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**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION FOR PERMISSION TO TRAVEL ON OFFICIAL TOUR**

Name: \_\_\_\_\_ Emp. Code: \_\_\_\_\_

Designation: \_\_\_\_\_ Matrix & Level: \_\_\_\_\_

Department/Section: \_\_\_\_\_

1. Purpose of travel\* : \_\_\_\_\_

(\*In case of travel in context to Conference / Symposia / Workshop etc. please use CPDA Form-I)

2. Destination place : \_\_\_\_\_

3. Actual Period of Work : From: \_\_\_\_\_ To: \_\_\_\_\_

4. Period of absence including journey : From: \_\_\_\_\_ To: \_\_\_\_\_

5. Personal leave, if any (prefix/suffix) : From: \_\_\_\_\_ To: \_\_\_\_\_

(For information only, appropriate Leave Application to be submitted separately)

6. Expected place of stay : \_\_\_\_\_ Tariff - ₹ \_\_\_\_\_/day

7. Estimation of expenses A. Both ways Fare - ₹ \_\_\_\_\_

B. Daily allowance - ₹ \_\_\_\_\_

C. \_\_\_\_\_ - ₹ \_\_\_\_\_

8. Advance requested : ₹ \_\_\_\_\_ [(Not to exceed 90% of (A+B+C)]

9. Arrangement made for classes and/or other official responsibilities \_\_\_\_\_

10. Special request, if any \_\_\_\_\_

*I undertake to settle the above advance and/or submit my TA Bill within 10 days of my return.  
I shall abide by all applicable travel rules.*

**Signature of Employee**

Certified that the above travel is essential in the interest of the department and/or Institute and may please be permitted.

Forwarded to Accounts Section

**Counter Signature of the HoD/Section Head**

**FOR ACCOUNTS SECTION USE ONLY**

Information verified

Advance of ₹ \_\_\_\_\_ can be granted.

**Junior Assistant (A/cs.)**

**Superintendent (A/cs.)**

**Assistant Registrar (A/cs.)**

**Dean (P&D)**

**Registrar**

**Director**

To,  
Establishment Section

**NOTE: Establishment Section shall forward a photocopy of this form to Accounts Section for payment, if any.**