

**India Trade Promotion Organisation
(Administration Division)**

Proforma for seeking outstation permission

1. Name of employee : _____
2. Designation : _____
3. Emp. No. : _____
4. Pay scale : _____
5. Passport No. : _____
6. Division/Section : _____

7. Details of private foreign travel to be undertaken:

Period of stay abroad From - To	Name of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel/Board/lodging, Visa, misc etc.,	Source of funds	Remarks

8. Details of previous private foreign travel, if any undertaken during the last four years as under item No.6)

Signature of the employee

Name: _____

Designation: _____

Date: _____