



(1/5)

भारत सरकार
GOVERNMENT OF INDIA
चिकित्सा अधीक्षक का कार्यालय
OFFICE OF THE MEDICAL SUPERINTENDENT
सफदरजंग अस्पताल एवं वी.एम.एम. कॉलेज
SAFDARJANG HOSPITAL & V.M.M.C.
नई दिल्ली-110029.
NEW DELHI-110029.

PROFORMA FOR PERMISSION TO APPLY FOR PASSPORT / GOING ABROAD

1. Name & Designation and 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 & from which date :
6. Name of countries proposed to be visited :
7. Purpose of Visit :
8. Probably duration of the visit :
9. How expenditure on visit abroad, If any :
10. Whether it is intended to apply for leave or
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 : New Delhi
Dated :

Signature of Applicant
Designation :
Department :

GOVERNMENT OF INDIA
SAFDARJANG HOSPITAL
NEW DELHI.

UNDERTAKING

I _____
while proceeding on leave w.e.f. _____
hereby undertake that:-

1. I shall not extend leave under any circumstances from abroad.
2. I shall not accept any employment or undergo any training under the foreign Govt. under any circumstances.
3. I shall draw leave salary in India and in Indian currency and no financial implications will be involved on the part of the Govt. of India.
4. I shall not resign from abroad.
5. I shall not accept foreign hospitality.
6. My overstay at abroad after expiry of the sanctioned leave will be treated as unauthorised absence from duty leading to disciplinary proceedings.
7. The address at abroad where I would stay is _____

Place: New Delhi.

Dated:-

Signature:

Name & Designation:

PROFORMA

[Prescribed by DOPT's O.M. No. 11013/7/2004-Estt.(A) dated 5.10.2004 & 15.12.04]

- 1. NAME
- 2. Designation
- 3. Pay
- 4. Ministry/Dept. (Specify Centre /Sate /PSU)
- 5. Passport no.

6. Details of private foreign travel to be undertaken

Period abroad from/to	Names of foreign countries to be visited	Purpose	Estimated expenditure (travel/Board/Lodging/Visa/Misc. etc.)	Source of funds	Remarks
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7. Details of previous foreign travel, if any, undertaken during the last four years(as under Item no. 6)

Period abroad from/to	Names of foreign countries to be visited	Purpose	Estimated expenditure (travel/Board/Lodging/Visa/Misc. etc.)	Source of funds	Remarks
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Name
Designation
Date

