

PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

1. Sponsoring Ministry/Department:

2.

S. NO	Names of Officers with Designation	Ministry/ Department	Scale of pay (Rs.)	Date of Superannuation / Completion of tenure
1.	i) ii) iii)			
3.	Purpose of Visit: Detailed reason, copies of the Agenda etc. to be enclosed.			
4.	Country of the Visit			
5.	Duration of Visit (excluding journey time)	From	To	Days
6.	(a) Actual expenditure in 2007-2008			
	(b) Budget provision for the year 2008-2009			
	(c) Budget provision for the year 2008-2009 after 10% cut			
	(d) Ceiling for the half year (after 10% cut)			
7.	Actual expenditure incurred so far 2008-09 (Visits to be stated chronologically with progressive total of expenditure as annexure to be enclosed)			
8.	Commitment made for the current year (Visits/Course supported excluding items included in S.No.7) (including hotel charges/bills not received etc.)			
9.	Balance for the current financial year [6 (c)-(7+8)]			
10.	Estimated expenditure on the proposed visit:			
	(a)	Air Fare & Airport Tax (Class) _____	Amount (Rs)	
	(b)	D.A. @ US \$ ___/day for ___ days = US D		
	(c)	Entertainment, if any		
	(d)	Contingencies, if any		
	(e)	Hotel accommodation USD ___/day x ___ days = USD		
	(f)	Excess Baggage*		
	(g)	Gifts*		
	(h)	Transport*		
	(i)	Mobile Phone*		
		Lunch/Dinner to be hosted*		
		Any other (Please specify)*		
	(i)	Estimated expenditure - rupees component		
	(ii)	Foreign Exchange component in rupees		
	(iii)	Total Expenditure for this visit (i) + (ii) in rupees		

11.	Whether the expenditure on the proposed visit falls within the half yearly ceiling? If not, full justification may be given.	
12.	Full details of the foreign visits undertaken by the Officer(s) during the last three years (to be enclosed as a separate annexure)	
13.	Why the number of delegates cannot be reduced?	
14.	Were deputations/delegations sent in the past for similar purpose? If so, the name of officers deputed together with period of deputation (a copy of the report submitted on return to be enclosed)	
15.	Is an increase proposed in the number of delegates over what was at the last occasion? If so, why?	
16.	Why can not 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 / Department or	
	(iii) Any other officer being sent abroad?	
17.	Whether approval of the nodal Ministry has been obtained in case the subject matter is the concern of some other Ministry also	
18.	Outcome to be achieved by the proposed visit.	
19.	Whether the proposal involves acceptance of foreign hospitality, if so, the details thereof.	
	i) Foreign donor (Name & address)	
	ii) Foreign Organisor (Name & address)	
	iii) Whether FCRA clearance from MHA is obtained? (copy be enclosed)	
20.	i) Whether the proposal attracts ban instructions of the Department of Expenditure i.e. study tours, workshops, conferences, seminars, presentation of papers abroad etc.	
	ii) If so, justification for the proposed visit.	
21.	i) Whether the number of visits by the officer(s) in a year are within the norms laid down in this regard i.e. four in a year.	
	ii) If not, the reasons/justification therefor.	
22.	If number of delegates exceeds five or the duration exceeds five days, detailed justification therefor.	
23.	Whether political clearance from MEA has been received? (copy to be enclosed).	
24.	In case the proposal is being sent less than 15 days before the date of departure proper justification may be given.	

Note * : The cost for each item including expenditure to be incurred by Embassies/Missions should be clearly stated after ascertaining the prevailing rates from the Missions.

Joint Secretary (Admn)

Joint Secretary & Financial Advisor