

UNIVERSITY OF DELHI
DELHI – 110007

CIRCULAR

No 09261

It is notified for all concerned that a proforma for seeking prior permission/ obtaining visa to visit abroad on private affairs in respect of the employees of the University has been approved by the Competent Authority and the same is required to be filled in by the concerned employee duly recommended by the Dean/HOD/Branch Officer at the time of taking no objection certificate to visit abroad. (copy enclosed)

Delhi, the 4th July, 2017

JOINT REGISTRAR (ESTAB.NT)

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

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

1. Name and Designation :
 2. Pay :
 3. Faculty/Department/Branch :
 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

7. 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

To be filled by the HOD/Director/Dean of the Faculty/Institution:

i	Applied for the period of leave, number of days	
ii	Specific recommendation of the HOD/Director/Dean of the Faculty/Institution	
iii	Remarks for the alternative arrangement to be made, if any	

Dated: _____

(Signature of the Director/Dean/HOD with seal)