

**PROFORMA FOR POLITICAL CLEARANCE (No.EWD/28.06.2008)**

Imp: Lack of clarity/details, incomplete proforma, use of undefined observations/ acronyms etc. could cause delay in processing.

1)	Visit of (Name & Designation of the Senior-most)	
	Equivalent rank in GOI (e.g., Secretary / Additional Secretary / Joint Secretary)	
	Pay scale	
2)	Others joining the visit (names, designations, roles)	
	Confirmation the above contains complete list of all the visitors from your Ministry / Department / Agency	
	If not, then details of those in whose respect political clearance is likely to be sought separately	
	Justification why, instead of the visit, Indian Mission abroad cannot be asked to represent out interests	
3)	Purpose / Places(s) / Country (ies) and Dates of visit	
4)	Nature: Bilateral /Multilateral / Private / Transit	
	Outcome anticipated from the visit	
	Lost outcome if the visit is not undertaken / postponed	
5)	Whether an invitation received from visiting countries. If so, details (Please enclose a copy)	
	If multilateral event, level of participation from other countries	
6)	Details of meetings fixed in countries / places being visited	
7)	Whether concerned Indian Missions/Posts have been consulted on arrangement and meetings required	
	Level at which administrative approval for the visit taken in the nodal organization	
8)	Sources of funding for the visit	
	If any foreign hospitality is proposed to be accepted whether approval of MHA from FCRA angle has been obtained	

(Signature with Seal) :

Contact Number :

E-mail address (must) :