



14.05.2019

Office Order

University of Delhi had issued a circular dated 04.07.2017 regarding performa for seeking prior permission/obtaining VISA to visit abroad on private affairs in respect of the employees had been approved and the same is required to be filled in by the concerned employee at the time of taking no objection certificate to visit abroad. Performa is enclosed herewith.


Dr. Sunil Sondhi
Principal

Copy To

Mr. Nishant- to email Teaching and Non-Teaching Staff
Mr. Vinay- to upload on college website
Notice Board



MAHARAJA AGRASEN COLLEGE
 University of Delhi
 VASUNDHARA ENCLAVE, DEIHI-110096



Performa for taking prior permission by employees for private visits abroad (To be filled by the employee applying for VISA abroad)

1. Name and Designation:
2. Pay:
3. Faculty/Department/Branch:
4. Passport No
5. Address during the stay abroad
6. Details of private foreign travels to be undertaken

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenses (travel, board, lodging, VISA, Misc. etc)	Sources of funds

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

Period of travel	Name of foreign countries to be visited	Purpose

Undertaking/Declaration

I, undersigned hereby undertake/declare that:

1. I will not seek any gainful employment during my stay abroad.
2. I will return/join my duty on expiry of leave sanctioned
3. I will visit (place) _____
4. I will maintain the decent standard of conduct and integrity during my stay abroad
5. I declare that there is no investigation/inquiry on serious charges pending against me under the Indian Penal Code/other laws/service rules.

Signature of applicant

Date: _____