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| **Tour Application Approval Form** ***Project Fellow/PDF*** |

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| **S. No.** | **Item** | **Particulars** | |
| 01 | Name of Project Fellow/PDF |  | |
| 02 | Department |  | |
| 03 | Roll No |  | |
| 04 | Places to be visited &  Purpose of the Tour  (Attach supporting document) |  | |
| 05 | Expenditure to be met from  Project/Consultancy | Project | |
| 06 | Date(s) of Meeting/Conference  /Workshop/Fieldwork/Others  (Circle the purpose) | From | To |
|  |  |
| 07 | Mode of Journey |  | |
| 08 | Additional Approval (if any) | 1. Approved Leave form | |
| 09 | Details of Leave (Attach approved leave form) | Casual Leave/Medical Leave/On Duty  Others, if any, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| From | To |
|  |  |
| Total leave of \_\_\_\_\_\_\_\_ days | |
| 10 | Date and time of leaving station |  | |
| 11 | Date and time of return station |  | |
| 12 | Address during period of tour |  | |
| 13 | Mobile Number and  Email during Tour |  | |

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| ***Date:*** | ***Signature of Project Fellow/PDF*** |
| ***Place:*** |

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| ***Recommendation:***  ***Signature of Principal Investigator/Mentor*** | ***Tour Approval by***  ***Signature of HoD*** |