

Checklist

For Scrutiny of Application for seeking permission to visit foreign countries
(BY APM/PERSONNEL DEPT.)

Sl.No.	Items	Checklist
01	Application format duly filled in and duly forwarded by concerned Controlling Authority.	Check
02	Name of the Country to be Visited	
03	Proof of sanctioned leave.	
04	Duration of Stay	From
		To
		Number of Days
05	Photocopy of APR of the last year.	
06	Documentary proof of personal savings.	
07	Source of Finance	
08	Leave Application duly approved by Sanctioning Authority	Check
09	Leave Balance as per leave records	Check
10	Photocopy of passport./ VISA	Check
11	Self-declaration that dues pending against him may be recovered from his leave salary/ arrears of salary/PRP etc., in the event of non-return from foreign visit.	
12	Undertaking (Proforma enclosed).	
13	STANDARD FORMAT for foreign visit DULY FILLED IN	Check

Checked By:-

Name:-

Designation:-

Area/Unit:-

APPLICATION FOR SEEKING PERMISSION TO VISIT FOREIGN COUNTRIES.

Part -A

01. Full name of the Employee :
02. EIS No. :
03. Designation & Grade :
04. Present place of posting :
05. Present Pay Scale :
06. Present Basic :

Part - B

01. Name of the Country to be visited :
02. Purpose of visit :
03. Date of departure :
04. Date of return :
05. Detail of Passport
(Photocopy of the Passport to be enclosed)
 - (a) Passport no :
 - (b) Valid up to :
06. Details of Visa(Photocopy to be enclosed) :
07. Source of Finance
08. Nature of leave applied for
09. Period of leave: From _____ to _____
10. Leave at Credit EL _____ days, HPL _____ days, C.L. _____ days.

(Certified by concerned officer maintaining such Leave records)

Signature of officer maintaining leave records
(Leave records as on date)

Declarations to be made:

This is to declare that no case either of Civil/Criminal or otherwise is pending against me in any of the courts in India.

Certified that above information are true based on the records and the photocopies are of the original under my possession.

Signature of the employee

Signature of Controlling Officer

STANDARD FORMAT
FOR FOREIGN TRAINING / FOREIGN TRAVEL

SL.NO.	CHECK LIST	DETAILS
01.	NAME	
02.	DESIGNATION	
03.	EIS NO.	
04.	SUBSIDIARY/ UNIT	
05.	DATE OF BIRTH	
06.	DATE OF JOINING CIL	
07.	DATE OF SUPERANNUATION	
08.	EDUCATIONAL QUALIFICATION	
09.	OFFICIAL ADDRESS	
10.	EMAIL ID	
11.	MOBILE NO.	
12.	GRADE PAY	
13.	PASSPORT NUMBER	
14.	VALIDITY OF PASSPORT	
15.	AADHAR NUMBER	
16.	PURPOSE OF FOREIGN TOUR	
17.	PAST FOREIGN TOUR DETAILS (LAST 3 YEARS)	
18.	WHETHER BELONGS TO RESERVED CATEGORY	