

Proposal for Foreign Visitor/s

Check-list w.r.t. foreign visitors visiting DAE / DAE Units located in India

S. No.	Requirement of details w.r.t. foreign visitor/s	Details of foreign visitors	Enclosure attached (Yes/No/N.A.)
1	Name of the visitors		N.A.
2	Nationality of visitor/s		N.A.
3	Details of working place of visitor		N.A.
4	Period of visit		N.A.
5	Details of DAE Sites/Facilities proposed to be visited		N.A.
6	Purpose of visit		N.A.
7	Appropriate copy of Passport and Visa (E-visa is not allowed)		Yes, enclosed
8	Whether the visitor/s bringing laptop in unit, if any,		N.A.
9	Whether the visitor/s is working Saturday and Sunday and beyond working hours, etc.		N.A.
10	Whether MEA/MHA clearance is required/Obtained		N.A.
11.	Details of previous visit of the foreign visitors. If so, copy of DAE's approval may please be enclosed.		Yes, enclosed
12	Approval of the Competent Authority of the Unit for the said proposal. Indicate the name of competent authority of the Unit		N.A.
13	Whether the proposal is being sent 15 days before the of visit of foreign visitor, if no, provide justification for the same.		Yes, enclosed/No
14	Whether any foreign visitor/s is from Prior Reference Country (PRC)? if so, provide the justification for the visit		Yes, enclosed / No
15	Details of the passport and personal information of Foreign nationals who visiting India is to be provided in the prescribed format viz. Annexure-I and Annexure-II.		Yes, enclosed
16	Other Remarks, if any.		
17	Complete proposal with the approval of competent authority of Unit alongwith enclosures and checklist is being forwarded to the Department for approval.		Yes, enclosed

It is to certify that all the information/details provided alongwith the proposal is correct and enclosure/documents as per above checklist is attached herewith.

Section Officer (ER), DAE

Copy to : US(ER), DAE

Signature & Name and Designation of the Signing Authority
Name of Unit
Telephone No., E-mail ID