

PROFORMA

[See O.M. No.11013/7/2004-Estt.(A), dated 5-10-2004]

1. Name
2. Designation
3. Pay
4. Ministry/Deptt./ (Specify Centre/State / PSU)
5. Passport No.
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					

2. Details of previous private foreign travel,
if any undertaken during the last four year
(as under Item No.6)

Name :
Designation:
Date :