

PROFORMA FOR PRIVATE FOREIGN VISIT

A) Name, Designation and Pay Level	
B) Full Address, Email & Mobile No.	
C) Date of Superannuation	
D) Passport no. its Validity & Place of issue	
<u>Details about private visit to Abroad</u>	
Countries and Place/s Proposed to visited along with the dates	
Complete Address & Contact Details While staying abroad	
Duration of the visit (including journey time to & fro)	
Type and period of leave applied	
Declaration stating that extension of leave would not be sought for any period beyond which leave is Sanctioned	
Undertaking to the effect that he/she will not accept any salary / stipend / assignment etc. from outside during the period abroad	

Please note that ICMR Headquarters, will require minimum 15 days time to process before the date of proposed private visit.

Date : _____

Place : _____

Name & Signature

**Director/ Office -in –Charge/ Divisional Head (Headquarters) format for Recommendation
Of Foreign Visit of Applicant**

1)	Period of Proposed Visit	
2)	Is the Scientist availing earn leave / half Pay leave more than 21 Days ? Kind Leave of granted ?	Yes / No
3)	Whether any vigilance case is pending or contemplated against the Official visiting abroad?	Yes / No

I am in agreement with the facts given by the applicant or I would like to modify or add .

Recommendations of the Director/ Director-in-charge :

Date : _____

Place : _____

Name & Signature