

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
HUMAN RESOURCE DEVELOPMENT GROUP**

CSIR COMPLEX PUSA, NEW DELHI-110 012

TOUR REPORT PROFORMA

(To be furnished in duplicate on return from abroad)

1. Name of applicant:
 2. Position held
 3. Place of work (Dept. & Instt.):
 4. Name of conference, Place and Date
 5. Duration of Stay (date of leaving the country and return may also be given):
 6. Purpose of visit and how it was accomplished:
 - (I) Whether travelled by Air India (Yes/No)
 - (II) If no, the name of the Airline by which travelled
 - (III) State also the reason why this deviation was necessary
 7. Indicate specific ideas or knowledge acquired or frontiers in knowledge gained during your visit:
(in about one typed page as Enclosure-I)
 8. Whether any linkage has been built between the scientist and foreign scientists and, if so their names and institutions:
(Enclosure-II)
 9. Any observation regarding the arrangement made by the host organization:
 10. Details of actual expenditure incurred on foreign visit :

(a) Air fare (to & fro)	Rs.
(b) Boarding, lodging and reg. fee. etc	Rs.
Total	Rs.
 11. Details of over all grant received from various agencies and mode of adjustment towards the balance savings, if any

(I) CSIR	Rs.
(II) DST	Rs.
(III) UGC	Rs.
(IV) Host Inst.	Rs.
(V) Others	Rs.
Total	Rs.
- Balance if any Rs.

Signature of the applicant
Date

Observations of the supervisor/Head of the department on usefulness of the visit

It is also certified that the information given by the application is correct.

Signature of the supervisor with office seal
Date