

होटल प्रबंधन संस्थान, अहमदाबाद
INSTITUTE OF HOTEL MANAGEMENT, AHMEDABAD
Ahmedabad-Gandhinagar Highway (Between Koba & Infocity)
Bhaijipura Patia, Po - Koba, Gandhinagar – 382 426

To, Principal
IHM Ahmedabad

Date:-

Subject : Request for grant of NO Objection Certificate for visiting abroad.

Sir,

It is to inform you that I want to visit _____ (Name of Place of visit),
_____ (Destination Country) on _____ (Date / Duration, Year). In this
regard, I declare that:-

- a. I shall not proceed on foreign visit unless the leave is duly sanctioned and communicated to me.
- b. I shall not extend the leave further and report back on the due date after expiry of the sanctioned leave.
- c. I will not claim any kind of expenditure in this matter, as I will manage expenses of this journey through my personal savings/ _____ (source of funds).
- d. I shall not take up any remunerative work/assignment during my visit to abroad.
- e. I will not request the Board for remittance of any money in foreign Exchange.
- f. I shall return India, if called by the Board curtailing my visit, without claiming any compensation / damages for that.
- g. I will not indulge in any political or business activity during my stay abroad or seek employment in any way.
- h. I will not tender my resignation of the post held by me in this Institute while abroad.
- i. I understand that all communications during my stay abroad will be sent to me by email at the email ID mentioned below.

Address of stay in foreign country _____

Contact No. _____

Email ID _____

I will separately apply for the Earned leave for the above said tour, as and when the particular date is fixed for departure.

It is requested to accord permission to go to foreign country as mentioned above and issue a NOC to the undersigned at the earliest please.

Thanking you,

Yours faithfully,

Date: _____

Place: _____

Sign:

Name:

Designation:

Mobile No.:

Email ID:

DECLARATION IN CONNECTION WITH FOREIGN VISIT

(To be filled by the incum)

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

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 shall be personally liable for the same.

Date:

Signature:

PROFERMA FOR APPLICATION FOR PRIVATE VISIT (ANNEXURE-I)

- 1) Name :
2) Designation :
3) Pay :
4) Office (Specially Department/
Directorate/Undertaking/
Corporation etc. :
5) Passport No. :
6) Details of private foreign travel to be undertaking

Period of abroad		Name of the foreign countries to the visited	Purpose	Estimated expenditure (Travel, board / loading, visa, misc. Etc.	Source of Funds*	Remarks
From	To					

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

Period of abroad		Name of the foreign countries to the visited	Purpose	Estimated expenditure (Travel, board / loading, visa, misc. Etc.	Source of Funds*	Remarks
From	To					

Name:

Designation:

Date:

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