**भारतीय प्रौद्योगिकी संस्थान भुवनेश्‍वर**



**I INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**

**Tour Approval Form**

**(Other than Tour Approval through CPDA)**

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| 1 | Particulars of Employee proposing Tour | Name: Designation: |
| Employee Code: Dept./Section: |
| Pay Level: Basic Pay: ₹ |
| 2 | Purpose of proposed Tour  (Please specify with supporting documents)- attach signed copy |  |
| 3 | Place(s) to be visited during the tour |  |
| 4 | Proposed date & time of Leaving Headquarters | Date : Time: |
| 5 | Proposed date & time of Return to the Headquarters | Date : Time: |
| 6 | Type and No. of Days Leave to be availed for the tour. Leave Application to be attached. | Type of Leave : No. of Days:  Station Leave: |
| 7 | Source of Funding | Institute Fund: Yes / No.  OR  Others (please specify): |
| 8 | Estimated Tour Expenses  (Not to exceed your entitlement as per Institute TA/DA rules) | Air/Rail/Bus Fare (2 ways) : ₹  Food : ₹  Accommodation : ₹  Travel within City : ₹  -------------------------------  Total : ₹  =================. |
| 9 | Whether any advance amount required for the proposed tour, if yes, please specify | ₹  (Rupees only) |
| 10 | Whether any previous TA Advance drawn by you is unsettled? If **Yes**, please specify the reason for pending or else write **No**. |  |
| 11 | NOC required for travel/VISA | : Yes / No; If Yes, please mention Passport No.: |
| Place : IIT Bhubaneswar  Date : | | Signature of the employee |
| Recommendation of the Head/  Section-in-Charge & Dean (FA)\*  \*: For Heads and Deans only. | | **Recommended/Not Recommended Recommended/Not Recommended**    Signature of the Head/ Signature of Dean (FA)  Section-in-Charge (Applicable for Heads and Deans only)  Date: Date : |
| Approval of the Competent Authority | | **Approved / Not Approved**  Registrar / Dean (Faculty Affairs) / Director  Date: |

* **Approving Authority**: Non-Teaching Staff – **Registrar**; Faculty (other than Heads & Deans) – **Dean (FA)**; Heads & Deans – **Director (through Dean (FA))**; Abroad visit (for all employees) – **Director.**
* **This form must have to be approved before the journey is undertaken, failing to do so will result in forfeiture of claims against tour.**
* **Distribution**: After Approval by the competent authority, concerned School/Department/Section is to submit the Original Approval to F&A section for disbursement of Advance, if any; photocopy of the same is to be shared to the Establishment/Faculty Affairs office (as applicable) for updating of Leave Record and to concerned employee for information and record.