

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		
9.	Details of other approvals/clearances required/approved , if any:		

Required

Obtained

Yes/No

Administrative Department		
FD		
FCR/MHA/GOI		
Political Clearance/MEA/GOI		
Cadre Clearance/GOI		
Any Other, please specify		

10 Previous foreign visits (including private visit) undertaken during last one year

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