

**BUREAU OF INDIAN STANDARDS**  
**(HRD DEPARTMENT)**

**Subject : Proforma for taking prior permission by Government servant for leaving station/Headquarter (See O.M.No.11013/7/2004-Estt(A) dated 5<sup>th</sup> October 2004)**

1. Name and Employee No. :
2. Designation :
3. Pay :
4. Ministry/Department  
(Specify Centre/State/PSU):
5. Passport No. :
6. Details of previous private foreign travel, if any, undertaken during the last two years:

Period of abroad		Names of foreign countries visited during last two years	Purpose	Actual expenditure (travel; boarding/lodging, visa, misc.etc)	Source of funds	Remarks
From	To					

7. Details of private foreign travel to be undertaken:-

Period of abroad		Names of foreign countries to be visited	Purpose	Estimated expenditure (travel; boarding/lodging, visa, misc.etc)	Source of funds	Remarks
From	To					

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

NOTE: A copy each of the leave application and leave sanctioning Memo should be furnishing alongwith this application.