**PROFORMA FOR FURNISHING INFORMATION RELATING TO THE PROPOSED AND PREVIOUS PRIVATE VISITS ABROAD**

PROFORMA

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| --- | --- | --- |
| 1. | Name |   |
| 2. | Designation |   |
| 3. | Pay |   |
| 4. | Ministry/Department(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 | Source of Funds | Remarks |
|  From |  To |   | (Travel; board/ lodging, visa, misc. etc.) |   |   |
|   |   |     |   |   |   |   |
| 7.  Details of previous private foreign travel, if any undertaken during the last one year (as under item No. 6) |

Date: …………… Name: ………………………

 Designation: …………………