

PROFORMA

(See O.M.No. 11013/7/2004-Estt.(A) dated 5th October, 2004)

1. **Name:**
2. **Designation:**
3. **Pay:**
4. **Ministry/Department:**
(Specify Center/State/PSU)
5. **Passport No.:**
6. **Details of Private foreign travel to be undertaken:**

Period		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel, Board/lodging, Visa, Misc. etc)	Source of funds	Remarks
From	To					

7. **Details of previous private foreign travel, if any undertaken during the last one year (as under item No. 6)**

Name:

Designation:

Date: