad, if any. :
:

- 11) Whether it is intended to apply for :
leave of Voluntary retirement or resign :
for going abroad. :

UNDERTAKING:

I undertake that I will return to India on the expiry of my leave and will not accept any job or Join any course during the period of my stay abroad, during which I am liable to disciplinary action as required under C.C.S. (Conduct Rules) 1964.

Place :

SIGNATURE OF APPLICANT

Date :