

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 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)

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

Signature: _____

Name: _____

Designation: _____