

PROFORMA FOR PERMISSION TO APPLY FOR EX-INDIA LEAVE

1. Name, Designation and office in which working :
2. Date of Birth :
3. Date of appointment to the Present post :
4. Whether post held on ad-hoc basis or in a regular capacity :
5. If regular, whether Temporary, Quasi-permanent or permanent and from which date :
6. Names of countries proposed to be visited :
7. Purpose of visit :
8. Probable duration of the visit :
9. How the expenditure on visit abroad is to be met :
10. Details of previous visits abroad, If any :
11. Whether it is intended to apply for Leave or voluntary retirement or reassign 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 will be liable to disciplinary action as required under C.C.S. (Conduct Rules), 1964.

Place :

Signature of applicant

Date :