

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

Part A – To be filled by the Government servant applying for visit abroad.

1. Name and Designation :

2. Pay :

3. Ministry/ Department :

4. Passport No. :

5. Details of private foreign travels to be undertaken:

Period of travel	Name of foreign countries to be visited	Purpose	Estimate expenditure (travel, broad, lodging, visa, misc., etc)	Source of funds

6. Details of private foreign undertaken during the last four years.

Period of travel	Name of foreign countries visited	Purpose

Signature

Name:

Date:

Designation:

Details particular of information for Grant 'No Objection Certificate' for going abroad

1.	The country to be visited.	
2.	The object of the visit.	
3.	The time of the visit.	
4.	The nature of work the Government servant is handling in the Department and other subsidiary factors like general behavior associations, etc.	
5.	That there is no disciplinary/vigilance case is pending/ contemplated against the official.	
6.	That there are no grounds to believe that the applicant could figure adversely on the security records of the government.	

Date:

Signature of the Employee

Name:

Designation:

Department: