

Check list for submission of proposal for undertaking foreign tours

1.	Name of Officer		
2.	Service and Batch		
3.	Visit: Official/Personal/Any Other.		
4.	Countries proposed to be visited		
5.	Purpose of the Visit:		
6.	Proposed departure and the return dates:		
7.	Sponsoring Agency/Organization, if any:		
8.	Likely amount of expenditure (in Rs.) to be incurred on the visit if :- a) Official ; b) Private ;		
9.	Details of other approvals/clearances required/approved , if any:	Required (Yes/No)	Obtained (Yes/No)
	Administrative Department		
	FD		
	FCR/MHA/GOI		
	Political Clearance/MEA/GOI		
	Cadre Clearance/GOI		
	Any Other, please specify		

11 Details of Previous foreign visits official/sponsored/ private visit undertaken during last 12 months.

Sr. No.	Name of the Countries visited	Date of Departure From India	Date of Return to India	Expenditure Incurred on the visit (Rs.)	Name of the Sponsoring Agency/ Organization If any
1.					
2.					
3.					
4.					

Place:
Date:

Signature of the officer

Attention