

Ministry Of External Affairs, India
Proforma for Approval of Deputation Abroad

1. Sponsoring Ministry/Department :
2. Name of the Officer :
3. Designation :
4. Pay Scale
5. Date of superannuation/
Completion of tenure :
6. Purpose of Visit [*detailed reasons,
copies of the agenda etc. to be
enclosed*]
7. Country of the visit [*City/ Country*] :
8. Duration of the visit [*excluding journey
time*]
9. (a) Actual expenditure in 2000-01 :
- (b) Final budget provision in 2000-01 :
- (c) Budget provision for foreign
travel for the financial year 2001-02 :
10. Actual expenditure incurred so far :
*[courses/visits to be stated; details
to be given in respect of all foreign
visits in a statement to be enclosed]*
11. Commitment already made for the :
current year [*visits/courses supported,
excluding sl.no.7*] [*including hotel
charges/bills not received etc.*]
12. Balance for the current financial year:
13. **Estimated expenditure on the proposed tour:**
 - (a) Air fare :
 - (b) Daily Allowance etc :
 - (c) Entertainment, if any :
 - (d) Contingencies, if any :
 - (e) Hotel accommodation :
 - (f) Excess baggage :
 - (g) Gifts (*as per protocol norms*) :
 - (h) Any other expenditure (Airport :
Tax)
- Total**
- (i) Total estimated expenditure in Rupees:
- (ii) Total Foreign Exchange :

component

Total

14. Full details of the Foreign :
Visits[undertaken by the officer during
the last three years to be enclosed on
a separate sheet]
15. Why the number of delegation cannot :
be reduced?
16. 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.
17. Is an increase proposed in the :
number of delegation over what was
at the last occasion? If so, why?
18. Why cannot the purpose be served by :
utilizing the services of (i) our Mission
abroad; or (ii) of another officer
already abroad in the same of
neighbouring country in an office of /
under Ministry / Department' or (iii)
any other officer being sent abroad?
19. Whether approval of the nodal :
Ministry has been obtained in case
the subject matter is the concern of
some other Ministry also?
20. In case the proposal is being sent less :
than 15 days before the date of
departure, justification, duly approved
by Administration Secretary may be
annexed.

Signature of the Joint Secretary (Admn)

Signature of the Additional Secretary (FA)