

PROFORMA FOR APPLICATION FOR EX-INDIA LEAVE

1. Name
2. Ticket No./PF No.
3. Designation
4. Date of Birth
5. Date of Appointment
6. Date of confirmation/retirement
7. Rate of pay
8. Residential address
9. Purpose of visit
10. Total emoluments of pay
11. Leave applied for (From and To dates to be indicated)
12. Approximate expenses will be met
13. Sources from which expenses will be met
14. Period of visit
15. Address in which he/she proposes to stay
  
16. Declaration to the effect that he/she will not  
Seek employment anywhere.
17. Place of visit
18. Whether the employee is solvent
19. Whether any anti-corruption case or other  
Investigation pending.
20. What kind of leave the employee would avail  
if he/she will proceed outside India
21. Declaration to the effect that he has taken  
Necessary insurance coverage.

Signature of the employee

CERTIFIED AND DULY SIGNED BY THE OFFICER

**PROFORMA FOR TAKING PRIOR PERMISSION BY RAILWAY SERVANTS FOR PRIVATE VISITS ABORAD**

Part A – To be filled 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

Date

Signature

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 proceedings/criminal case is pending against the Railway servant (Details)

Date :

Signature

Name and Designation.

SOUTHERN RAILWAY

APPLICATION FORM FOR AVAILING LEAVE OUT OF INDIA AND DECLARATION IN CONNECTION THEREWITH.

I..... (Name of the employee).....(Designation & office at which working) on pay..... in scale.....with date of appointment .....and date of confirmation.....request the Railway Administration to sanction me.....days (number of days).....leave (i.e. nature of leave to be availed) from.....to.....

The reasons for leave applied:

I hereby declare that while on ex-India leave, I will not take any service or accept any employment without obtaining the previous sanction of the President as laid down in Rule 504 R.I nor I will engage in any business, profession or vocation without prior sanction and that I will not extend ex-India leave from abroad. I am fully aware of the consequences arising out of this action and/or absence after the expiry of the leave.

I hereby declare that 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. I have made adequate insurance coverage for the medical emergency while I will be on ex-India leave.

**DECLARATION TO BE SUBMITTED IN CONNECTION WITH THE  
MEDICAL EXPENSES AND INSURANCE DURING EX-INDIA LEAVE**

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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. I hereby declare that I will procure adequate insurance coverage for the Medical Emergency while on EX-INDIA LEAVE.

Signature of the employee:  
Designation :  
Date :