



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)

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No. Admn.4(FW)2/Circular/2023

Dated: - 2 MAR 2024

CIRCULAR

Sub:- Simplification of form for Prior Permission for Visits Abroad – Reg.

In continuation to the circular issued vide No.Admn.4(FW)2/Circular/2023 dt. 06.02.2024, to facilitate expeditious processing of applications to visit abroad including foreign conferences, the Form for prior permission for visits abroad (modified version) has been modified and made simpler.

This is issued with the approval of the Director.

(Note: Please use this modified version and have the HoD/Section-In-charge complete Part B1 while forwarding the application. Passport copy not needed, if submitted for another visit in last 2 years. IPR copy not needed if it has already been submitted by due date).

(HAWA SINGH)

Senior Administrative Officer
ADMIN.4 (FACULTY WING)

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वरिष्ठ प्रशासनिक अधिकारी

Senior Administrative Officer

जिपमेर / JIPMER

पुदुच्चेरी / Puducherry-6

Encl.: Form for Abroad visit
(Modified version)

To
All Heads of the Departments/Officers-In-Charge of various Divisions/
Sections/Units – for circulations among staff members

Copy to:-

- The P.S to Director/MS/Dean (Academic)/Dean(Research)/ Dean(Karaikal)
- PS to DDA
- PA to Sr. Admn. Officer/Sr.Accts. Officer.
- IT wing – to publish in JIPMER Website.

JIPMER: Form for Prior Permission for Visits Abroad

Part A – To be filled by the Government servant applying for visit abroad

1.	Name and Designation	
2.	Pay	
3.	Department	
4.	Passport No.	

5. Details of private foreign travel to be undertaken

<i>Period of travel (From to)</i>	<i>Countries to be visited</i>	<i>Purpose</i>	<i>Estimated expenditure (travel, board, lodging, visa, others.)</i>	<i>Source of funds</i>

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

<i>Period of travel</i>	<i>Foreign countries visited</i>	<i>Purpose</i>

Date:

Signature

Name and Designation

Part B1 – To be filled by the Department Head/Section-In-charge

1. Whether the Government servant is handling large amounts of government cash. Y/N
2. Whether the Government servant is dealing with secret/ top secret matters. Y/N

Signature of HoD/Section-In-charge:

Part B2– To be filled by Administration

3. Whether any case involving serious charges against the above employee is under investigation (Details)
4. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Date

Signature

Name and Designation