

PROFORMA

(See O.M. No. 11013/7/2004-Estt.(A) dated 5th October, 2004)

1. Name _____
2. Designation _____
3. Pay _____
4. Ministry/Department(Specify Centre/State/PSI) _____
5. Passport No. _____

(Copy of Passport is required)

6. Details of private foreign travel to be undertaken

Period of abroad		Names of foreign countries to be visited	Purpose	Estimated expenditure (Travel; board/lodging, visa, misc. etc.	Source of Funds	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last one year (as under item No. 6)

Signature : _____

Name : _____

Designation : _____

Date : _____