

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	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

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

Period of travel	Name of foreign countries to be visited	Purpose

Signature

Date:

Name and Designation

REMARKS AND/ OR RECOMMENDATION OF THE HEAD OF DEPARTMENT

Part B – To be filed 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).

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

Signature

Date:

Name and Designation



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(शिक्षा मंत्रालय भारत सरकार)

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UNDERTAKING FOR APPLYING FOR VACATION LEAVE / EARNED LEAVE (EX- INDIA)

I, _____, S/o/D/o/W/o: _____ employed as _____ in Indian Institute of Science Education and Research (IISER) Mohali. Presently working as _____ at IISER Mohali and resident of _____, do hereby declare:

1. That I plan to visit _____ with the prior approval of the Institute to avail _____ days' _____ leave (Ex- India) from _____ to _____ and not to stay abroad beyond this period.
2. That I shall return to India at the expiry of leave will not apply for extension in sanctioned leave while being abroad. If I fail to return on expiry of sanctioned leave, I may be liable for disciplinary action against me as per Government rules and regulations.
3. That I shall not engage myself in any gainful employment and shall not accept honorarium/remuneration during the sanctioned leave period.
4. That I shall not indulge in any such activity, which will be detrimental to the National interest or interest of Indian Institute of Science Education and Research (IISER) Mohali.
5. That I will not tender resignation while being abroad.
6. That all the expenditure involve will be borne solely by me.
7. That will hand over the charge before proceeding on Ex- India leave.
8. That there is no departmental/vigilance/judicial enquiry pending against me.
9. That I have not taken any kind of loan from the Institute and have not signed any 'Service Bond'.
10. That I shall get medical insurance done at my own level to meet any expenditure on medical treatment while abroad.
11. That If any amount found outstanding against me, the same may be deducted from my future payments, pensionary benefits.
12. That I will comply with all instructions laid down by the Institute before proceeding abroad.

(Signature)

Name :

Designation :

Address :

(REMARKS AND/ OR RECOMMENDATION OF THE HEAD OF DEPARTMENT)