**chjcy lkguh iqjkfoKku laLFkku**

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**53, fo’ofon~;ky; ekxZ] y[kuÅ@ 53, UNIVERSITY ROAD, LUCKNOW –07**

**nkSjk laLohd`fr izi=@TOUR SANCTION PROFORMA**

uke@Name……………………………………………………....……inuke@Designation...................................................ifjp; i= la[;k@I.D. No…………………...........cSad [kkrk la[;k@Bank A/c No. ……………….…………………………

ewy osru@ Basic Pay…………......……xzsM is@Lrj@Grade Pay/Level……………………………………………………...

ifj;kstuk la[;k@Project No…………………………………………………………………………………………………

ifj;kstuk laLFkku dh gS ;k izk;ksftr@In House/Sponsored……………………………………………………………………

nkSjs dk iz;kstu@Purpose of the Tour………………………………………………………………………………………...

uksV% eSa nkSjs ds lekfIr ds 15 fnuksa ds Hkhrj nkSjk izfrosnu ds lkFk lek;kstu fcy izLrqr dj nw¡xk@nw¡xhA

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

**nkSjs dk fooj.k@TOURS PARTICULARS:**

|  |  |  |  |
| --- | --- | --- | --- |
| izLFkku@LFkku@rkjh[k  Departure/Station/Date | lQj dk izdkj$ok;q;ku@cl@jsy  Journey Mode: Air/Bus/Rail | vkxeu@LFkku@rkjh[k  Arrival/Station/Date | fu/kkZfjr LFkku ij Bgjus dh frfFk  Actual Stay Station |
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;k=k HkRrk is’kxh fcy nkSjk 'kq: gksus dh rkjh[k ls nks fnu igys ys[kk vuqHkkx esa igqap tkuk pkfg,A

TA advance bill should reach Accounts Section before two working days from starting of tour.

**;k=k O;;@Travelling Expenses:**

¼d½ foeku@cl jsy fdjk;k@[Air/Bus/Rail](mailto:Js.kh@Air/Bus/Rail) Fair……………………………………………………………………………….

¼[k½ nSfud ;k=k HkRrk :-@DA@Rs………………………………………………………………………………………….

¼x½ gksVy/Hotel……………………………………………………………………………………………………

**vkdfLedrk [kpZ@Contingency Expenses:**

¼dk½ yscj@dqyh@Labourer/Coolie……………………..........................................................................................................

¼[k½ VSDlh O;; ¼vkSfpR; lfgr½@Taxi Charges (with justification)…………………………………..……..………………..

¼x½ okgu] ;fn vko’;d gks@Vehicle, if required……………………………………………………………

¼Ä½ vU; [kpsZ@Other Expenses………………………………………………………………………………..…..

dqy vfxze :-Total Advance Rs…………………………..

¼nkSjs ij tkus okys vf/kdkjh ds gLrk{kj½ fu;a=.k vf/kdkjh@ifj;kstuk izHkkjh dh fVIi.kh@vuq’kalk

Signature of Officer Proceeding on Tour Remarks/recommendation of the Controlling Officer /Project In-charge

¼lgk;d½ vuq- vf/k-¼oSKkfud xfrfof/k½@izHkkjh izk;ks- ifj;kstuk ¼ys[kkf/kdkjh½

Assistant SO (Scientific Activities)/In-charge (SP) Accounts Officer

¼vuqla/kku ;kstuk leUo; lfefr½

Research Development Coordination Committee (RDCC)

Lohd`fr

¼dqylfpo½ ¼funs’kd½

Registrar Director