



Shaheed Rajguru College of Applied Sciences for Women

शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंस फॉर वीमेन

University of Delhi

दिल्ली विश्वविद्यालय

Vasundhara Enclave, Delhi – 110096

वसुंधरा एनक्लेव, दिल्ली-110096

**PROFORMA FOR TAKING PRIOR PERMISSION BY COLLEGE EMPLOYEES FOR PRIVATE VISITS
ABROAD**

(To be filled by the employee applying for visit abroad)

Name – _____

Designation – _____

Pay – _____

Department – _____

Passport No. – _____

Address during the stay abroad – _____

Details of private foreign travels to be undertaken –

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenses (travel, board, lodging, visa, misc, etc.)	Source of funds

Details of private foreign travel undertaken during the last four years –

Period of travel	Name of foreign countries visited	Purpose

UNDERTAKING/ DECLARATION

I, undersigned hereby undertake/ declare that –

1. I will not seek any gainful employment during my stay abroad.
2. I will return/join my duty on expiry of leave sanctioned.
3. I will visit (place) _____ in my personal capacity.
4. I will maintain the decent standard of conduct and integrity during my stay abroad.
5. I declare that there is no investigation/ inquiry on serious charges pending against me under the Indian Penal Code/ other laws/ service rules.

Dated -

Signature of the Applicant