



INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

SHEIKHPURA, PATNA – 800 014 (Bihar, India)

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E-Mail: director@igims.org

Memo No.- /Adm.

Dated:- / /2017

Office order

It is always seen that faculty members/officers/employees of the institute are submitting their leave application for going abroad without fulfilling the proper Performa in this regard which is not proper.

In view of above a Performa for taking prior permission by each employees to visit abroad is hereby introduced as enclosed and all concerned Officials/Doctors/Faculty members will submit their application for leave abroad along with enclosed Performa duly filled up in all respect hence-forth.

Note :-

Prescribed Performa to visit abroad can be down loaded from institute website.

By the order of Director

sd/-

Administrative Officer,
IGIMS, Patna.

Memo No. 4098 /Adm.

date :- 22-08-2017

Copy to :- Director Cell / M.S. Cell / Dean Cell / A/C section / Medical College / R.Cell/ Store /Nursing College/ All HOD/Branch Officers/ Notice Board/Library, IGIMS, Patna for information & needful.

2. Sri Shailendra Kumar, Sr. B.M.E, IGIMS along with proforma to visit abroad with request to upload the same at institute website.

[Signature]
Administrative Officer,
IGIMS, Patna.

Sushant
6/9/17

**PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**

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

1. Name and Designation
2. Pay
3. Institute/ Department
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 borad, lodging, visa, mis., etc.)	Sourec of funds

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

Period of travel	Name of foreign countries to be visited	Purpose

Signature

Name and Designation

Part B – To be filled by the Administration -

1. Whether the employee is handling large amounts of government cash.
2. Whether the employee is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the employee is under investigation (Details)
4. Whether any disciplinary proceeding is pending against the employee (Details).

Date :

Signature

Name and Designation