



No. S-21022/5/2018-(EA&IC) Section
Government of India
Ministry of Water Resources,
River Development and Ganga Rejuvenation

Room No.3, B Wing, Shastri Bhawan
Dr. Rajendra Prasad Road, New Delhi - 110001
07th February 2019

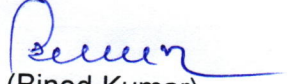
OFFICE MEMORANDUM

Subject: Proforma for seeking clearances/ approvals for official foreign visits.

The undersigned is directed to inform that a proforma for undertaking official foreign visit has been prepared which needs to be submitted by the concerned official/ Wings/ Organizations while seeking clearances/ approvals for official foreign visits.

2. Therefore, all the concerned officials/ Wings/ Organizations are hereby advised to provide the information, as per the proforma enclosed, while forwarding the proposals/ nominations to EA&IC Division for the purpose of official foreign visits.
3. This issues with the approval of JS(IC&GW).

Encl.: As above


(Binod Kumar)
Director (EA&IC)
Ph: 23383078

To

1. All Wing Heads of MoWR, RD&GR, Shram Shakti Bhawan, New Delhi.
2. All Organizational Heads under MoWR, RD&GR, New Delhi
3. All Division Heads under MoWR, RD & GR



Proforma For Official Foreign Visit

S.No.	Particulars	Details
1.	Name of the Officer with designation	
2.	Ministry/ Organization	
3.	Service to which officer belongs	
4.	Aadhar Number	
5.	Mobile Number and e-mail id	
6.	Scale of Pay (Both as per 6 th CPC and 7 th CPC)	
7.	Date of Superannuation/completion of tenure	
8.	Purpose of visit, in brief (detailed justification, copies of the agenda etc. to be enclosed as separate annexure)	
9.	Tasks proposed to be undertaken/accomplished & outcome to be achieved by the proposed visit. Pl. indicate exact outcomes and tangible/non tangible benefits in quantified terms, wherever possible	
10.	Country/countries to be visited (city/country) all places and duration of the visit	
11.	Source of funding/ Budget Head	
12.	Estimated expenditure on the proposed visit (With proposed items of expenditure)	
13.	Full details of the foreign visits undertaken by the officer(s) during the last 3 calendar years(to be enclosed as a separate annexure)	
14.	Whether tour report was submitted after the last visit abroad. (A copy of the previous tour report indicating quantified outcomes including tangible and/or intangible benefits of that visit to be enclosed)	

(Signature of the officer)