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

PROFORMA

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: …………………