



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)  
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

**Application for Seeking Permission for Foreign Visit**

1. Name of the Employee \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Department & Mobile Number \_\_\_\_\_
4. Country to be visited & Passport No. \_\_\_\_\_
5. Purpose of the Visit \_\_\_\_\_
6. Date & duration of the visit \_\_\_\_\_
7. Sponsoring Agency \_\_\_\_\_
8. Total Expected Cost of Visit Abroad (travel, board, lodging, visa, misc etc.) \_\_\_\_\_
9. Details of source of funding for the visit whether full or partial \_\_\_\_\_
10. Proposed outcome of the visit \_\_\_\_\_
11. Whether the officer has been sponsored by NIOS in the past \_\_\_\_\_
12. Give details of the previous official visit, if any (*for the last four years*)

Sl.	Name of the country visited	Period of travel		Purpose	Source of funding
		From	To		

12. Details of previous private foreign visit, if any (*for the last four years*)

Sl.	Name of the country visited	Period of travel		Purpose	Source of funding
		From	To		

**Signature of the Applicant**

**Date:** \_\_\_\_\_

**Remarks/Recommendation of the concerned Reporting Authority/HOD**

\_\_\_\_\_

\_\_\_\_\_

**Signature**

**Undertaking**  
*(for foreign visit)*

I hereby undertake the following, the following for the purpose of visiting abroad i.e.

\_\_\_\_\_.

1. I will not proceed on foreign visit until and unless the leave is duly sanctioned to me.
2. I will not extend the leave further and report back on the due date after expiry of the sanctioned leave.
3. I will not claim any kind of expenditure in this matter, as I will manage expenses of journey from personal savings.
4. I will not take up any remunerative work/ assignment during my visit to foreign.
5. I will not request the Board for remittance of any money in Foreign Exchange.
6. I will not indulge in any political or business activity during my stay abroad or seek employment in any way.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of the Branch : \_\_\_\_\_

***Please also submit photocopy of Passport (all filled pages only)***