THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Application form for Permission to go Abroad

Office Endorsement Number: Date:

1.	Name	
2.	Designation	
3.	Department	
4.	Faculty/College/Institute/Office	
5.	Status of Appointment	Permanent Temporary If Permanent: On-Probation Confirmed Date of Probation/Confirmation:
6.	Date of Birth (DD/MM/YYYY)	
7.	Age (in years)	
8.	Address & Contact No.	Correspondence: Permanent:
9.	Address & Contact Details during visit to abroad	
10.	Purpose of visit	
11.	Type of visa for visiting Abroad	
12.	Period of visit	From: To:
13.	Period of leave	From: To:
14.	Nature of leave	
15.	If joining with any other leave/vacation period, then tick/specify whatever is applicable	Diwali Vacation Summer Vacation If others. Please specify:

Further, I hereby give undertaking that:

- 1. I will get my leave sanctioned well in advance.
- 2. I will not serve anywhere during my stay abroad OR take any kind of remunerative assignment during leave period.
- 3. I will resume duties on expiry of leave granted to me.
- 4. I will not seek permission for extension of leave.
- 5. I will execute the bond as per O.202 (16), if visiting on immigration visa.
- 6. I am going on immigration visa but as my age is 55 years & above OR Service period in university is above 30 years, I am exempted to execute the bond as per O.202 (16(b)).
- 7. I will give Bank Guarantee equivalent to 2 months salary (if visiting abroad on Immigration visa).
- 8. I will submit copy of Passport.
- 9. I will submit copy of Visa before proceeding abroad.

Signature o	f App	olicant
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Remarks of the Head of the Department:

Signature & Stamp of the Head of the Department

Signature & Stamp of the Dean/Principal/Head of the Institution

NOTE: The salary of employee during visit to abroad (on Immigration visa) will be paid only at the time of his/her rejoining the University.