

Ministry of External Affairs
Proforma for Special Grant to HOMs/HOPs

1	Name of the Mission/Post	:	
2	Name of HOM/HOP	:	
3	Amount of Special Grant Requested	:	US\$
4	Event for which Special Grant is requested along with the date*	:	
5	Nature of the event Reception/Lunch/Dinner	:	
6	Venue for Hosting the event Residence/Hotel	:	
6(a)	If at residence, whether outside catering is proposed	:	
7	Has Special Grant been sought from concerned Ministry/other sources?	:	
8	Number of Guests expected	:	
9	Please indicate if special Grant for similar event has been sanctioned earlier. If so, the amount sanctioned	:	
10	Details of preceeding three SEGs sanctioned along with date,amount sanctioned and purpose	:	
11	Whether Utilization Certificate submitted for these three SEG approvals (with details)**	:	
12	Monthly RG of HOM/HOP (US\$)	:	US\$
13	Current Position of RG expenditure of HOM/HOP (excess or saving in US\$)	:	US\$
14	Number of RG officers in the Mission/Post including TS(LT)s (Other than HOM/HOP)	:	
15	Total monthly RG of officers in the Mission (Other than HOM/HOP)	:	US\$
16	Current Position of RG expenditure of RG Officers other than HOM /HOP(excess or saving in US\$)	:	US\$
17	Whether funds In the Mission's budget under the head "Office Expenses" to meet the expenditure is available	:	

AO(FD)

Signature

Name :

Designation :

***In case of VVIP visit, Mission/Post needs to send breakup of anticipated expenditure along with quotation(s)/communication from hotel(s).**

**** Proposal will be processed subject to timely receipt of previous Utilization Certificates.**