

No. EDN-H (8) Misc/97-1/2009
Directorate of Higher Education
Himachal Pradesh
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Ph. No. 0177-2653120, 2653575, Ext.221 Fax No. 0177-2812882

Dated: Shimla-1 the 11th March, 2015

To

All the Principals,
Govt. Degree/ Sanskrit Colleges,
Himachal Pradesh.

Subject:- Regarding Permission to go abroad.

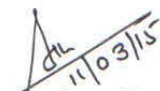
Memo:

In this connection, it is observed that mostly applicants have sent incomplete cases for this purpose that's why the lot of time has been wasted in irrelevant correspondence. However, the directions in this regard have also issued by this Department time to time.

Now, once again, the Department has decided to convey the requirement of all documents regarding permission to go abroad as mentioned below so that the Principals of the college may send the complete case in all manners and further necessary action in the matter could be taken well in time: -

Documents required for granting permission to go abroad: -

1. Proforma for granting permission to go abroad.
2. Certificate of "No vigilance inquiry pending against the applicant".
3. Affidavit on non judicial paper as per the format attached herewith for ready reference.
4. Photocopy of the PAN Card and Passport for identification.


Superintendent (College Br.)
Director of Hr. Education
Himachal Pradesh

Proforma

1. Name :-
2. Designation :-
3. Pay :-
4. Department :-
5. Passport No. :-
6. Details of Private foreign travel to be Undertaken.

Period of abroad		Names of Foreign Countries to be visited	Purpose	Eastimated Expenditure (Travel) board lodgning visa, misc. etc.	Source of Fund	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No. 6).

Name :
Designation:
Date:

AFFIDAVIT

1. That I _____, aged _____ S/O,D/O Sh. _____
(Present Address) _____
at present serving as Assistant/Associate Professor in _____, Regular/
Contract in Govt College _____ District _____ do hereby
solemnly affirm and declare on oath as under: am resident of above
mentioned address and is competent to swear this affidavit.
2. That I am a Government employee, working in Education Department,
since _____ and presently posted as _____ in
Govt.College _____, Distt. _____.
3. That the applicant is going to _____
w.e.f _____ to _____ for _____
4. That I have applied for leave i.e _____ days w.e.f _____ to _____
as I am going to _____.
5. That I undertake that if I failed to join back in the department after
vacation/leave is over in that event I shall be deemed to have resigned from
the post of Assistant/Associate Professor.
5. That I shall not join any service or any gainful business in abroad and shall
join my duty after the expiry of the period of permission.
7. That there is no vigilance enquiry of departmental complaint pending against
me.
3. That all expenses of my above visit to _____ w.e.f. _____ to _____
will be borne by me.

OFFICE OF THE PRINCIPAL _____

No :

Date:

CERTIFICATE

It is certified that Sh./Smt. _____
S/D/W/O _____ resident of _____
has been working as _____ since _____.
There is no Departmental Enquiry/Vigilance case pending against
the official as per record available in the office.

Principal,
Govt College _____
District _____