

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.

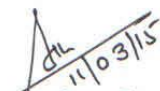
Memo:

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

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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 \_\_\_\_\_