

GOVERNMENT OF ASSAM
OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION, ASSAM**
KAHILIPARA, GUWAHATI-19.

No.DHE/CE/Misc/29/2016/591

Dated Kahilipara, the 30-01-2019

From:- Smti. Gitimoni Phukan, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,

The Principal (All),
..... College/Mahavidyalaya.

Sub: Requirement of documents regarding permission for foreign visit in respect
of College teachers of various provincialized Colleges of Assam.

Ref: Govt. letter No. AHE.258/2015/113, dated 18-12-2018 and
No. AHE.365/2012/244, dated 20-12-2014.

Sir,


In inviting a reference to the subject cited above, I would like to request you to
kindly submit proposal regarding permission for Foreign Visit alongwith
documents/information as given below:

- i) The proposal should be routed through the concerned Directorate from the
Head of the Institution.
- ii) Filled up proforma alongwith application for permission for Foreign Visit for
State Govt. officers (copy enclosed).
- iii) A Certificate of Class attendance based on attendance register preceding 6
months.
- iv) E.L. Statement (If taken).
- v) A photocopy of the first four and last two pages of the Passport of the
incumbent.
- vi) Proposal should be submitted before 2(two) months of the proposed visit.

Yours faithfully



Director of Higher Education, Assam

 Kahilipara, Guwahati-19.

APPLICATION FOR PERMISSION FOR FOREIGN VISIT OF STATE GOVERNMENT OFFICERS

1. Name :
2. Designation :
3. Name of the Country/Countries
proposed to be visited :
4. Period of visit :
5. Mode of Leave :

6. Purpose of visit :
7. Name(s) of the person(s)/Organisations
to be visited and its relationship with the
officer. Complete address and contact
numbers (including e-mail) of the host, if
any, may be specified :
8. Total Estimated Expenditure and source
of funding :
9. Status of submission of assets and
liabilities statement :
10. Particulars of dependent family members
accompanying the officer during the visit :

Sl. No.	Name	Age	Relation with officer
1			
2			
3			
4			

11. (a) Details of Hospitality, if any,
proposed to be availed during the visit :
(b) Attach sponsorship document, if
applicable :
12. Details of private foreign visits during last
three years, if any (enclose separate
sheet if necessary) :
13. Remarks :

Signature :

Date :

B. MOVABLE PROPERTIES :

1) Cash, Bank Balance, Credit, Insurance Policies :

Sl. No.	Description of items	Value	In whose name the assets is	Date and manner of acquisition	Remarks
1	2	3	4	5	6

2) OTHER MOVABLE :

Sl. No.	Description of items	Value	In whose name the assets is	Date and manner of acquisition	Remarks
1	2	3	4	5	6

C. EXPENDITURE :

G.P.F. Account No..... monthly contribution No.....

insurance Police : Annual Premium paid Rs.....

Policy No.....

Number of dependents in course of education with monthly expenditure thereon

Rs.....

Monthly cost of maintaining family Rs.

I do hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date

(Signature)