

FORMAT - I

LIST OF EMPLOYEES HAVING PASSPORT : NAME OF JNV _____

S/N	Name of the Employee	Designation	Passport No. and date	Valid upto

Signature of the Principal

FORMAT - II

LIST OF EMPLOYEES VISITED ABROAD : NAME OF JNV _____

S/N	Name of the Employee	Designation	Name of the Country visited	Purpose of the visit	Period of the visit	
					From	To

Signature of the Principal