

DELHI DEVELOPMENT AUTHORITY  
Personnel Branch-I  
B-311, Vikas Sadan, INA, New Delhi

1650  
22-4-16  
1867  
21/4/16

CIRCULAR No. 11 /2016

Subject: *Proforma* for taking prior permission for private visits abroad.

The *proforma* for seeking prior permission of the competent authority for private visits abroad has been standardized and is being circulated for information of all concerned. Henceforth, the applications should be submitted to the Personnel Department in the said form alongwith required documents through concerned controlling authorities.

This issues with the approval of competent authority.

Encls.: *Proforma*

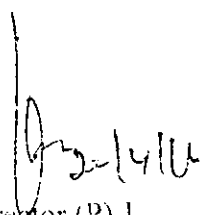
(Kiran Rawat)  
Dy. Director (P)-I

No. F.(Misc.)AD(P)-I/Engg./2015/Pt./1035

Dated: 21/4/16

Copy to:

1. All HODs for circulation amongst the subordinate offices
2. OSD to VC
3. Director (Personnel)
4. All Dy. Directors of Personnel Department
5. PS to VC
5. PS to FM
7. PS to EM
8. PS to PC(P) (Lm)
9. PS to Commr.(P)
10. Notice Board

  
Dy. Director (P)-I

DIN-2  
DIN(HA)  
DIN(Sys)

Pl upload on website  
25/04/16

Sh. Joshi DD/151

PROFORMA FOR TAKING PRIOR PERMISSION FOR PRIVATE VISITS ABROAD

**Part A — To be filled by the Government servant applying for visit abroad**

1. Name and Designation : \_\_\_\_\_
2. Pay Band & Grade Pay : \_\_\_\_\_
3. Present Place of Posting : \_\_\_\_\_
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, boarding, lodging, visa, misc., etc.)	Source of funds (submit evidence)

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

Period of travel	Name of the foreign countries visited	Purpose

7. Whether upto date IPRs have been filed: \_\_\_\_\_
8. Leave address : \_\_\_\_\_

Encs.: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date:

Name and Designation

**Part -B**

**To be filled by the controlling authority with recommendations**

1. Whether he/she is handling large amounts of government cash. \_\_\_\_\_
2. Whether he/she is dealing with secret/ top secret matters \_\_\_\_\_
3. Recommendations \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date:

Name and Designation with office seal