F-4

UNDERTAKING for Abroad Visit

1	Name of the faculty	
2	Designation	
3	Date of joining in the Institute	
4	Name of the country / countries to be visited	
5	Period of the proposed visit with specific dates	
6	Purpose of visit	
7	Nature of visit (official / private)	
8	Who will bear the cost of airfare • It self, mention source like salary saving etc. or • If Institute, details thereof, or • If individual, state the name nationality and relation with the officer	
9	Who will bear the cost of boarding and lodging and travel during visit • It self, mention source like salary saving etc. or • If Institute, details thereof, or • If individual, state the name nationality and relation with the officer	
10	Whether the officer will accept foreign hospitality during his/her stay abroad, if so, details thereof,	
11	Whether the officer will accept any foreign employment / profession during his/her stay abroad, if so, details thereof,	
12	Whether the officer will undergo any foreign training / workshop/seminar etc. programme while stay abroad, if so, details thereof	
13	Whether the officer will accept any scholarship/award etc. in connection with his/her visit abroad	

I undertake that:-
1. I shall not visit abroad unless I get permission from the Institute; and
2. I shall return and resume my official duty immediately after expiry of leave to be granted for the purpose. In case I do not return back within stipulated time, I may be liable for administrative action including termination of services from the Institute.
3. I will not undertake any commercial assignment while on my visit abroad.

The above statements are true to the best of my knowledge and, if found incorrect, I shall be personally liable for the same.

Date: **Signature**