

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 :

Proforma to be submitted at the time of applying for grant of EX-India Leave

1. Name :
2. Designation:
3. Pay :
4. Ministry/Department(Specify Centre/State/PSU :
5. Passport NO. :
6. Details of private foreign travel to be undertaken :

Period abroad		Names 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 Undertaken during the last four years (as under item NO.6)

Signature: _____

Name : _____

Designation : _____

ICAR-INDIAN INSTITUTE OF OILSEEDS RESEARCH
RAJENDRANAGAR, HYDERABAD-500030

UNDERTAKING

I state that in the event I am granteddays
leave from to to visit I undertake that I shall
not extend my leave under any circumstances and I shall report for duty on expiry of my leave i.e. on
..... failing which I shall be liable for disciplinary action as per Government rules. I also
hereby undertake that I shall not take up any employment either full time or part time including
private profession, practice and consultancy etc, in the Foreign Country during my leave period,
failing which I shall be liable for disciplinary action.

Date.....

Place:.....

Signature.....

Name

Designation.....

Emp. Code No.....

E-mail Address:.....