

CHECK LIST

FORWARDING APPLICATION FOR GOING ABROAD

S.No.	Check Point	Put Tick
1	Check whether application in the prescribed format is submitted duly filled in all columns properly and carefully (if any columns left blank/put dash such applications shall be rejected)	
2	In case the employee visiting abroad to meet emergency situation i.e. to attend medical related issues, the reasons may be stated clearly with supporting document.	
3	Request for visiting abroad during school working days, period of leave must be minimum in all cases. This must be ensured strictly while forwarding proposals to RO by the Principal	
4	Check Vigilance Clearance Certificate in the prescribed format is submitted duly signed by the employee and principal	
5	Check whether the teacher is due to Senior/selection Scale and his/her name sponsored for In-service training program. If so, give details in the forwarding letter	
6	Alternative arrangement to be made by the Principal in the absence of teacher if permitted to go abroad. To be stated in the forwarding letter.	

Date:

Principal

Encl: Copy of undertaking signed by employee and certified by Principal.
Copy of Passport and Visa.
Leave application.
Vigilance Clearance Certificate format.