

# PROFORMA FOR TAKING PRIOR PERMISSION

## BY RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD

Passport Size  
Photo duly  
attested by  
Gazetted  
Officer

### Part A- To be filled by the Railway Servant applying for visit abroad

1	Name , Designation, T/No., Shop/Office			
2	Pay & level			
3	Ministry/Department			
4	Passport No			
5. Details of private foreign travels to be undertaken :				
Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, Misc etc.)	Source of funds
6. Details of private foreign travel undertaken during last four years				
Period of travel	Name of foreign countries visited			Purpose

Date :

### Signature of Employee

Name :  
Designation :  
T/No. :  
Shop/Office :  
Emp No. :  
Rly I.Card No.:  
Mobile No. :

**APPLICATION FOR GRANT OF LEAVE TO BE AVAILED OUT OF INDIA**

1	Name of the Employee	:	
2	Designation & Office at which working	:	
3	Pay & Scale of Pay	:	
4	Date of Appointment	:	
5	Date of confirmation in Grade	:	
6	Date from which leave is required to be availed out of India	:	
7	Number and Nature of leave applied for	:	
8	Reasons for the leave applied for to be availed out of India	:	
9	I declare that I will not extend my leave and engage myself on employment while abroad.	:	

Date :

Signature of Employee

Name :

Designation :

T/No. :

Shop/Office :

Emp No. :

Rly I.Card No. :

Mobile No. :

## Declaration

### Re: No objection Certificate for visiting outside India

- 1) I am a citizen of India
- 2) I shall not or likely to engage myself outside India in any activities prejudicial to the sovereignty and integrity.
- 3) My departure from India will not likely to be detrimental to the security of India.
- 4) My presence in outside India will not or likely to prejudice friendly relation of India with my foreign Country.
- 5) I have not been any time during the period of 5 years immediately offence involving moral turpitude and sentenced in respect thereof to imprisonment for more than two years.
- 6) No warrant or summons for the appearance or a warrant for any arrest has not issued by a Court under any law for the time being in force or an order prohibiting my departure from India has been made by any such court.
- 7) No proceeding in respect of an offence alleged to have been committed by me or pending before a Criminal Court of India.
- 8) I have not been repatriated.
- 9) I am not under order of suspension or discharge or any departmental proceeding is pending against me.
- 10) I am not likely to put the Railway Administration in an embarrassing position in any way if I am allowed travel Foreign Country with Indian Passport.
- 11) I myself will bear the cost for the visit to Foreign Countries as will be required for the said visit. [Authority: CPO's SL/ No.66/85]

Date :

Signature of Employee

Name :  
Designation :  
T/No. :  
Shop/Office :  
Emp No. :  
Rly I.Card No. :  
Mobile No. :

Home Address :

Office Address :