



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

FORM - 26

**APPLICATION FORMAT FOR TAKING PRIOR PERMISSION
TOWARDS PRIVATE VISIT ABROAD BY INSTITUTE EMPLOYEE**

1.	Name & Designation of the applicant:	Dr. / Mr. / Ms.:
2.	Pay Band, Grade Pay and Basic Pay:	
3.	Dept. / Section / Centre:	
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 foreign travel undertaken during the last four years:		
Period of travel	Name of the foreign countries visited	Purpose	

Date: _____

Signature of the Applicant
Name: _____
Emp_No.: _____
Designation: _____

Remarks and/or recommendation of HOD/HOS/HOC/Registrar/Dean/Dy. Director/Director

Signature
Designation _____
Dept./Section/ Centre: _____

Date: _____

Note: This form should be forwarded to Administration Section in case of Officers & Staff and to Faculty Affairs Section in case of Faculty members for further approval of the Competent Authority.