दिल्ली कॉलेज ऑफ आर्टस् एण्ड कॉमर्स
Delhi College of Arts & Commerce
(दिल्ली विश्वविद्यालय)
(University of Delhi)

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संदर्भ सं./Ref. No. DCAC/2026/656

दिनांक/Date 12.08.2026

OFFICE ORDER

It is hereby notified for the information and necessary compliance of all concerned that the prescribed proforma for seeking prior permission/obtaining a visa for visiting abroad on private affairs by the employees of the College is mandatory.

Accordingly, all concerned employees are required to duly fill in the prescribed proforma, duly recommended by the concerned HOD, at the time of applying for a No Objection Certificate (NOC) for visiting abroad on private affairs.

A copy of the proforma is enclosed herewith for information and necessary action.

(Prof. Srikant Pandey)
Officiating Principal

PROFORM FOR TAKING PRIOR PERMISSION BY COLLEGE EMPLOYEES FOR PRIVATE VISITS ABROAD

(To be filled by the employee applying for visit abroad)

1. Name and Designation :
2. Pay :
3. Department :
4. Passport No. :
5. Address during the stay abroad :
6. Details of private foreign travels to be undertaken :

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenses (travel, board, lodging, visa, misc., etc.)	Source of funds

7. Details of private foreign travel undertaken during the last four years:

Period of travel	Name of foreign countries visited	Purpose

UNDERTAKING/ DECLARATION

I, undersigned hereby undertake/ declare that:

1. I will not seek any gainful employment during my stay abroad.
2. I will return/ join my duty on expiry of leave sanctioned.
3. I will visit (place)_____in my personal capacity.
4. I will maintain the decent standard of conduct and integrity during my stay abroad.
5. I will declare that there is no investigation/inquiry on serious charges pending against me under the Indian Penal Code/other laws/service rule.

Date :_____ Signature of the applicant

To be filled by the HOD

i	Applied for the period of leave, number of days	
ii	Specific recommendation of the HOD	
iii	Remarks for the alternative arrangement to be made, if any	

Date:_____ (Principal)