

**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 & Designation:			
2.	Pay :			
3.	Ministry/Department:			
4.	Passport No.:			
5.	Details of private foreign travel to be undertaken:			
Period of travel	Names of Foreign Countries to be visited	Purpose	Estimated Expenditure	Source of Funds
			(Travel; board/ lodging, visa, misc. etc.)	
6. Details of private foreign travel undertaken during the last four years				
Period of travel	Name of the Foreign Country visited	Purpose		

Date:

Signature
Name
Designation

UNDERTAKING

REQUIRED TO BE FURNISHED FOR GRANT OF LEAVE TO VISIT ABROAD

I _____ (Name)
_____ (Designation) hereby
undertake to abide by the following conditions during my visit to
_____ (Name of the Country to be visited):-

1. I will not approach any foreign agency for financial assistance without prior approval of the Government of India.
2. I will not enter directly into any kind of correspondence with any foreign agency except through my employer i.e. the Department of Legal Affairs.
3. I will return to duty in the Department of Legal Affairs after expiry of leave, if sanctioned to me.
4. I will not employ myself during the period of my stay abroad.
5. I will not involve myself in any activity, which may adversely affect the relations between the two countries.
6. No payment of leave salary will be made in foreign exchange.
7. I will not request for grant of extension of leave, while abroad beyond the period of leave initially sanctioned to me and I also understand that such request shall ordinarily not be entertained and the grant of extension, if any, will depend on the exigencies of work in public interest.

(SIGNATURE OF THE OFFICER)