PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

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Sponsoring Department 1.

2. Details of Officials

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No	Name of Officer / Designation	Department		Scale of pay	Date of superannua- tion/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	:		
			:		
<i>.</i>			:		
6.	Expected date of departure		:		
7.	Expected date of arrival	:			
8.	Expenditure Details				
	a) Air Fareb) Airport Tax/Visa fee	:	:		
	c) D.A.d) Hotel Accommodation	:	:		
	e) Contingencies if any		:		
	f) Entertainment if anyg) 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	

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- 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.
- 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