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(ISO 9001:2015 Certified)
(Recipient of Sardar Patel Best Institute Award 2013)



PROFORMA

(See O.M. No. 11013/7/2004-Estt.(A), dated the 5th October, 2004)

1.	Name of the Govt.Servant	
2	Designation.	
3	Pay (Band Pay+NPA+ Grade pay (or) Research Grade pay)	
4	Ministry/Department(Specify) Centre/Station/PSU	
5	Passport No.	
6	Details of Private foreign travel to be undertaken	
	a. Period of abroad	From To
	b. Names of the foreign countries to be visited;	
	c. Purpose	
	d. Estimated expenditure (travel, broad/ lodging, Visa, Misc. etc.)	
	e. Source of funds	
	f. Remarks	
7	Details of previous private foreign travel if any undertaken during the last four years(as under item No.6)	

Date:

Signature of Govt. Servant.

Name()
Designation:

UNDERTAKING

REQUIRED TO BE FURNISHED FOR GRANT OF LEAVE TO VISIT ABROAD

I _____ (Name)
_____ (Designation) hereby
undertake to abide by the following conditions during my visit to
_____ (Name of the Country to be visited):-

1. I will not approach any foreign agency for financial assistance without prior approval of the Government of India.
2. I will not enter directly into any kind of correspondence with any foreign agency except through my employer i.e. the Department of Legal Affairs.
3. I will return to duty in the Department of Legal Affairs after expiry of leave, if sanctioned to me.
4. I will not employ myself during the period of my stay abroad.
5. I will not involve myself in any activity, which may adversely affect the relations between the two countries.
6. No payment of leave salary will be made in foreign exchange.
7. I will not request for grant of extension of leave, while abroad beyond the period of leave initially sanctioned to me and I also understand that such request shall ordinarily not be entertained and the grant of extension, if any, will depend on the exigencies of work in public interest.

(SIGNATURE OF THE OFFICER)