

**PERFORMA FOR TAKING PRIOR PERMISSION BY
RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD**

Part A – To be filed by the Railway servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/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, board, lodging, visa, misc., etc.)	Source 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

Date:

Name and Designation

Part B – To be filled by the Administration

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

Signature

Date:

Name and Designation

DECLARATION

- (a) I am aware that as per the provision of Indian Railway Medical Manual relating to reimbursement of medical expenses incurred abroad, I am not entitled for reimbursement of medical expenses for treatment in emergency or otherwise while on ex-India leave.
- (b) I have/will purchase adequate insurance coverage for the medical emergency while I will be on ex-India leave.

Signature

Name :

Designation

Date :