



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)

धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

Website: www.jipmer.edu.in

Phone: 0413 – 2296025

Fax: 0413 – 2272067- 2272735



No. Admn.II/FV/2021

Dated: - 1 OCT 2021

CIRCULAR

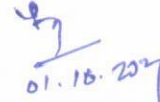
Sub: Proforma for taking prior permission by Government servants for Private/Official visits abroad- Reg.

Ref: Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training (Establishment Division) OM No.11013/8/2015-Estt.A-III dated 27th July 2015.

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A copy of proforma for taking prior permission by Government servants for Private/Official visits abroad issued with the DoPT OM cited under reference is circulated to all the staff members concerned for future use while applying for permission to visit abroad.

This is issued with the approval of the Director.


01.10.2021

(HAWA SINGH)

SENIOR ADMINISTRATIVE OFFICER

Admin.II(Section)

Email: adm2permissionjipmer@gmail.com

Ph No: 0413-2296025

Encls : Proforma for abroad visit.

To

वरिष्ठ प्रशासनिक अधिकारी
Senior Administrative Officer
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6

All Heads of the Departments/Officers-In-Charge of various Divisions/
Sections/Units – for circulation among all staff members ,

Copy to:--

- The P.S to Director/M.S./Dean (Academic)/Dean (Research)/ Dean (JIPMER Karaikal).
- P.S to DDA /S.A.O/Sr.Ac.O/
- Ac.O/W.O/L.O/Estate Section/ IT Wing - To upload in JIPMER Website.

**PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE/OFFICIAL VISITS ABROAD**

Part- A

(To be filled by the Government servant applying for visit abroad)

1.	Name, Designation & Employee No.	:			
2.	Pay	:			
3.	Ministry/Department/Section	:			
4.	Passport No.	:			
5.	Details of private foreign travels to be undertaken:				
	Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

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

Period of travel	Name of foreign countries visited	Purpose

7. Address, contact number and email ID during the proposed foreign visit	
8. Whether NOC for applying VISA is required	Yes / No

UNDERTAKING

I hereby undertake that I will return to India on the expiry of my leave and will not accept any job or join any course during the period of my stay abroad, failing which I will be liable to disciplinary action as required under CCS (Conduct Rules), 1964.

Signature

Date :

Name and Designation

Contd....P/2

UNDERTAKING

I hereby undertake

1. That the duration of my stay in abroad will not exceed the specified period.
2. That I will not seek for any extension of stay abroad under any circumstances.
3. That I will not draw my salary or any part of it in foreign exchange in abroad.
4. That any extension of my stay abroad may be treated as unauthorised absence resulting In starting of disciplinary proceedings against me.
5. That I will not take any job/assignment in abroad.
6. That I will not resign from my present post or seek for voluntary retirement while I am in abroad.
7. That I will not accept any hospitality from the foreign Government.
8. That I will not claim for any financial assistance from the Government/Institute.
9. In case of extension due to Medical reasons then I will produce the Medical Certificate from a hospital approved by the Indian Embassy concerned and not from any other source which would not be considered valid.
10. There is no case involving a serious charges against me is under investigation.
11. There is no disciplinary proceedings/criminal case is pending against me.

Signature

Date :

Name and Designation

Part-B

(To be filled by the Administration)

- | | |
|---|----------|
| 1. Whether the Government servant is handling large amounts of government cash | Yes / No |
| 2. Whether the Government servant is dealing with secret/top secret matters | Yes / No |
| 3. Whether any case involving serious charges against the Government servant is under investigation (Details) | Yes / No |
| 4. Whether the Government servant is under suspension | Yes / No |
| 5. Whether any disciplinary proceedings/criminal case is pending against the Government servant (Details) | Yes / No |

Signature

Date :

Name and Designation

FORM

STATEMENT OF IMMOVALBLE PROPERTY AS ON _____

- 1. Name of the Officer (in full and service to which the officer belongs) : _____
- 2. Present Post held : _____
- 3. Present Pay : _____

Name of the District /Division/Taluk/Village In which the property is situated	Name and Details of the property (House, Land, Plots etc.)	Present Value	If not in own name, state in whose name held his/her relationship to the Govt. Servant	How acquired whether by purchase/lease @ mortgage/inheritance/ gift /otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks

Date :

* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
 @ includes short terms lease also.

Signature:

Designation: