

**PROFORMA FOR TAKING PRIOR PERMISSION BY GOVERNMENT/STSS EMPLOYEES
FOR PRIVATE VISITS ABROAD**
(Updated as of 01.04.2025)

Part A:- To be filled by the Government/STSS employee applying for visit abroad

1. Name and Designation:
2. ID No.:
3. Pay:
4. Place of Posting:
5. Date of Appointment:
6. Passport No.:
7. Details of private foreign travels to be undertaken:

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, lodging, visa, misc., etc.)	Source of funds

8. Details of private foreign travel undertaken during the last four years:

Period of travel	Name of foreign countries visited	Purpose

9. Undertaking:

I, _____ (name of the official), currently holding the position of _____ (designation of the official), hereby undertake that I will not overstay beyond the authorized leave or vacation period granted to me. Furthermore, I undertake that I will not submit my resignation, negotiate for any employment, or engage in any such activities during my stay abroad. In the event of any violation or deviation from the terms of this undertaking, I acknowledge that I shall be subject to disciplinary action as per the applicable Government/STSS rules and regulations.

Date:

Signature of the Applicant

Name and Designation

Part B:- To be filled by the Administration/Head of the Institution:

1. Whether the Government/STSS servant is handling large amounts of government cash. (Yes ☐ /No ☐)
2. Whether the Government/STSS servant is dealing with secret/top secret matters. (Yes ☐ /No ☐)
3. Whether any case involving serious charges against the Government/STSS servant is under investigation.
(Yes ☐ /No ☐) If yes attach details.
4. Whether any disciplinary proceeding/criminal case is pending against the Government/STSS employee.
(Yes ☐ /No ☐) If yes attach details.

Date:

Signature of the Head of the Institution

Name and Designation with Seal

Part C:- It is mandatory to submit Police Clearance Certificate (PCC). Attach Copy.