

Proforma to be submitted at the time of applying for grant of EX-India Leave

1. Name :
2. Designation:
3. Pay :
4. Ministry/Department(Specify Centre/State/PSU :
5. Passport NO. :
6. Details of private foreign travel to be undertaken :

| Period abroad |    | Names of Foreign countries to be visited | Purpose | Estimated Expenditure (Travel/board/ lodging, visa, misc etc.) | Source of Funds | Remarks |
|---------------|----|--|---------|--|-----------------|---------|
| From          | To |  |         |  |                 |         |
|               |    |  |         |  |                 |         |

7. Details of previous private foreign travel, if any  
Undertaken during the last four years (as under item NO.6)

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_