

PROFORMA FOR PRIVATE (FOREIGN) VISIT

NAME & DESIGNATION OF THE OFFICER	
PLACE / S PROPOSED TO BE VISITED	
WHETHER THE VISIT IS BEING UNDERTAKEN ALONGWITH THE FAMILY MEMBERS? IF SO, DETAILS TO BE FURNISHED	
DURATION OF THE VISIT	
KIND OF LEAVE	
DECLARATION STATING THAT EXTENSION OF LEAVE WOULD NOT BE SOUGHT FOR ANY PERIOD BEYONG WHICH LEAVE IS SANCTIONED	
PURPOSE OF THE VISIT	
APPROXIMATE EXPENDITURE FOR THE VISIT	
<p>SOURCES OF FUNDING FOR THE PURPOSE:-</p> <p>I) PERSONAL SAVINGS (Rs.....)</p> <p>II) FINANCIAL ASSISTANCE FROM RELATIVES & FRIENDS (Rs.....)</p> <p><i>(IN CASE RELATIVES / FRIENDS MEETING THE EXPENDITURE, DETAILS OF THIER OFFER LETTER / INVITATION AND THEIR BACKGROUND / RESOURCES BE SPECIFIED)</i></p>	
WHETHER ANY FOREIGN HOSPITALITY IS BEING ACCEPTED? IF SO, DETIALS SHOULD BE GIVEN	

DATE:

(SIGNATURE)