

**Proforma for Foreign visit for Academic purposes [More than 5 days for seeking clearance from DST].**

Sr.	Particulars	Remarks
1	Name of the Officer with Designation	
2	Name of the autonomous Institute	
3	Scale of Pay(Rs.)/Grade Pay	
4	Date of Superannuation/completion of the tenure	
5	Source of Funding	
6	Purpose of the 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	If the duration is more than 5 days, justification for the same may be provided	
13	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	
14	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)	
15	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	
	g)	Total Estimated expenditure	
16		Full details of the foreign visits undertaken by the Officer(s) during the last three Calendar Years (to be enclosed as a separate annexure)	
17		Whether the officer being deputed is directly concerned with the purpose for which travel abroad has been recommended.	
18		Whether deputations/delegations sent in the past for similar purposes? If so the name of officers deputed together with period of deputation.	
19		Is an increase proposed in the number of delegates vis-à-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.	
20		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.	
21		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.	
22		Why can not the Purpose be served by Video conferencing. Justification for the same with specific reasons why it cannot be reduced may be given	
23		If the Size of the present delegation is more than 5, justification for the same with specific reason why it can not be reduced may be given	
24	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 reason/Justification therefore.	
25		Whether approval/recommendation from the Competent Authority of the Institute have been obtained (copy of the recommendation may be enclosed)	