

Format-1

Name of the organisation

Details of Officers/Officials who had gone abroad on private visits during _____ (year-wise)

Title	Name of the officer	Designation	Name of country visited	Duration of stay (From-To)	Source of funding	Remarks (purpose/ reason of visit)

Format-2

Private foreign visits by Govt. Employees during the years 2000 to 2004 (Nos.)

S.No.	Name of the Organisation	2000	2001	2002	2003	2004
1	XYZ	5(1)	6	8(2)	10	4

figures in bracket shows the no. of officers who have gone more than once in a calender year
e.g. if 4 officers have gone only once in 2000 and 1 officer has gone more than once in 2000
then it will show as 5(1)

Exception list: Details of officers who have travelled on private foreign visits more than once
in a calender year as per format 1.

Competent authority to certify that sources of funds have been verified.