

NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL-462003

APPLICATION

For

TAKING PRIOR PERMISSION FOR PRIVATE VISITS
ABROAD

Name of Employee		DR. RAHUL SHRIVASTAVA			Employee Code	001126
Type of leave EL/CL/Vacation		Prefix Holidays	From	To	Suffix Holidays	Pay
Summer Vacation			21.5.2019	05.06.2019	6.06.2019	14A
Period of Travel		21.5.2019 to 05.6.2019				Passport No.
Name of foreign countries to be visited		UK (London)			Purpose of visit	To meet the relatives.
Estimated expenditure				Details of private foreign travel undertaken during the last four years		
				NIL		
Travel	50,000/-		Period of travel			
Board/Lodging	-		Name of foreign countries visited			
Misc.	25,000/-		Purpose			
Total	75,000/-					

Whether handling large amount of Institute cash.	NO
Whether dealing with secret / top secret matters.	NO
Whether any case involving serious charges against is under investigation (Details).	NO
Whether under suspension.	NO
Whether any disciplinary proceeding/criminal case is pending (details)	NO
Signature of Employee	
25.2.2019.	
Recommendation of HoS/HoD	
25/2/2019.	
Checked by	Verified by
AR	Registrar
Sanction of Approving Authority	

Note:

1. It is mandatory to fill all the requisite information in the format.
2. The application shall be submitted at least 21 days in advance.
3. Applicant should get his/her permission and leave approved from the competent Authority before departure from the Institute.
4. If any alteration needed in the format must be brought to the notice of the Establishment Section.

AR/ESH