

### Proforma 1

#### PROFORMA FOR TAKING PRIOR PERMISSION FOR PRIVATE FOREIGN VISITS

#### Part A

1.	Employee No	:			
2.	Class (I/II/III/IV)	:			
3.	Name of the Employee	:			
4.	Designation	:			
5.	Department/Division	:			
6.	Current Basic pay	:			
7.	Pay Scale	:			
8.	Whether any Criminal case Pending against the employee in any Honorable court of India (If Yes, provide related Certified documents)	:			
9.	Passport No.	:			
10.	Details of the private foreign travels to be Undertaken	:			
	Period of Travel	Name of Foreign Countries to be Visited	Purpose		
	Date of Departure      Date of Return				
I.					
II.					
III.					
11.	Estimated Expenditure				
	Travel      Boarding	Lodging	Visa	Misc	Total
12.	Source of Fund:				
13.	Details of leave proposed for Above period	:	(Enclose leave application)		
14.	Whether the dependent family Members are Travelling with you? If Yes. Please Provide the details	:	YES/NO		
	Name of Family Member	:	Relationship		
		:			
		:			
15.	Details of Private foreign Travels Undertaken during last four Years:				
	Period of travel	Name of foreign countries to visited	Purpose		

Date:

Signature of the Employee

<b>Part B</b> <b>To be filled and certified by the Department / Division where the officer/employee is Posted and Certified by Head of Department</b>			
16.	Whether any departmental case, disciplinary or case, individual complaint is pending contemplated Against the officer as on date. If yes, provide the Relevant certified documents.	:	
17.	Whether the officer deals with 'Secret' or "top: Secret matter". If so, whether there is absolutely no doubt about the integrity of such officer and whether the visit is inescapable on personal or humanitarian ground.	:	
18.	Whether the officer handle cash and valuables. If so, approximate average value thereof.	:	
19.	Whether there is no case of loss and fraud is pending or contemplated against the officer.	:	
20.	Whether any punishment was awarded to the employee during the last 10 Years and If so the date of Imposition and details of Penalty. (If Yes Give details)	:	
21.	Whether any disciplinary/Criminal proceedings or Charge sheet Pending/contemplated against the Applicant (also give previous record, if any). (If Yes, Please furnish details)	:	
22.	Whether the officer had submitted his Annual Immovable Property return for the last calendar year, within the stipulated time.	:	
23.	Whether any criminal case is pending or contemplated against him/her (If Yes, Please furnish details)	:	
<div> <div>Date:</div> <div>Name and Signature of HOD</div> </div>			

**Submission of actual expenditure statement on return from Foreign Visit**

1. Name of the Employee & ID No. :
2. Designation & Department :
3. Date and No of Office Order by which :  
the prior permission obtained to visit  
foreign countries. Details of travel

Period of Travel		Name of foreign countries to be visited	Purpose
Date of Departure	Date of Return		

4. The details of dependent family  
accompanied during the travel

Name of the Family Member	Relationship

5. Actual expenditure

Travel	Boarding	Lodging	Visa	Misc	Total

6. Source of Fund

Declaration

I hereby state that the details provided by me are true and correct. I have submitted foreign tour report to the Competent Authority.

Date:

Signature of the Employee