TOUR SANCTION PROFORMA

Name…………………………………………………………………………………………Designation…………………………………………………………………………………………

I.D. No……………………………………………………………………………………Bank A/c No……………………………………………………………………………………

Project No……………………………………………………………………………………………In House/Sponsored………………………………………………………………………………

I undertake to submit tour adjustment with tour report within 15 days of completion of tour.

**Statement:**

I. Basic Pay

II. Grade Pay/Level

Project No

In House/Sponsored

**Purpose of the Tour:**

**I)**

**II)**

**III)**

**IV)**

**V)**

**VI)**

**VII)**

**VIII)**

**IX)**

**X)**

**XI)**

**XII)**

**XIII)**

**XIV)**

**XV)**

**XVI)**

**XVII)**

**XVIII)**

**XIX)**

**XX)**

**XXI)**

**XXII)**

**XXIII)**

**XXIV)**

**XXV)**

**XXVI)**

**XXVII)**

**XXVIII)**

**XXIX)**

**XXX)**

**Statement:**

I undertake to submit tour adjustment with tour report within 15 days of completion of tour.

**TOUR PARTICULARS:**

<table>
<thead>
<tr>
<th>Departure/Station/Date</th>
<th>Journey Mode: Air/Bus/Rail</th>
<th>Arrival/Station/Date</th>
<th>Actual Stay Station</th>
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**TRAVELLING EXPENSES:**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Air/Bus/Rail</td>
<td>Rs.</td>
</tr>
<tr>
<td>DA</td>
<td>Rs.</td>
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<tr>
<td>Hotel</td>
<td>Rs.</td>
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</table>

**CONTINGENCY EXPENSES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Labourer/Coolie</td>
<td>Rs.</td>
</tr>
<tr>
<td>Taxi Charges (with justification)</td>
<td>Rs.</td>
</tr>
<tr>
<td>Vehicle, if required</td>
<td>Rs.</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Rs.</td>
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</tbody>
</table>

**SUBTOTAL**

Rs.

**Total Advance**

Rs.

**Signature of Officer Proceeding on Tour**

**Remarks/recommendation of the Controlling Officer/Project In-charge**

<table>
<thead>
<tr>
<th>Assistant</th>
<th>SO (Scientific Activities)/In-charge (SP)</th>
<th>Accounts Officer</th>
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**Registrar**

**Director**

**Research Development Coordination Committee (RDCC)**

**Registrar**

**Director**