



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Tour Approval Form
(Other than Tour Approval through CPDA)

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: _____
7	Source of Funding	Institute Fund: Yes / No. OR Others (please specify): _____	
		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 Signature of the Head/ Section-in-Charge Date: _____	Recommended/Not Recommended Signature of Dean (FA) (Applicable for Heads and Deans only) 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.