ANNEXURE-II

PROFORMA TO BE ENCLOSED WITH FOREIGN DEPUTATION PROPOSALS
(REQUIRED FOR POLITICAL CLEARANCE)

1.

S.No.	Name	Designation	DOB	Pay Matrix	Equivalent rank in GOI	Organization/ Address	Aadhar Number	Email	Mobile

2. Purpose of Visit
(Detailed reasons, copies of agenda/invitation etc. to be attached)

3. Country/Countries to be visited:

4. Duration of the visit in each Country — From (dd-mm-yy) — To (dd-mm-yy) — No. of Days

[Including/Excluding journey time (to and fro)]

5. Full details of foreign visits undertaken by the officer(s) during the last three years:
(To be given as per the proforma attached)

6. Justification why, instead of the visit, Indian Mission abroad cannot be asked to represent our interest ?:

7. Outcome anticipated from the visit:

8. Availing Ex-India Leave:

9. Whether approval of the PFA and GM/DG has been obtained:

10. Source of Funding of the Visit:

Signature of the Controlling Officer/PHOD

(Contd…2/-)

ANNEXURE-II/A

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS (INCLUDING FOR THE PURPOSE OF TRAINING)

		2017	**2018**	**2019(till date)**
(a)	Number of visits made			
(b)	Countries visited			
(c)	Period of deputation of stay in each country with dates			
(d)	Purpose of visit			

To be signed by the officer concerned