

Proforma to submitted at the time of applying for 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 last four years (as under item no. 6):

Signature:-----

Name : -----

Designation:-----