

I/523/2024

**All India Institute of Medical Sciences, Mangalagiri – Andhra Pradesh**  
**Form for Prior Permission to Visit Abroad**

**Part A – To be filled by the Government servant applying for visit abroad**

1.	<b>Name and Designation</b>	
2.	<b>Pay</b>	
3.	<b>Department</b>	
4.	<b>Passport No.</b>	

**5. Details of private foreign travel to be undertaken**

Period of travel (From.....to...)	Countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, others.)	Source of funds

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

Period of travel	Foreign countries visited	Purpose

7. Address, Contact number and  
email ID during the proposed foreign visit:

8. Whether NOC for applying VISA is required: **Yes/No**

**UNDERTAKING**

I hereby 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 CCS (Conduct Rules), 1964.

Date:

Signature

Name and Designation of Govt. Servant

Contd....Pg/2

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**Part B – To be filled by the Department Head/Section-In-charge**

1. Whether the Government servant is handling large amounts of government cash. Yes/No
2. Whether the Government servant is dealing with secret/ top secret matters. Yes/No

**Signature of HOD/Section-In-charge with seal**

**Part C – To be filled by Administration**

1. Whether any case involving serious charges against the above employee is under investigation (Details). Yes/No
2. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details). Yes/No
3. Whether the Government Servant is under suspension. Yes/No

Date:

Signature

Name and Designation

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**UNDERTAKING**

I hereby undertake

1. That the duration of my stay in abroad will not exceed the specified period.
2. That I will not seek for any extension of stay abroad under any circumstances.
3. That I will not draw my salary or any part of it in foreign exchange in abroad.
4. That any extension of my stay abroad may be treated as unauthorized absence resulting in starting of disciplinary proceedings against me.
5. That I will not take any job/assignment in abroad.
6. That I will not resign from my present post or seek for voluntary retirement while I am in abroad.
7. That I will not accept any hospitality from the foreign Government.
8. In case of extension due to medical reasons then I will produce the Medical Certificate from a hospital approved by the Indian Embassy concerned and not from any other source which would not be considered valid.

Signature:

Name: