

PLEASE PROCESS THIS SHEET ON PRIORITY BASIS
SEARO ARRIVAL & DEPARTURE DATA SHEET

TO:

FROM: ASO

Kindly provide information about all expected arrivals and departures, for incorporation in the Arrivals and Departures Information sheet, to be prepared for the next Monday Morning Meeting for the period ■ Please indicate the working arrangements in the absence of the staff member concerned from SEARO. Please give purpose of travel. Please indicate "Same as last week" for information in order to facilitate our work. Please also indicate your scheduled leave (Annual or Home Leave).

RD has directed that the "Information sheet " must show the precise purpose of the visit; the exact dates of the meeting should be mentioned. When it comes to the period of absence, this should reflect the total period of absence, including travel dates –irrespective of the actual dates of the meeting or leave. Please provide complete information taking into account this directive.

PLEASE TYPEWRITE OR WRITE LEGIBLY. PLEASE RETURN THE SIGNED COPY TO ASO by **THURSDAY, 1200 hrs**

Name and Designation of Staff member, visitor, etc.	Place to be visited	PURPOSE OF TRAVEL (If it is to attend a meeting show precise date of meeting)	Total period of absence		Acting Arrangement
			From	To	
1. Regional Office (including Field Staff)					
2. STCs/STPs (with project no. if any)					
3. HQ and other ROs					
4. Others (including those not reported last week)					

MEETINGS/WORKSHOPS DURING THE WEEK IN SEA REGION

Title of the Meeting	Project No.	Duration		Venue	Operational Officer
		From	To		
1. Meetings					