

PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

1.

Sponsoring Ministry/Department:	BUREAU OF INDIAN STANDARDS	
Tel:	Fax:	E-mail

2.

Sl. No.	Officers' Name & Designation	Ministry/ Department	Scale of Pay	Date of Superannuation	Source of funding
1.		Bureau of Indian Standards, Ministry of Food, Consumer Affairs and Public Distribution (Department of Consumer Affairs)			
3.	Purpose(s) of visit				
4.	Country/Countries to be visited (City/Country) all places				
5.	Duration of the visit				
Sl. No.	Country	From	To	Days	
6.					
a.	Actual expenditure in 2005-2006 :				
b.	Budget provision for the year 2006-2007				
c.	Revised budget provision for foreign travel for the financial year 2006-2007. (limited to 75% of the actual expenditure in 2005-2006 or the current year's budget provision, whichever is less)				
d.	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)				
e.	Commitment already made for the year 2006-07 (including hotel charges/bills not received etc.)				
f.	Balance for the financial year 2006-07				

7.	Estimated expenditure on the proposed visit	
	a) Air fare	
	b) Class to be traveled	
	c) Whether entitled	
	d) D.A. etc.	
	e) Entertainment Allowance, if any required	
	f) Contingencies, if any, on behalf of delegation	
	g) Hostel accommodation	
	h) Excess baggage	
	i) Gifts on behalf of delegation	
	j) Any other (please specify)	
	(i) Total estimated expenditure in Indian currency	
	(ii) Total foreign exchange component	
8.	Full details of the foreign visit undertaken by the officer(s) during the last three year (to be enclosed as per proforma enclosed)	
9.	Why the number of delegates cannot be reduced?	
10.	Were deputation/delegations sent in the past for similar purpose? If so, the names of the officers deputed together with period of deputation and a copy of the report submitted on return to be enclosed.	
11.	Whether report has been submitted. Yes/No	

12.	Is any increase proposed in the number of delegates over what was at the last occasion? If so, why?	
13.	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 or neighboring country in an office of/ under the Ministry/Department or (iii) any other officer being sent abroad?	
14.	Whether approval of the nodal Ministry has been obtained in case the subject matter is the concern of some other Ministry also.	
15.	Whether any other officer is being sent for the same purpose (details may please be given separately)	
16.	In case the proposal is being sent less than 15 days before the date of departure, justification for the proposed visit may be annexed.	

Date	Signature of Deputed Person
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Date	Signature of Head of the Dept
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Date	Signature of ADG (Finance)
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Annex

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS

		2006-2007	2005-2006	2004-2005
(a)	No. of visits			
(b)	Countries visited			
(c)	Period and duration of stay in each country with dates			
(d)	Purpose of visit			
(e)	Cost			
	• Air fare			
	• Hotel charges			
	• DA			
	• Others			
(f)	Whether report subject			
	• if yes to whom (Ref. No.)			
	• if not, reason thereof			

FORM FC-2 (See rule 3(b))**Application for seek prior permission of the Central Government to accept foreign hospitality**
{Section 9 read with sections 10(d) and 11(l) of the Foreign Contribution (Regulation) Act, 1976}

1.	Name in full (in block letters)	
2.	Date of birth	
3.	Name of father/husband	
4.	Present address	
5.	Permanent address	
6.	Passport particulars (if already in possession)	
7.	Status :	
	a) Member of Legislature	
	b) Office bearer of a political party	
	c) Judge of Supreme Court/ High Court	
	d) Government Servant	
	e) Employee of a Company/ Corporation	
	f) Any person or class of persons not specified in section 9	
8.	Names of countries/places to be visited with duration of stay	
9.	The countries/places where foreign hospitality is to be accepted	
10.	Duration and purpose of visit to the country(ies) place(s) mentioned in column 9 with specific dates	
11.	Particulars of host(s)	
	a) If an individual, his personal particulars including name, present address, permanent address, nationality, profession	
	b) If an organization/Institution/ Association/Trust/Foundation/ Trade Union, etc. full particulars thereof including :-	

	i) Full name and complete address	
	ii) Address of Head Office/ Principal Office	
	iii) Aims and objects	
	iv) Particulars of important office bearers	
12.	Full particulars, as in serial II (a) and (b) of the foreign source in case the actual source extending the hospitality is located in a country other than actually proposed to be visited	
13.	Nature and duration of *foreign hospitality proposed to be accepted with specific dates and with specific details	
14.	Nature of connection/dealings with the host and/or foreign source extending the hospitality	
15.	Approximate expenditure to be incurred on hospitality	
16.	Any other information of significance which the applicant may like to furnish	

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Place :

Date :

Signature of the Applicant

@Delete if not applicable

*'Foreign hospitality' means any offer, not being a purely casual one, made by a foreign source for providing a person with the cost of travel to any foreign country or territory or with free board, lodging, transport or medical treatment.

*vide M.H.A. New Delhi Notification No. G.S.R. 755(E) dated 5-11-84 under Section 30 of the Foreign Contribution (Regulation) Act, 1976 and Rules.