



Tour Application Approval Form <i>Project Fellow/PDF</i>			
S. No.	Item	Particulars	
01	Name of Project Fellow/PDF		
02	Department		
03	Roll No		
04	Places to be visited & Purpose of the Tour (Attach supporting document)		
05	Expenditure to be met from Project/Consultancy	Project	
06	Date(s) of Meeting/Conference /Workshop/Fieldwork/Others (Circle the purpose)	From	To
07	Mode of Journey		
08	Additional Approval (if any)	1. Approved Leave form	
09	Details of Leave (Attach approved leave form)	Casual Leave/Medical Leave/On Duty Others, if any, _____	
		From	To
		Total leave of _____ days	
10	Date and time of leaving station		
11	Date and time of return station		
12	Address during period of tour		
13	Mobile Number and Email during Tour		
<b>Date:</b>		<b>Signature of Project Fellow/PDF</b>	
<b>Place:</b>			
<b>Recommendation:</b>		<b>Tour Approval by</b>	
<b>Signature of Principal Investigator/Mentor</b>		<b>Signature of HoD</b>	