

**Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner (MSME)**

PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

1. Sponsoring Department :

2. Details of Officials

No	Name of Officer / Designation and Emp_code	Scale of pay	Date of superannuation / completion of tenure

3. Country to be visited :
(City/Country) / all places

4. Purpose of visit :
(Detailed reason copies of the
agenda etc. to be enclosed)

5. Duration of the visit
(excluding journey time)

From : ____ / ____ / ____

To : ____ / ____ / ____

No. of days : _____

6. Expected date of departure :

____ / ____ / ____

7. Expected date of arrival :

____ / ____ / ____

8. Expenditure Details

S. No	Description	Rates in \$	In Rs.	Amount in Rs
a	Air Fare			
b	Airport Tax/Visa fee			
c	D.A. (_____ Days)			
d	Hotel Accommodation (_____ Days)			
e	Contingencies if any			
f	Entertainment if any			
g	Excess Baggage			
h	Expenditure on Gifts			
i	Any other			
	Total Amount (in Rs.)			

9. Budget provision for foreign travel for: Rs . _____
the Financial Year 2004 - 2005

10. Actual expenditure incurred so far : Rs. _____

11. Commitment already made for the current year: Rs . _____

12. Balance for current financial year : Rs. _____

13. Full details of foreign visits undertaken by the officer(s) during the last three years (to be enclosed on a separate sheet)

14. Why the number of delegates cannot be reduced ?

15. Were deputations / delegations sent in the past for similar purpose ? Yes / No

If so, the names of the officers deputed together with period of deputation and a copy of the report submitted on return to be enclosed separately.

16. Is an increase proposed in the number of delegates over what was at the last Occasion? Yes / No

If so, why?

17. Why cannot the purpose be served by : Utilising the services of (i) Our Mission abroad or : (ii) Of another officer already : abroad in the same or neighboring country in an office of / under the Ministry / Department or (iii) any other officer being sent : abroad.
18. Whether approval of nodal Ministry has been obtained in case the subject matter is the concern of some other ministry also.

Signature of the Officer / Head of Delegation