



**PROFORMA FOR SUBMITTING REQUEST FOR
TOUR APPROVAL**

1. Name of Officer/ faculty proceeding: _____
2. Proposed temporary duty/ tour program

Departure(Date)	From(Place)	Arrival(Date)	Place
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3. Specific purpose for ty duty: _____
- _____

4. Mode of travel proposed: By Air/ Train/ Road/ Self-driven Car

5. Proposed Travel Itinerary

Date of Travel	From	To	Flight No./ Train	Departure Time	Arrival Time	Remarks

6. (a) Expenditure on travel i.e. Cash TA/ Air fare as the case may be Rs. _____
- (b) Hotel Accommodation/ Guest Room Charges for _____days @Rs. _____per day Rs. _____
- (c) Food Charges for _____days @ Rs. _____per day Rs. _____
- (d) Other expenditure such as road mileage etc. if any Rs. _____
- (e) **Total of 6(a) to 6(d)** Rs. _____
7. Advance amount required Rs. _____

Date: _____

Signature of Employee _____

Recommended by:

Approval of the Competent Authority