



दौरे की मंजूरी/ टूर अग्रिम फॉर्म/TOUR APPROVAL / TOUR ADVANCE FORM

Employee Name : _____ E Code : _____
Designation : _____ Band Pay : _____
Basic Pay : _____
Consolidated / : Rs. _____
Lump sum

यात्रा का उद्देश्य /Purpose of Travel: _____

आदेश संख्या/ई-मेल संदर्भ /Order No./E-mail Reference: _____

यात्रा योजना का विवरण / Details of Travel Plan :

Date of Journey	Time	Place		Mode of Journey		Remarks
		From	To	Entitled Class	Higher Class	

(Note: Any deviation from the entitlement shall require special approval of the Competent Authority. Such Cases will be categorized under higher class)

Advance required Fare Rs. _____

The advance form is as per entitlement for official duty

DA - Hotel / Guest House Rs. _____

DA - Food Rs. _____

Local Travel Rs. _____

संस्तुति अधिकारी के काउंटर हस्ताक्षर
Counter Signature of Recommending Officer

Total Rs. _____

हस्ताक्षर/Signature: _____

दिनांक/ Date : _____

(स्थापना अनुभाग / Establishment Section)

The duration of the Tour is noted for Biometric / Regularization of Attendance.

वरिष्ठ सहायक/Sr. Assistant

कार्य सहायक /अपर.श्रे.लि/ Dealing Asstt./ UDC

(वित्त एवं लेखा / Finance and Accounts)

An amount of Rs. _____ may please be sanctioned on the basis tour proposal.

सहायक/ Assistant सहायक कुलसचिव(वित्त)/AR(Fin) उप कुलसचिव/Dy Registrar निदेशक/ Director