

PROFORMA FOR APPROVAL OF DEPUTATION/TRAVEL ABROAD

S. No.	Particulars	Remarks		
1.	Names of Officers with Designation			
2.	Name of Autonomous Institute			
3.	Scale of pay(Rs.)/ Grade pay			
4.	Date of Superannuation/Completion of tenure			
5.	Source of funding			
6.	Purpose of Visit in brief. Detailed justification, Copies of the Agenda etc. to be enclosed as separate Annexure.			
7.	Expected outcomes of the proposed visit. Please indicate exact outcomes and tangible / non tangible benefits in quantified terms, wherever possible.			
8.	Intended deliverables of the proposed visit			
9.	Tasks proposed to be undertaken/ accomplished & Outcome to be achieved by the proposed visit.			
10.	Country/countries to be visited (city/country) all places			
11.	Duration of Visit (excluding journey time)	From	To	Days
12.	Whether funds are available in the concerned Financial Year for foreign visits (i) Budget Provision (ii) Actual Expenditure incurred till date (iii)Balance funds available			
13.	Items of Expenditure to be borne by Host/Sponsoring Agency (i) Air Fare (Round Trip) (ii) Accommodation (iii)Per-diem (iv)Any other (to be specified)			
14.	Items to be borne by GoI/AI & their estimated expenditure on the proposed visit:			
	(a) Air Fare			
	(b) Class of travel			
	(c) D.A. @ US \$___/ day for__ days = US\$			
	(d) Contingency, if any			
	(e) Hotel accommodation USD __/day x days =			
	(f) Any other (Please specify with justification thereof)*			
	Total estimated expenditure			
15.	Full details of the foreign visits undertaken by the Officer(s) during the last three Calendar years (to be enclosed as a separate annexure)			

16.	Whether the officer being deputed is directly concerned with the purpose for which travel abroad has been recommended.	
17.	Whether deputations/delegations sent in the past for similar purpose? If so, the name of officers deputed together with period of deputation.	
18.	Is an increase proposed in the number of delegates vis a vis that approved/deputed on the last occasion? If so, justification for increasing the delegation size may be furnished. Justification for participation of each member of the delegation to be brought out in a separate Annexure.	
19.	Whether tour report was submitted after the last visit abroad. (a copy of the previous tour report indicating quantified outcomes including tangible and/or non tangible benefits of that visit to be enclosed)	
20.	Details of efforts made by the Autonomous Institute during the interregnum to fully realize the intended outcome of the earlier visits. A copy of follow up action taken thereon to be enclosed.	
21.	Why can not the purpose be served by Video conferencing. Justification to be given as to why this facility cannot be utilized.	
22.	i) Whether the number of visits by the officers(s) in a year is within the norms laid down in this regard i.e. four in a Calendar year.	
	ii) If not, reasons/justification therefor.	
23.	Whether approval/recommendation from the Competent Authority of the Institute have been obtained (copy of the recommendation may be enclosed)	

Director / Registrar