

**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 to be incurred on the visit if official/sponsored/private ( in Rs. )			
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		

**10 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