

**APPENDIX TO FORMAT II**

**Application for obtaining vigilance clearance for visa/visit to foreign country**

1. Name in full with surname first (IN BLOCK LETTERS) :
2. Employee No. :
3. Designation & Department :
4. Father's/Husband's full name :
5. Date of Birth & Age :
6. Date of appointment :
7. Became Permanent Employee on :
8. Residential Address :
9. Passport No. :
10. Country of Visit (Please indicate address(es) of Place(s) where you intend to visit) :
11. Purpose of Visit :
12. Nature of Person(s) and Relationship being visited abroad :
13. Arrangements for Stay :
14. Duration of stay/visit (vide sl No. 8 & 10 to above) :
15. Expenditure being incurred for the visit (to include travel and stay expenses separately) :
16. Source of finance for the visit :
17. Details of previous private foreign travel, if any, undertaken during the last one year :
18. Photocopy of the Visa Application attached :

Date:

**SIGNATURE OF THE APPLICANT**