

**PROFORMA FOR PERMISSION TO APPLY/RENEWAL FOR
PASSPORT/GOING ABROAD**

1. Name of the candidate :
2. Designation & Office in which working :
4. Date of appointment to the respective post :
5. Whether post held on ad-hoc basis or in a regular capacity :
6. If regular, whether temporary, quasi-permanent or permanent from for which date :
7. Name of the countries proposed to be visited :
8. Purpose of visit :
9. Probable duration of visit :
10. How the expenditure on visit abroad is to be met :
11. Details of previous visit abroad, if any :
12. Whether it is intended to apply for leave or voluntary retirement or resign for going abroad. :

UNDERTAKING

I undertake that I will return to India on the expiry of my leave and will not accept any job or join any course during the period of my stay abroad, failing which I am liable for disciplinary action as required under C.C.S. (Conduct) Rules.

(Signature of applicant)