

**PROFORMA FOR SEEKING PERMISSION FOR PRIVATE FOREIGN TRAVEL**

(Govt. of India DOPT OM NO. 11013/7/2004-Estt. (A). dated 5.10.2004)

1. Name :
2. Designation :
3. Pay :
4. Department :
5. Passport No. :
6. Details of Private foreign travels to be undertaken

| Period of abroad | Name of foreign countries to be visited | Purpose | Estimate expenditure (travel boarding, lodging, visa, misc. etc.) | Source of funds | Remarks |
|------------------|-----------------------------------------|---------|-------------------------------------------------------------------|-----------------|---------|
|                  |                                         |         |                                                                   |                 |         |

7. Details of private foreign travel undertaken during the last one year:

| Period of abroad | Name of foreign countries visited | Purpose | Expenditure (travel boarding, lodging, visa, misc. etc.) | Source of funds | Remarks |
|------------------|-----------------------------------|---------|----------------------------------------------------------|-----------------|---------|
|                  |                                   |         |                                                          |                 |         |

8. Details of leave proposed for travel during the period :

Date:

\_\_\_\_\_  
Signature of the Official

**Recommendation of the HoD**

(with specific remarks about managing of the work of the department during the absence of the Official)

Name:

\_\_\_\_\_  
Signature

Date: