



भारत सरकार Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय Ministry of Health and Family Welfare

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना PMSSY

अखिल भारतीय आयुर्विज्ञान संस्थान All India Institute of Medical Sciences

www.aiismangalagiri.edu.in

@mangalAiimsAP

मंगलगिरि, आंध्रप्रदेश Mangalagiri, Andhra Pradesh

F.No: AIIMS-MG/Admin/Establishment/08/Circular/2024-25

CIRCULAR

The following conditions are hereby incorporate for granting permission to visit abroad on personal or official visits of all faculty & non-faculty members of AIIMS Mangalagiri. Further, to facilitate expeditious processing of applications to visit abroad including foreign conferences, forms of prior permission to visit abroad has also been enclosed to this circular

1. The period of absence granted above should not be extended by the officer concerned under any circumstances from abroad, except in case of medical emergency. Any overstay in abroad after expiry of the above period will be treated as unauthorized absence from duty, leading to disciplinary proceedings.
2. Any request for extension of leave abroad on medical grounds must accompanied by medical certificate(s) issued by a hospital approved by the Indian Embassy at Concerned Place of visit. No other certificate will be accepted.
3. The Officer will not accept any employment or undergo any training or attend any job, interview etc. while abroad, under any circumstances.
4. He/she will not accept any Foreign Hospitality under the Foreign Contribution (Regulation) Act, 2010 without prior permission of the Government. In the event of availing any Foreign Hospitality, he/she will have to inform the Institute, and also adhere to the instructions contained in O.M.No.II/21022/58(97)/2011-FCRA-1 dt.20.09.2011 from the Ministry of Home Affairs, New Delhi.
5. He/she will not receive any fee / honorarium / Salary / remuneration from any source abroad, without permission from the Institute.
6. He/she will not resign from the present post from abroad.
7. The Officer must furnish his/her contact address, email address and phone number (if any) before leaving the country.
8. On his/her return from abroad, he/she will report to duty to the Director, AIIMS Mangalagiri.
9. The officer will furnish to the Institute the details of source of funding with supporting documents along with the application form.

This is issued with the approval of the competent authority.

Signed by

Jatothu Kavitha

Date: 27-06-2024 17:01:49

(Smt. J. Kavitha)

Establishment In Charge

To

1. P.S to Director/Medical Supt./DDA/Dean (Academic)/Dean (Research)/ Dean (Examination)/ Financial Advisor/DDO.
2. All HODs/ Section Heads.

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All India Institute of Medical Sciences, Mangalagiri – Andhra Pradesh
Form for Prior Permission to Visit Abroad

Part A – To be filled by the Government servant applying for visit abroad

1.	Name and Designation	
2.	Pay	
3.	Department	
4.	Passport No.	

5. Details of private foreign travel to be undertaken

Period of travel (From.....to...)	Countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, others.)	Source of funds

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

Period of travel	Foreign countries visited	Purpose

7. Address, Contact number and email ID during the proposed foreign visit:

8. Whether NOC for applying VISA is required: **Yes/No**

UNDERTAKING

I hereby undertake that I will return to India on 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 (Conduct Rules), 1964.

Date:

Signature

Name and Designation of Govt. Servant

Contd....Pg/2

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Part B – To be filled by the Department Head/Section-In-charge

1. Whether the Government servant is handling large amounts of government cash. Yes/No
2. Whether the Government servant is dealing with secret/ top secret matters. Yes/No

Signature of HOD/Section-In-charge with seal

Part C – To be filled by Administration

1. Whether any case involving serious charges against the above employee is under investigation (Details). Yes/No
2. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details). Yes/No
3. Whether the Government Servant is under suspension. Yes/No

Date:

Signature

Name and Designation

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UNDERTAKING

I hereby undertake

1. That the duration of my stay in abroad will not exceed the specified period.
2. That I will not seek for any extension of stay abroad under any circumstances.
3. That I will not draw my salary or any part of it in foreign exchange in abroad.
4. That any extension of my stay abroad may be treated as unauthorized absence resulting in starting of disciplinary proceedings against me.
5. That I will not take any job/assignment in abroad.
6. That I will not resign from my present post or seek for voluntary retirement while I am in abroad.
7. That I will not accept any hospitality from the foreign Government.
8. In case of extension due to medical reasons then I will produce the Medical Certificate from a hospital approved by the Indian Embassy concerned and not from any other source which would not be considered valid.

Signature:

Name: