

APPLICATION FOR EX-INDIA LEAVE

S.No.	Particulars	To filled by the applicant
01	Name	
02	Designation	
03	Pay	
04	Ministry/Department (specify Centre/State/PSU)	
05	Passport No.	
06	Details of private foreign travel to be undertaken.	
07	Whether in occupation Railway quarters or otherwise. If so, details thereof.	

Period of stay abroad		Name(s) of foreign countries to be visited	Purpose	Estimated expenditure (Travel, board/lodging, 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).

Name :

Designation :

Date :

## **DECLARATION FOR EX-INDIA LEAVE**

I, ..... hereby declare that:

1. While on Ex-India leave, I will not take any service or accept any employment without obtaining the previous sanction of President in terms of provision No.509 of IREC.
2. I am aware that as per the provision contained in Indian Railway Medical Manual relating to medical expenses incurred abroad, I am not entitled to reimbursement of medical expenses for treat in emergencies or otherwise while I am on Ex-India leave. I have purchased/will purchase adequate insurance coverage for the medical emergency while I am on Ex-India leave. I will produce the medical insurance for the period for which I am staying there before leaving on Ex-India leave to the Administration.

Name :

Designation :

Office/Station:

Date :

## **PROFORMA FOR PERMISSION TO APPLY FOR EX-INDIA LEAVE**

1. Name, Designation and office in which working :
2. Date of Birth :
3. Date of appointment to the Present post :
4. Whether post held on ad-hoc basis or in a regular capacity :
5. If regular, whether Temporary, Quasi-permanent or permanent and from which date :
6. Names of countries proposed to be visited :
7. Purpose of visit :
8. Probable duration of the visit :
9. How the expenditure on visit abroad is to be met :
10. Details of previous visits abroad, If any :
11. Whether it is intended to apply for Leave or voluntary retirement or reassign for going abroad :

### **UNDERTAKING**

I 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 C.C.S. (Conduct Rules), 1964.

Place :

Signature of applicant

Date :