

PROFORMA FOR APPLICATION OF EX-INDIA LEAVE

1. Name :
2. Ticket No./PF No. :
3. Designation. :
4. Date of Birth. :
5. Date of appointment. :
6. Date of retirement. :
7. Rate of Pay :
8. Residential Address :
9. Purpose of visit. :
10. Total emoluments of pay. :
11. Any leave applied for. :
12. Approximate expenses involved. :
13. Source from which expenses will be met :
14. Period of visit. :
15. Address in which he/she proposes to stay :
16. Declaration to the effect that he/she will not seek employment anywhere. : I will not seek employment anywhere.
17. Place of visit. :
18. Whether the employee is solvent. : Yes.
19. Whether any anti-corruption case or other investigation is pending. : No.
20. What kind of leave the employee would avail if he/she proceeds outside India. :

Signature of the Employee.

**APPLICATION FORM FOR AVAILING LEAVE OUT OF INDIA AND DECLARATION
CONNECTED THEREWITH**

I, _____ on pay Rs. _____ /- in scale
Rs. _____ and date of appointment _____ request the Railway administration
to sanction me _____ to be availed out of India from _____ to _____

The reason for the leave applied for

I am visiting _____

I am aware of Medical Rules & will not claim reimbursement during my visit at _____

I hereby declare that while on ex-India leave I will not take any service or accept any employment without obtaining the previous sanction of the President as laid down in Rule - 509 R -1 nor I will be engaged in any business profession or vacation without prior sanction and that I will not extend Ex India leave from abroad.

I am fully aware of the consequences arising out of this action and or absence after the expiry of the leave.

Signature : _____

Name : _____

Designation : _____

Place : _____

Date : _____

APPLICATION FORM FOR AVAILING LEAVE OUT OF INDIA AND
DECLARATION CONNECTED THEREWITH

I PF.No. On Pay Rs. GP Rs.
with Date of Appointment request the Railway
Admininstration to sanction me days to be availed out of India from
to for the purpose of visiting

I hereby declare that while on Ex-India Leave –

- a) I will not seek any employment , nor I will engage in any business during my stay abroad.
- b) I will not extend Ex-India leave from abroad.
- c) I am aware that as per provision of Indian Railway Medical Manual relating to reimbursement of medical expenses incurred abroad , I am not entitled for reimbursement of medical expense for treatment in emergency or otherwise, while on Ex-india leave and
- d) I will purchase adequate Insurance coverage for the medical emergency while I am on Ex-India leave.

Thanking You,

Yours faithfully.