



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)

NAAC ACCREDITED "A" GRADE COLLEGE



संदर्भ सं० / Ref. No.

Shivaji/3281/25

दिनांक/Dated

15/05/2025

परिपत्र / CIRCULAR

सभी स्टाफ सदस्यों को सूचित किया जाता है कि दिल्ली विश्वविद्यालय के नियमों के अनुसार, वीजा के लिए आवेदन करने तथा निजी मामलों से विदेश यात्रा करने से पहले निर्धारित प्रारूप में सक्षम प्राधिकारी से पूर्व लिखित अनुमति प्राप्त करना आवश्यक है। इसका प्रारूप इस परिपत्र के साथ संलग्न है।

It is hereby informed to all staff members that as per University of Delhi rules, prior written permission must be obtained from the competent authority in the prescribed proforma before applying for visa and to visit abroad on private affairs. The proforma for the same is attached with this circular.

प्रो वीरेंद्र भारद्वाज / Prof. Virender Bhardwaj

प्राचार्य / Principal

PROFORMA - PERMISSION FOR ABROAD VISITS

1. Name and Designation :
2. Pay :
3. Faculty/Department :
4. Passport Number :
5. Address during the stay aboard :
6. Details of private foreign travels to be undertaken :

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenses (travel, board, lodging, visa, misc., etc.)	Source of funds

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

Period of travel	Name of foreign countries visited	Purpose

UNDERTAKING/ DECLARATION

I, undersigned hereby undertake/declare that:

1. I will not seek any gainful employment during my stay abroad.
2. I will return/join my duty on expiry of leave sanctioned.
3. I will visit (place) _____ in my personal capacity.
4. I will maintain the decent standard of conduct and integrity during my stay abroad.
5. I declare that there is no investigation/inquiry on serious charges pending against me under the Indian Penal Code/other laws/service rules.

Dated: _____

Signature of the Applicant

To be filled by the Head of the Institution:

i.	Applied for the period of leave, number of days	
ii.	Specific recommendation of the Head of the Institution	
iii.	Remarks for the alternative arrangement to be made, if any	

Dated: _____

(Signature of the Head of the Institution with Seal)