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ANNEXURE I

Proforma for submission of proposals for foreign visits both for private as well as official purpose by
CHS / dental doctors

1	Name and Designation	
2	Date of Birth	
3	Service to which the officer belong	
4	Name of Office	
5	Pay Level (As per 7 th CPC)	
6	Date of Superannuation	
7	Official Address	
8	Mobile No.	
9	E-mail ID	
10	Aadhar No.	
11	VC Code (provided by CASH /Admn Section, if any)	
12	Valid Passport No.	
13	Whether the officer is on deputation, if so name of parent department	
14	Category of service (Group A/B/C)	
15	Place of Posting	
16	Disciplinary Authority (President or otherwise)	
17	Purpose which vigilance clearance is sought	
18	Whether IPR for the preceding Calendar year filed	
19	If not, the date of filing	
20	Reasons for delay and whether the same has been condoned by the Competent Authority	

DETAILS OF PRIVATE FOREIGN VISIT TO BE UNDER TAKEN

S.No.	Period of abroad	Name of foreign countries to be visited	Purpose	Estimated Expenditure (Travel boarding/lodging, Visa/Misc., etc.)	Source(s) of funds arranged	Remarks (if any)

DETAILS OF PREVIOUS FOREIGN TRAVEL, IF ANY, UNDERTAKEN DURING THE LAST FOUR YEARS

S.No.	Period of abroad	Name of foreign countries to be visited	Purpose	Estimated Expenditure (Travel boarding/lodging, Visa/Misc., etc.)	Source(s) of funds arranged	Remarks (if any)

Signature _____

Name and Designation of the CHS Officer _____

Date: _____

UNDERTAKING

I..... under take

- (i) that the duration my stay in will not exceed the specified period of my leave;
- (ii) that my extension of stay abroad will not be entertained under any circumstances;
- (iii) that I will not be shown to draw my salary or any part of it in foreign exchange;
- (iv) that any extension of stay abroad will be treated as unauthorized absence, resulting in initiation of disciplinary proceedings against me;
- (v) that I will not take any job/assignment abroad;
- (vi) that I will not resign from my present post while staying abroad;
- (vii) No financial implications are devolved on government on this account; and
- (viii) that in case of extension on medical grounds, then the Medical Certificate has to be produced from a hospital approved by the Indian Embassy concerned.

Expected dated of journey:

Own Address:

Signature_____

Name of Applicant_____

Official Address_____

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ANNEXURE-III

COMMENTS AS BELOW NEEDS TO BE INDICATED BY HEAD OF THE INSTITUTE / HOSPITAL ALONG WITH CHECKLIST (ANNEXURE III) WHILE FORWARDING APPLICATION OF OFFICER ALONG WITH PRO-FORMA (ANNEXURE I & II)

1	(a) Whether the officer is under suspension	
2	(b) IF so details	
3	(a) Whether any disciplinary proceedings initiated against the officer or pending (other than vigilance division)	
4	(b) IF so details thereof	
5	Status of sanction or prosecution of the officer, if any, granted by the Disciplinary Authority (other than Vigilance Division)	
6	Whether FIR has been filed against the officer, if so the details	
7	Whether any case has been registered by CBI/ACB	
8	Whether any complaint has been received against the officer and its status	

Signature of Head

Name and Designation

Date: _____

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ANNEXURE IV

CHECK LIST FOR RECOMMENDING CASES/REQUESTS FOR ISSUANCE OF PERMISSION TO GO ABROAD ON PRIVATE/PERSONAL VISITS OR AT TOURISTS

S.No.	CHECK POINT	REPLY
1	Name and Designation of the Officer	
2	Purpose of visit	
3	Duration of Visit	
4(a)	Country(ies) to be visited	
(b)	Address of stay	
5(a)	Whether application for appropriate kind of leave submitted, if so	
(b)	Kind of leave	
(c)	Period of leave	
6(a)	Whether a copy of valid passport enclosed?	
(b)	Latest property return enclosed?	
7	Whether clear from Vigilance angle?	
8	Whether alternative arrangements made so that work does not suffer?	
9	Whether necessary undertaking(s) submitted/enclosed	
10	Details of earlier foreign visits undertaken giving names of countries visited with duration and purpose	
PERMISSION FOR FINANCIAL IMPLICATIONS:		
11(a)	Whether applied for permission in prescribed form for going abroad?	
(b)	Expenditure on air-tickets	
(c)	Expenditure on accommodation	
(d)	Other expenditure, if any	
(e)	Total expenditure	
(f)	How expenditure on proposed visit is to be met?	
(g)	Whether documentary proof of payment for booking of air ticket/accommodation etc. enclosed	
(h)	Whether any foreign hospitality is proposed to be availed? If so, whether application form F2 for seeking prior permission of the Central Government enclosed?	
12	Remarks, if any, including the recommendation(s) of AD/JD/Controlling authority	

Signature of AD/JD/Controlling Authority
(with Official Stamp)