



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

## 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				
2.	Designation and P.F.No.				
3.	Pay				
4.	Department				
5.	Passport No.				
6.	Details of private foreign travels to be undertaken:				
	<b>Period of travel</b>	<b>Name of foreign countries to be visited</b>	<b>Purpose</b>	<b>Estimated expenditure (travel, board, lodging, VISA, misc.etc.)</b>	<b>Source of funds</b>

### 7. Details of private foreign travel undertaken during the last four years

Sr. No.	Period of Travel	Name of foreign countries visited	Purpose

Date:

Signature of the Applicant

Forwarded	Recommended
Section/Unit I/C	HOD

**Part B- To be filled by the Administration**

1.	Whether the Government servant is handling large amounts of government cash.	
2.	Whether the Government servant is dealing with secret/top secret matters.	
3.	Whether any case involving serious charges against the Government servant is under investigation (Details)	
4.	Whether any disciplinary proceeding is pending against the Government servant (Details)	

**Administrative Approvals:**

Checked	Verified & submitted for approval	Approved
Dealing Assistant	Assistant Registrar (Admin.)	DOFA/Registrar/Director