**PROFORMA**

**[See O.M. No.11013/7/2004-Estt.(A), dated 5-10-2004]**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | : |  |
|  | Designation | : |  |
|  | Pay | : |  |
|  | Ministry / Dept. (Specify Central / State / PSC) | : |  |
|  | Passport No. | : |  |
|  | Details of private foreign travel to be undertaken | : |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period of Abroad | Name of the Foreign Countries to be visited | Purpose | Estimated Expen. (Travel / boarding / lodging, visa, misc., etc.) | Source of Funds | Remarks |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Details of previous private foreign Travel, if any undertaken during the last one year (as under item No.6) | : |  |
|  |  |  |  |

 Signature

 Name :

 Designation :