

**(PART-II)**  
**APPLICATION FOR FOR EX-INDIA LEAVE**

1.	Name, Designation and office in which working	
2.	Personal Email ID	
3.	Date of Birth	
4.	Date of appointment to the Present post	
5.	Whether post held on ad hoc basis or in a regular capacity	
6.	If regular, whether temporary or permanent	
7.	Names of countries proposed to be visited and the addresses for contact during visits	
8.	Purpose of visit	
9.	Name of the training/course and duration of training/ course abroad	
10.	The period of earned leave applied for as Ex-India leave	
11.	Probable duration of the visit with probable dates	
12.	How the extra expenditure (besides the expenditure) borne by the sponsoring Department) on the visit abroad will be met	
13.	Details of previous private/official visits abroad, if any.	

**UNDERTAKING**

I undertake that I will return to India and join the duty before the expiry of my leave and will not accept any job or join any course during the period of my stay abroad, failing which I will be liable to disciplinary action as required under CCS(CCA) Rules, 1965 for violation of CCS(Conduct) Rules, 1964.

I also undertake that the above mentioned Email address will be accessed by me on regular basis and I will comply the instructions issued, if any on the above email ID during my foreign visit.

Place:

Date:

No.....

**Signature of applicant**  
**email/Mobile/Contract**

1. Certified that the Information furnished above is correct and as per service records.
2. Certified that there is no disciplinary or vigilance case pending/contemplated against the officer.
3. Leave recommended.

**Signature of the controlling authority**