

## PROFORMA FOR PRIVATE (FOREIGN) VISIT

NAME AND DESIGNATION OF THE OFFICER	
PASSPORT NO.	
DETAILS OF FOREIGN VISITS UNDERTAKEN DURING LAST FOUR YEARS:-  1. PERIOD OF TRAVEL 2. NAME OF FOREIGN COUNTRIES VISITED 3. PURPOSE	
PLACES PROPOSED TO BE VISITED	
WHETHER THE VISIT IS BEING UNDERTAKEN ALONG WITH THE FAMILY MEMBERS? IF SO, DETAILS TO BE FURNISHED	
DURATION OF THE VISIT	
KIND OF LEAVE	
DECLARATION STATING THAT EXTENSION OF LEAVE WOULD NOT BE SOUGHT FOR ANY PERIOD BEYOND WHICH LEAVE IS SANCTIONED	
PURPOSE OF THE VISIT	
APPROXIMATE EXPENDITURE FOR THE VISIT	
SOURCES OF FUNDING FOR THE PURPOSE:-  (i) PERSONAL SAVINGS (Rs:.....) (ii) FINANCIAL ASSISTANCE FROM RELATIVES & FRIENDS (Rs:.....)  <i>(IN CASE RELATIVES / FRIENDS MEETING THE EXPENDITURE DETAILS OF THEIR OFFER LETTER/INVITATION AND THEIR BACKGROUND / RESOURCES BE SPECIFIED)</i>	
WHETHER ANY FOREIGN HOSPITALITY IS BEING ACCEPTED? IF SO, DETAIL SHOULD BE GIVEN	

**DATE:**

**(SIGNATURE)**

**Part B – To be filled by the Administration**

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details).
4. Whether any disciplinary proceeding/criminal case is pending against the Government Servant (Details).

Date:

Signature

Name & Designation