

PROFORMA FOR TOUR REPORT

1. Name of officer visited –
2. Duration of tour -
3. Project under which tour is proposed –
4. Objectives of tour –
5. Place (s) of visit –
6. People met (full name with designation) –
7. Specific observations –
8. Follow-up-action, if any -
9. Comments of Head of Division -
10. Comments of Director -