



APPLICATION FOR PERMISSION FOR FOREIGN VISIT OF AEGCL EMPLOYEES

1. Name :
2. Designation :
3. Name of the foreign Country / Countries proposed to be visited :
4. Period of the visit :
5. Mode of leave : (a) Earned Leave w.e.f..... to
Prefixing:
Suffixing:
(b) Casual Leave for days on
.....
With HQ leave permission w.e.f..... to
6. Purpose of visit :
7. Nature of the Person (s)/ Organization to be visited and its relationship with the officer. Complete address and contact number (Including e-mail) of the host, if any, may be specified (In case of official tour) :
8. Total estimated expenditure and source of funding :
9. Status of submission of assets and liabilities statement (IPR) :
10. Particulars of dependent family members accompanying the employee during the visit

Sl. No.	Name	Age	Relationship with the employee
1.			
2.			
3.			
4.			
5.			
11. (a) Details of hospitality, if any, proposed to be availed during the visit :

(b) Attach sponsorship document (s), if applicable :
12. Details of private foreign travel during last three years, if any (enclose a separate sheet, if necessary) :
13. Remarks of the Controlling Officer, along with the charge hand over details. :

Signature:

Date: