

**SHIVAJI COLLEGE (UNIVERSITY OF DELHI)
RAJA GARDEN, RING ROAD, NEW DELHI - 110027**

PROFORMA - PERMISSION FOR ABROAD VISITS

1. Name and Designation :
2. Pay :
3. Faculty/Department :
4. Passport Number :
5. Address during the stay aboard :
6. Details of private foreign travels to be undertaken :

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

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

Period of travel	Name of foreign countries visited	Purpose

UNDERTAKING/ DECLARATION

I, undersigned hereby undertake/declare that:

1. I will not seek any gainful employment during my stay abroad.
2. I will return/join my duty on expiry of leave sanctioned.
3. I will visit (place) _____ in my personal capacity.
4. I will maintain the decent standard of conduct and integrity during my stay abroad.
5. I declare that there is no investigation/inquiry on serious charges pending against me under the Indian Penal Code/other laws/service rules.

Dated: _____

Signature of the Applicant

To be filled by the Head of the Institution:

i.	Applied for the period of leave, number of days	
ii.	Specific recommendation of the Head of the Institution	
iii.	Remarks for the alternative arrangement to be made, if any	

Dated: _____

(Signature of the Head of the Institution with Seal)