

Sanction No. Q/PC/661 Dated _____

Designation_____

Residential Address Contract Address in Delhi

Pin: Tel: Pin: Tel:

Transferred from	To
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Details of the official dependent family members and Domestic Assistants.

S.No.	Name	Relationship	DOB	Traveling with the official.
1.				Yes/No
2.				Yes/No
3.				Yes/No
4.				Yes/No

(Kindly write in Capital letters. DOB may be please be written as DD-MM-YY e.g. 01-jan-91)

	Self
1.	
2.	
3.	
4.	
5.	
6.	
7.	

PASSPORT DETIAL OF THE ABOVE MEMBERS

S.No.	Passport No.	Date of Issue	Place of Issue
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Proposed date of travel_____

Remarks_____

- i) I hereby undertake not to claim the cost of air fare and baggage transportation for the above journey for me and members my family by the Government through TA Bill. I will also ensure that I shall transport baggage as per my entitlement. For any additional baggage if carried beyond my entitlement will be at my cost.
- ii) I am fully aware of the fact that the responsibility of arranging valid travel documents like passport and visas and reconfirmation/rebooking etc. for destination and transit points enroots is solely mine and I undertake to arrange the same in respect of entitled members of my family before departure to the next station of my posting.
- iii) My unaccompanied baggage will be transported by air/surface route.

New Delhi

Dated:_____

Signature of Officer_____

RECOMMENDATION OF THE PERSONNEL SECTION

- a) Expected date of arrival at destination :
- b) Particulars of ex-India leave halt if any approved at the intermediate station at officer's own cost :
- c) Whether single/family accommodation is available at the place of posting :
- d) If accommodation for the family is not available has sanction been obtained for their stay in hotel :
- e) Has he been cleared by BOS/CNV :
- f) Other formalities, if any, remain to be completed at the time of sending this passage proforma to TG Section :
- g) Remarks if any :

MINISTRY OF EXTERNAL AFFAIRS (PC SECTION)

No. Q/PC/661/ New Delhi, the _____

The Officer is Gr. _____ officer (with Basic pay of Rupees _____) For travel purpose. Forwarded to TG section.

TG section may kindly arrange air passage/baggage transportation as admissible. The mission concerned may also be informed by fax/telex about officer's arrival.

Administrative officer (PC)

TG Section
Ministry of External Affairs
Room No.601, Akbar Bhavan
Chanakayapuri New Delhi 110021.