

PROFORMA APPLICATION

JOURNEY TO FOREIGN COUNTRY BY THE EMPLOYEES OF GOVERNMENT/GOVERNMENT UNDER TAKINGS, AIDED INSTITUTIONS, STATUTORY INSTITUTIONS, AUTONOMOUS INSTITUTIONS ETC

1	Name		
2	Designation(with department)		
3	Office/Institution Name & Address		
4	Employee code /Service ID		
5	Date of Birth		
6	Date of Entry in service		
7	Present Scale of Pay/Level		
8	Whether the employee is on probation/permanent		
9	Details of Foreign Employment offer		
10	Name and Address of the Foreign Employer		
11	Country of Employment		
12	Designation and Post		
13	Period of Employment		
14	Terms of Employment(Salary and other benefits)		
15	Whether applied through proper channel	Yes/No	
16	Whether any departmental/Vigilance case is pending	Yes/No	
17	Whether any bond obligations are pending	Yes/No	
18	Proposed Date of joining foreign employment		
19	Whether permission to resign/lien/leave is sought	Resign/Leave	
20	Address for communication during leave/Foreign employment		

Declaration

I hereby declare that the information furnished above are true to the best of my knowledge and belief.
I undertake to abide by all Government rules and conditions related to foreign employment

Signature of the employee

Name :

Designation :

Place

Date: