



# ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office: (FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

CIN: U40101AS2003SGC007238GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520 Web: [www.aegcl.co.in](http://www.aegcl.co.in)



No. AEGCL/MD/HR/General Administration/442/2021/70

Date: 22/10/2022

## CIRCULAR

With a view to streamline the process of seeking permission for foreign visit, all the employees of AEGCL, who are willing to visit abroad on their personal grounds should adhere to the following guidelines:

1. Application for Foreign Visit and No Objection Certificate should be addressed to the MD, AEGCL, through proper channel at least 1 (one) month prior to the journey as per the enclosed format (At Annexure-A).
2. As desired by the MD, AEGCL, the applicant, in person, should meet the MD, AEGCL atleast 15 (fifteen) days prior to the date of the foreign visit.
3. The latest Immovable Property Report should also be submitted along with the aforesaid application as per the enclosed format (At Annexure-B).
4. The concerned controlling officer should clearly mention the name of the officer who will hold the charge of the officer visiting abroad during his/her leave period.

By order etc...

*[Signature]*  
22/10/2022

General Manager (HR) i/c,  
AEGCL, Bijulee Bhawan,  
Paltanbazar, Guwahati-1.

Memo No. AEGCL/MD/HR/General Administration/442/2021/70(A) Date: 22/10/2022  
Copy to.

1. P.S. to Chairman, AEGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1.
2. P.S. to MD, Chairman, AEGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1.
3. All the CGMs of AEGCL.
4. All the GMs of AEGCL.
5. All the DGMs of AEGCL.
6. All the AGMs of AEGCL.
7. All the REs of AEGCL.
8. Office Copy

*[Signature]*  
22/10/2022

General Manager (HR) i/c,  
AEGCL, Bijulee Bhawan,  
Paltanbazar, Guwahati-1.