



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: