

1.	Details of official(s) nominated	
i)	Name(s) of official(s) nominated	
ii)	Designation	
iii)	Present place of posting	
iv)	Discipline	
v)	Length of regular service	
vi)	Date of superannuation	
2.	Name of alternate official(s) with details as above who may be considered as alternate official for foreign deputation	
3.	Date and place (country) of visit	
4.	Period of foreign deputation proposed	
5.	Details of overseas visits already made (including being made) during last THREE YEARS	
6.	Submission of REPORTS of earlier visits to IR&TISD/relevant Department	
7.	Purpose of visit	
i)	Training	
	- <i>Technical</i>	
	- <i>Administrative</i>	

	- <i>Others (specify)</i>	
ii)	Inspection under Foreign Manufacturers Scheme	
iii)	ISO/IEC Policy making body meeting (DEVCO/CASCO/COPOLCO, etc.)	
iv)	Hallmarking (Vienna Convention), etc.	
v)	ISO/IEC Technical Committee/Sub-committee meeting	
vi)	SAARC meeting	
vii)	Regional/bilateral cooperation, MoU, MRA, etc.	
viii)	Any other	
8.	Justification for proposed deputation overseas (as per applicable issues)	
i)	Impact on trade through participation	
ii)	Indian viewpoint on TBT issues	
iii)	Direct/indirect benefits	
iv)	Continuity of participation	
v)	Exposure of overseas Committee meetings for help in present/future assignments	
vi)	In case of Technical Committee meetings, following to be submitted	
	- <i>Voting on CDs/DIS</i>	
	- <i>Whether any item on Agenda affects India's Trade and Technical interests</i>	
	- <i>What contribution will be made by officer</i>	
	- <i>Whether affected stakeholders participating</i>	
vii)	Past participation, if any	

viii)	Any other relevant point	
9.	Any known vigilance case pending	
10.	Estimated expenses	
11.	Any foreign hospitality involved	
12.	Priority of delegation proposal in annual calendar and Sl. No. in the list (to be filled by IR&TISD)	
Name(s) of nominated official(s)		Signature(s) of nominated official(s)
Recommendation of Head of Deptt.		
Recommendation of DDG (incharge)		
Head (IR&TIS) – for putting up to Screening Committee		