

CSIR-Human Resource Development Centre

Postal Staff College Area, Sector 19, Kamla Nehru Nagar,
Ghaziabad, Uttar Pradesh 201002

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 visited	Purpose

Signature:

Date:

Name and Designation:

Part B – To be filled 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).
4. Whether the Government servant is under suspension.
5. Whether any disciplinary /criminal case is pending against the Government servant (Details).

Signature:

Date:

Name and Designation: