

INDIAN INSTITUTE OF TECHNOLOGY MADRAS
PRO FORMA FOR TAKING PRIOR PERMISSION FOR PRIVATE VISITS ABROAD

WHEREAS, I _____ Passport No. _____
S/o,D/o,/W/o _____ employed as _____
in the Department/Section of _____ Indian Institute of Technology
Madras has applied for leave of absence for _____ days as detailed below:

Details of private foreign travels to be undertaken:

Period of Travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, boarding, lodging, visa, misc, etc.)	Sources of funds
Details of Private foreign travels undertaken during the last four years: As per Records				

AND WHEREAS, I hereby declare and undertake the following in connection with seeking NOC for visiting foreign countries on private account:

1. I am Citizen of India
2. I will not engage outside India in activities prejudicial to the sovereignty and Integrity of India
3. My departure from India will not be detrimental to the security of India
4. My presence outside India will not prejudice the friendly relations of India with any foreign country

5. During the past five years I have not been convicted by a court of India for any Offence involving moral turpitude.
6. No criminal proceedings against me are pending before a court of India
7. No warrant or summons for the appearance, of warrant for the arrest have been issued by a court under any law for the time being in force or that no order prohibiting the departure from India has been made by any such court, against me.
8. I shall abide by the Conduct Rules as laid down in Schedule-B by Statutes of IIT Madras and Central Civil Services (Conduct) Rules, 1964.

AND WHEREAS, Indian Institute of Technology Madras have agreed to grant me leave Ex-India, Summer Vacation / Winter Vacation / Leave at Credit / EOL for the above said period. I agree that the extension of leave, if any, would be considered subject to prior approval from the competent authority and will be regulated as per the rules.

AND FURTHER, I hereby agree that I will not be employed or seek any employment / fellowship with or without remuneration while abroad on a private visit during the period.

Date:

Signature :

Name :

Signed in the presence of:

1. Signature:

2. Signature:

Name:

Name:

Department:

Department: