पूर्वोत्तर पर्वतीय विश्वविद्यालय
जिलाः पूर्वी खासी हिल्स, शिलांग - 793022
मेघालय (भारत)

North-Eastern Hill University
District: East Khasi Hills, Shillong - 793022
Meghalaya (India)

No. F.16-21/Estt-II/24- 2031

Dated 5/11/2026

CIRCULAR

In terms of Office MemorandumF.No.11013/8/2015-Estt.A-III dated 27.07.2015 issued by Department of Personel & Training (Establishment Division), all employees of the University are required to apply for prior permission from the competent authority for leaving station/headquarters for going abroad while on leave.

The permission is to be applied as per the attached format.

5/11/26

Registrar I/c

Registrar Incharge
North Eastern Hill University
Shillong

Copy to:

1. P.S to the Vice-Chancellor, NEHU, Shillong- for information.
2. P.S to the Registrar, NEHU, Shillong- for information.
3. P.A. to the Campus In-charge, NEHU, Tura Campus, Tura – for information.
4. All Deans of Schools, NEHU, Shillong – for information.
5. All Heads of the Departments/Centres, NEHU, Shillong/Tura Campus - for information.
6. Jr.Registrar/Dy.Registrar/Assistant Registrar, NEHU, Shillong/Tura Campus - for information.
7. P.A. to the Finance Officer, NEHU, Shillong - for information.
8. P.A. to the Controller of Examinations, NEHU, Shillong – for information.
9. P.A. to the Librarian, NEHU, Shillong – for information.
10. The Computer Operator, Bioinformatics Centre with a request to upload the same in the University Website.
11. Personal file(s).

Registrar I/c

Registrar Incharge
North Eastern Hill University
Shillong

PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation

2. Pay

3. Ministry/ Department

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, borad, lodging, visa, misc., etc.)	Source of funds

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

Period of travel	Name of foreign countries visited	Purpose

Signature

Name and Designation

Part B – To be filled by the Administration

1. Whether the Government servant is handling large amounts of government cash.

2. Whether the Government servant is dealing with secret/ top secret matters.

3. Whether any case involving serious charges against the Government servant is under investigation (Details)

4. Whether any disciplinary proceeding is pending against the Government servant (Details).

Signature

Date:

Name and Designation