

**PROFORMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE-I)**

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Pay : \_\_\_\_\_
4. Office (Specify Department/ Directorate/Undertaking/ Corporation etc.) : \_\_\_\_\_
5. Passport No. : \_\_\_\_\_  
(Attach self attested photocopy of Passport and Office Identity card)
6. Details of private foreign travel to be undertaken.

Period of abroad		Name of the foreign country to be visited	Purpose	Estimated Expenditure (Travel, Board/ Lodging, Visa, Misc. etc.)	Sources of Fund*	Remarks
From	To					

7. Details of private foreign travel, if any undertaken during the last four years (as under item No.-6):

Contact No.....

Email Id:

Signature:

Designation:

Date:

*\* In case of foreign funding which comes under the purview of the FRCA, 1976 clearance from the Ministry of Home Affairs, Government of India is required to be obtained.*

**DECLARATION FOR COUNTRY LEAVE PERMISSION***(Strike out portion/paragraph which is not applicable)*

I, Sri/Smt.....presently holding the post of.....attached to the Office of the.....P.W.Deptt/P.W.Dte./P.W.(Roads) Dte., Govt. of West Bengal, do hereby declare that I wish to visit..... from the period from..... to.....along with my family members in my private capacity by availing LTC/ not availing LTC.

My husband/wife Sri/Smt..... is not engaged in State Government Service.

Or,

My husband/wife Sri/Smt..... is engaged in State Government service and he/she shall not claim for L.T.C at his/her office/department for the proposed visit to .....from the period from.....to.....

I, Sri/Smt.....do hereby also declare that I have never availed L.T.C from the Government during the first block ranging from 01.11.2015 to 31.10.2025.

**Signature of the Authenticating Officer (with seal)  
(Not below the rank of Executive Engineer)  
Date:**

**Signature of the incumbent**

**SERVICE PARTICULARS OF THE OFFICER/STAFF**

<b>1</b>	<b>Name of incumbent</b>	:	
<b>2</b>	<b>Designation</b>	:	
<b>3</b>	<b>Date of Birth</b>	:	
<b>4</b>	<b>Date of Joining in Govt. Service</b>	:	
<b>5</b>	<b>HRMS ID</b>	:	
<b>6</b>	<b>Date of completion of continuous service of First Three(3) years excluding Extra-Ordinary Leave or Dies Non effect</b>	:	
<b>7</b>	<b>Present Place of Posting</b>	:	
<b>8</b>	<b>Whether the service rendered by the employee is satisfactory and continuous TILL DATE</b>	:	
<b>9</b>	<b>Whether Assets Declaration Statements have been submitted regularly and up-to-date by the incumbent since joining to this post</b>	:	
<b>10</b>	<b>Whether any adverse action has been taken by the appropriate authority in terms of Rule-7 of the W.B.S.(CCA) Rules,1971 and if YES, please specify in detail.</b>	:	

The afore stated Service Particulars of the incumbent has been verified and found correct on the basis of satisfactory evidence.

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Signature of the Controlling Officer  
(Not below the rank of Executive Engineer)

**DECLARATION IN CONNECTION WITH FOREIGN VISIT**

(To be filled by the incumbent)

1	<b>Name of the Officer/Staff</b>	:	
2	<b>Service cadre of the Officer/staff and Department</b>	:	
3	<b>Designation</b>	:	
4	<b>Name of the country/countries to be visited</b>	:	
5	<b>Period of the proposed visit with specific dates</b>	:	
6	<b>Purpose of visit</b>	:	
7	<b>Nature of visit (official/private)</b>	:	
8	<b>Who will bear the cost of journey fare: i) if self, mention source like salary savings, etc. or ii) if organization, details thereof, or iii) if individual, state the name, nationality and relation with the incumbent</b>	:	
9	<b>Who will bear the cost of boarding and lodging and travel during the visit: i) if self, mention source like salary savings, etc. or ii) if organization, details thereof, or iii) if individual, state the name, nationality and relation with the incumbent</b>	:	
10	<b>Whether the incumbent will accept foreign hospitality during his/her stay in abroad, if so, details thereof</b>	:	
11	<b>Whether the officer/staff will accept any foreign employment/profession during his/her stay in abroad, if so, details thereof</b>	:	
12	<b>Whether the incumbent will undergo any foreign training/workshop/seminar/any programme while his/her stay in abroad, if so, details thereof</b>	:	
13	<b>Whether the incumbent will accept any scholarship/award etc. in connection with his/her visit in abroad</b>	:	

I undertake that:-

- 1) I shall not visit abroad unless I get permission from the Government and
- 2) I shall return and resume my official duty immediately after expiry of leave to be granted for the purpose.

The above statements are true to the best of my knowledge and, if found incorrect, I shall be personally liable for the same.

Date:

Signature of the incumbent