

PROFORMA FOR PERMISSION TO OBTAIN / RENEW PASSPORT

1. Name : _____
2. Designation : _____
3. Office in which working : _____
4. Date of Birth : _____
5. Date of appointment in the present post : _____
6. Whether post held ad-hoc or in regular Capacity : _____
7. If regular whether temporary / Q.P. or permanent and from which date. : _____
8. Whether having passport, if yes details of the same. : _____
9. Name of countries proposed to be visit. : _____
10. Purpose of visit. : _____
11. Probable duration of the visit. : _____
12. How the expenditure on visit of the place is to be met. : _____
13. Details of previous visits abroad, if any. : _____
14. Whether it is intended to apply for leave or voluntary retirement or resignation 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 joining courses during the period of my stay abroad during which I am liable to disciplinary action as required under CCS (Conduct) Rules, 1964.

I further undertake that I will not resign from the post while in abroad.

Signature of the Applicant

Designation: _____

Place: _____

Date: _____