**MAITREYI COLLEGE: NEW DELHI- 110 021**

**PERFORMA FOR TAKING PRIOR PERMISSION BY COLLEGE EMPLOYEES**

**FOR PRIVATE VISITS ABROAD**

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

1. Name & Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Pay : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Passport No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Address during the stay abroad : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. 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 |
|  |  |  |  |  |

1. 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 undertaking/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/services rules.

Dated: \_\_\_\_\_\_\_\_\_\_\_ **Signature of the applicant**

**TO BE FILLED BY THE COLLEGE**:

|  |  |  |
| --- | --- | --- |
|  | Applied for the period of leave, number of days |  |
|  | Specific recommendation of the Teacher-In-Charge |  |
|  | Remarks for the alternative arrangement to be made, if any |  |

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_ (**Signature of the Principal**)