**Form No.ER/VISIT/1102**

**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.

 Signature & Name and Designation of the Signing Authority

Name of Unit

Section Officer (ER), DAE Telephone No., E-mail ID

Copy to : US(ER), DAE