

PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

1. Sponsoring Department :

2. Details of Officials

No	Name of Officer / Designation	Department	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

a) Air Fare :

b) Airport Tax/Visa fee :

c) D.A. :

d) Hotel Accommodation :

e) Contingencies if any :

f) Entertainment if any :

g) Excess Baggage :

h) Expenditure on Gifts :

i) Any other :

9. Budget provision for foreign travel for the FY 2001 - 2002 : Rs. _____

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 ? 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? 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 / Deptt. 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