# PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

1. **Sponsoring Department**: 

2. **Details of Officials**

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Officer / Designation</th>
<th>Department</th>
<th>Scale of pay</th>
<th>Date of superannuation/completion of tenure</th>
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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**: ____________________

6. **Expected date of departure**: 

7. **Expected date of arrival**: 

8. **Expenditure Details**
   a) **Air Fare**: 
   b) **Airport Tax/Visa fee**: 
   c) **D.A.**: 
   d) **Hotel Accommodation**: 
   e) **Contingencies if any**: 
   f) **Entertainment if any**: 
   g) **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. ____________________
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/Dept. or
   (iii) any other officer being sent abroad.

18. Whether approval of nodal Ministry has been obtained in case the subject matter is the concern of some other ministry also

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Signature of the Officer / Head of Delegation