

**Government of West Bengal,
Department of Health & Family Welfare**

PROFORMA FOR DECLARATION IN CONNECTION WITH FOREIGN VISIT

Sl No	Items	Particulars
1	Name (In Block Letters)	
2	Service of the the Officer/ Department	
3	Designation	
4	Employee ID	
5	Office to which attached (Full office Address & PIN Code) & Contact Number	
6	Present Scale/ Level of Pay in Pay Matrix	
7	Present Basic Pay	Rs.
8	Date of Joining in the service (PSC/Adhoc) (DD-MM-YYYY)	
9	If Adhoc, then date of Regularisation (DD-MM-YYYY)	
10	Date of Confirmation of service (DD-MM-YYYY)	
11	Name of the Country (s) to be visited	
12	Period of the proposed visit with dates	
13	Purpose of the visit	
14	Full Address of the communication on abroad	
15	Cost of Visit	
16	Nature of Visit (Official/ Private)	
17	Who will bear the cost of airfare:	i) If self mention source:
	ii) If organization, details of	
	iii) If individual, state the name, nationality and relation with the officer	
18	Who will bear the cost of abroad and lodging and travel during visit	
	i) If self mention source:	
	ii) If organization, details of	
	iii) If individual, state the name, nationality and relation with the officer	
19	Whether the officer had undertaken any foreign visit in last four years (If yes, details of)	
20	Whether the officer will accept foreign hospitality during his/ her stay abroad, (If yes, details thereof)	
21	Whether the officer will accept foreign employment/ profession during his/ her stay abroad, (If yes, details thereof)	
22	Whether the officer will undergo any foreign training/ workshop/ seminar etc. during his/ her stay abroad, (If yes, details thereof)	
23	Whether the officer will accept any Scholarship/ Award etc. in connection with his/ her visit abroad, (If yes, details thereof)	
24	I undertake that	1. I shall not visit abroad unless I get permission from the Government, and
		2. I shall return and resume my official duty immediately after expiry of leave granted for the purpose

Full Signature of Applicant with date

25	Certified that above information have been verified from Service Book and office record of the incumbent concerned and found correct
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Signature of the Head of the Office (HOO) with seal