



सरदारवल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY,
SURAT

Part A

(To be filled by the Government servant applying for visit abroad)

1. Name: 2. Designation:
3. Headquarters: 4. Pay Level / Grade Pay:
5. Nature & Period of leave sanctioned: From To
6. Passport No. :

7. Details of private foreign travels to be undertaken

Serial No.	Period of Travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds
1.					
2.					
3.					
4.					

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

Serial No.	Period of Travel	Name of foreign countries to be visited	Purpose	Source of funds
1.				
2.				
3.				
4.				

9. Certified that the:

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

- I will not approach any foreign agency for financial assistance without prior approval of the competent authority of the Institute
- I will not enter directly into any kind of correspondence with any foreign agency except through my employer, i.e. SVNIT Surat.
- I will return to duty to my Headquarters at SVNIT Surat after expiry of leave, if sanctioned to me.
- I will not employ myself during the period of my stay abroad.
- I will not involve myself in any activity, which may adversely affect the relations between two countries.
- I will not request for grant of extension of leave while being in abroad beyond the period of leave initially sanctioned to me and I also understand that such request shall ordinarily not be entertained and grant of extension, if any, will depend on the exigencies of work in public interest.

Date: / /

Place:

Signature of the employee

PART-B
(To be filled in by the Establishment Section)

- 1) Whether the Government servant is handling large amounts of government cash?

- 2) Whether the Government servant is dealing with secret/ top secret matters?

- 3) Whether any case involving serious charges against the Government servant is under investigation (Details)

- 4) Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Dealing Assistant

Office Superintendent

Asst./Dy. Registrar (Estt.)

Registrar

Director