

**SPORTS DEPARTMENT, HARYANA****PROFORMA FOR TAKING PRIOR PERMISSION FOR FOREIGN TOUR****(To be submitted atleast 15 days before the proposed visit)****LEAVE APPLICATION TO BE SUBMITTED SEPARATELY**

1.	<b>Name:</b>	
2.	<b>Designation:</b>	
3.	<b>Date of joining Govt. Service:</b>	
4.	<b>Place of Posting:</b>	
5.	<b>Passport Number:</b>	(Attach self-attested photocopies of complete passport booklet including blank pages)
6.	<b>Type of Visit: Government/ Personal/ As Player/ As Official</b>	
7.	<b>Name of the Tournament, If visiting as Player or Official:</b>	(in case of visiting abroad as player/ official, attach the official letter of SAI, IOA, PCI or the National Federation affiliated to IOA or PCI)
8.	<b>Countries proposed to be visited:</b>	
9.	<b>Purpose of the visit:</b>	
10.	<b>Proposed period of visit:</b>	<b>Departure date</b>
		<b>Return date</b>
11.	<b>Likely amount of expenditure to be incurred on the visit (In Rupees):</b>	
12.	<b>Source of funds:</b>	
13.	<b>Sponsoring agency/ organization, if any:</b>	

**Details of Previous foreign visits undertaken during the last 12 months**

Sr. No.	Name of the Countries visited	Date of departure from India	Date of return to India	Expenditure incurred on the visit (Rs.)	Name of the sponsoring agency/ organization, if any
1.					
2.					
3.					
4.					

Place:

Date:

**Signature of the applicant**  
(with name & designation)

**UNDERTAKING**

I, hereby, certify that neither any departmental enquiry is pending against me, nor I have been convicted and nor any case pending against me in any civil/ criminal court. I also undertake to abide by the following conditions during my proposed foreign visit, if I am granted permission:

1. I will not approach any foreign agency for financial assistance without prior approval of competent authority.
2. I will not enter into any kind of correspondence with any foreign agency.
3. I will return on duty in the Sports Department, Haryana after the expiry of leave, if sanctioned to me.
4. I will not join any job/ service/ assignment or business during my visit abroad.
5. I will not involve myself in any activity which may adversely affect the relations between the two countries.
6. I will not request for grant of extension of leave, while abroad beyond the period of leave initially sanctioned to me. I also understand that such a request shall ordinarily not be entertained and the grant of extension, if any, will depend on the exigencies of work in the public interest.
7. I will proceed for abroad visit after getting my leave sanctioned from competent authority.
8. There shall be no financial implication, whatsoever, on the part of the State Govt. or Sports Department.
9. I shall provide a self-attested copy of the visa(s) and immigration and emigration stamped pages within seven days of return.
10. That the deponent will abide by the rules and directions of the Government/ department during the proposed foreign visit.
11. That the above particulars given by me are true and correct to the best of my knowledge and record and there is no material concealment. In case of any wrong information furnished or material concealment, I will be liable for disciplinary action without any notice.

**Place:**

**Date:**

**Signature of the officer**

**Documents to be attached:**

1. Self-attested photocopies of the complete passport booklet including blank pages.
2. Official letter of SAI, IOA, PCI or the National Federation affiliated to IOA or PCI, in case of visiting abroad as player/ official,

**Important instructions:**

1. Do not leave any column of the application blank. Any incomplete application and any application received less than 15 days in advance shall be rejected outright.
2. Signatures on all pages of the application are mandatory.
3. This application form is for applying for permission to visit abroad only. The applicant has to apply for granting of leave to visit aboard separately from the competent authority.

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**REMARKS OF THE CONTROLLING OFFICER**

**(To be submitted atleast 15 days before the proposed visit)**

Endst. No.-

Dated-

I have gone through the application and attached papers submitted by Sh./Smt./Km.

..... designation .....

working under my control.

I recommend the proposed foreign visit.

**Place:**

**Date:**

**Signature of the officer  
Name, designation and seal**