**Granting Approval for Overseas Leave**

**Summary Report of the Outcome / Benefit of the Official Visit to the Organization/Country**

|  |  |
| --- | --- |
| **Name & Designation** |  |
| **Country / Countries to be visited** |  |
| **Outcome / Benefit of the Tour to the Organization/Country** |  |
| **Signature & Date** |  |