

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 and Designation
2. Pay
3. Ministry/ Department
4. Passport No.
5. Details of private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

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

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation

APPLICATION FOR EX-INDIA LEAVE

S.No.	Particulars	To filled by the applicant
01	Name	
02	Designation	
03	Pay	
04	Ministry/Department (specify Centre/State/ PSU)	
05	Passport No.	
06	Details of private foreign travel to be undertaken.	
07	Whether in occupation Railway quarters or otherwise. If so, details thereof.	

Period of stay abroad		Name(s) of foreign countries to be visited	Purpose	Estimated expenditure (Travel, board/ lodging, visa, misc., etc.)	Source of funds	Remarks
From	To					

7. Details of previous private foreign travel, if any :
under taken during the last four years (as under
item No.6).

Name :

Designation :

Date :

DECLARATION FOR EX-INDIA LEAVE

I,, hereby declare that:

1. While on Ex-India leave, I will not take any service or accept any employment without obtaining the previous sanction of President in terms of provision No.509 of IREC.
2. I am aware that as per the provision contained in Indian Railway Medical Manual relating to medical expenses incurred abroad, I am not entitled to reimbursement of medical expenses for treat in emergencies or otherwise while I am on Ex-India leave. I have purchased/will purchase adequate insurance coverage for the medical emergency while I am on Ex-India leave. I will produce the medical insurance for the period for which I am staying there before leaving on Ex-India leave to the Administration.

Name :

Designation :

Office/Station:

Date :

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 the Government servant is under suspension.
5. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Signature

Date:

Name and Designation