**14 Point CHECK LIST**

|  |  |  |
| --- | --- | --- |
| 1 | Name and Designation of the Officer proposed for training / official visit abroad |  |
| 2 (i) | Date of birth |  |
| (ii) | Date of initial appointment |  |
| (iii) | Date of appointment to the present post |  |
| (iv) | Date of retirement |  |
| (v) | Date of completion of tenure / Deputation period |  |
| (vi) | Educational qualification |  |
| 3 | Details of foreign visits undertaken by the officer during last 3 years |  |
| 4. | Administrative Clearance |  |
| 5. | Vigilance Clearance |  |
| 6. | Date of commencement of Journey from India |  |
| 7. | Date of commencement of Visit |  |
| 8. | Date of completion of visit |  |
| 9. | Date of return of India |  |
| 10. | Purpose of Visit |  |
| 11. | How it will benefit the Port |  |
| 12.(i) | Likely expenditure on room rent, Hotel accommodation as per entitlement in the empanelled hotel |  |
| (ii) | Expenditure on Daily Allowances |  |
| (iii) | Expenditure on return to and Fro air tickets |  |
| (iv) | Expenditure on accounts of course fee / training fee |  |
| (v) | Other expenditure, if any (Specific) |  |
| (vi) | Total expenditure (Add (i) to (v) |  |
| (vii) | Whether adequate funds are available under the approved Heads of the budget |  |
| 13. | Has the Chairman of the Port Trust approved the visit |  |
| 14. | Whether copy of the invitation / Brochure other relevant details of the Training programme enclosed |  |

**DEA PROFORMA FOR FOREIGN TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name | : |  |
| 2. | Date of Birth | : |  |
| 3. | Educational Qualification | : |  |
|  | (i) Academic | : |  |
|  | (ii) Technical | : |  |
| 4. | Contact Nos. |  |  |
|  | (i) Phone Number (With STD Code) | : |  |
|  | (ii) Fax Number (With STD Code) | : |  |
| 5. | (i) Service to which belongs | : |  |
|  | (ii) Year of appointment / allotment | : |  |
|  | (iii) Present Post and scale of pay | : |  |
|  | (iv) Date from which the current post held | : |  |
|  | (v) Details of previous posts held | : |  |
|  | (vi) Details of posts held which are relevant to the course | : |  |
| 6. | Relevance of the course to the candidate knowledge in the field of Port operations | : |  |
| 7. | Papers etc., published by the candidate | : | - |

8. List of Training courses attended abroad:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Dates & Duration of Training | Subject / Title of training | Name of the Training Institution | Source of funding |
|  | | | | |

9. List of Training courses attended in India :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Dates & Duration of Training | Subject / Title of training | Name of the Training Institution | Source of funding |
|  |  |  |  |  |

Date :

Place :

Signature of the Candidate