



**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): _____			
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 <b>Yes</b> , please specify the reason for pending or else write <b>No</b> .				
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.		<b>Recommended/Not Recommended</b>		<b>Recommended/Not Recommended</b>	
		Signature of the Head/ Section-in-Charge	Signature of Dean (SRIC) (If the tour performed through Project Fund)	Signature of Dean (FA) (Applicable for Heads and Deans only)	
		Date:	Date:	Date:	
Approval of the Competent Authority		<b>Approved / Not Approved</b>			
		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.