

APPLICATION 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. If regular, whether temporary or permanent
5. Names of countries proposed to be visited
6. Purpose of visit
7. Name of the training/course and duration of training/course abroad:
8. The period of earned leave applied for as Ex-India Leave:
9. Probable duration of the visit:
10. Details of previous private visits abroad, if any:

UNDERTAKING

I understand 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 the Punjab Civil Service (Punishment and Appeal) Rules 1970 for violation of the Government Employees (Conduct) Rules, 1966.

Place :

Signature of Applicant

Email and Mobile/Contact No. _____

1. Leave recommended

Signature & Designation of Controlling officer

ਪ੍ਰੋਫਾਰਮਾ

1. ਨਾਮ ਅਤੇ ਅਹੁਦਾ :.....

2. ਵਿਭਾਗ/ਸ਼ਾਖਾ ਦਾ ਨਾਮ :.....

3. ਪਾਸਪੋਰਟ ਨੰਬਰ ਅਤੇ ਜਾਰੀ :.....

ਹੋਣ ਦੀ ਮਿਤੀ

4. ਜੇ ਨਿੱਜੀ ਵਿਦੇਸ਼ ਯਾਤਰਾ ਕਰਨੀ

ਹੈ ਤਾਂ ਉਸ ਦਾ ਵੇਰਵਾ :.....

| ਵਿਦੇਸ਼ ਯਾਤਰਾ ਦਾ ਅਰਸਾ | | ਜਾਣ ਦਾ ਮੰਤਵ | ਦੇਸ਼ਾਂ ਦਾ ਨਾਮ ਜਿੱਥੇ ਜਾਣਾ ਹੈ | ਵਿਦੇਸ਼ ਵਿਚ ਜਿੱਥੇ ਰਹਿਣਾ ਹੈ ਉਸ ਸਥਾਨ ਦਾ ਪਤਾ | ਅਨੁਮਾਨਿਤ ਖਰਚਾ(ਯਾਤਰਾ, ਰਹਿਣ/ਸਹਿਣ, ਵੀਜਾ ,ਫੁਟਕਲ ਖਰਚੇ ਆਦਿ | ਖਰਚੇ ਦਾ ਵਸੀਲਾ | ਵਿਸ਼ੇਸ਼ ਕਥਨ |
|----------------------|----------|-------------|-----------------------------|--|--|---------------|-------------|
| ਕਦੋਂ ਤੋਂ | ਕਦੋਂ ਤੱਕ | | | | | | |
| | | | | | | | |

ਨਾਮ: _____

ਅਹੁਦਾ: _____

ਵਿਭਾਗ/ਸ਼ਾਖਾ: _____

ਮਿਤੀ: _____

**SELF CLARIFICATION FROM THE OFFICER/OFFICIAL APPLYING FOR
EX-INDIA LEAVE**

I, _____ S/o/D/o _____, working as _____ at _____, hereby certify that me or my family members as a 'family' as has been defined in the Government Employee (Conduct) Rules, 1966, has neither applied nor someone else has applied for them, nor they have obtained any foreign citizenship, dual citizenship, permanent residence, any visa other than tourist visa, or any special status that is not ordinarily available to a citizenship of India.

Signature: _____

Name: _____

Designation: _____

Branch/Deptt.: _____

Dated: _____

Undertaking by the Teacher/Officer/Employees proceeding on leave for visiting

Foreign Country

I, _____ S/o/D/o _____, presently working as
(Designation) _____ in the Office/Branch/Deptt. _____,
Guru Nanak Dev University, Amritsar, has applied for the grant of _____ leave w.e.f.
_____ to _____ = _____ days for visiting _____ (Name of the country) for
the Purpose of _____ (mention the purpose), do hereby give an
undertaking that

1. I will not request for extension in leave as mentioned above and will resume my duty immediately after availing the sanctioned leave i.e. on _____. If I do not join back after expiry of my sanctioned leave, this undertaking may be treated as my resignation from the post.
2. I will not use this leave for immigration or any other purpose.

Signature of the Employee

Name: _____

Designation: _____

Deptt.: _____

Head of the Deptt.