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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No. _____

Date: _____

TOUR REPORT

Name: _____ Emp. Code: _____

Designation: _____ Matrix & Level: _____

Department/Section: _____

Sanction Order No. _____ Date: _____

Theme of the Tour/Meeting/Conference: _____

Place of Tour/Meeting/Conference: _____

Meeting/Conference organized by: _____

Duration of Tour/Meeting/Conference: From _____ To _____ /on _____ = day(s): _____

Travel dates of Tour/Meeting/Conference: Prefix _____ Suffix _____ = day(s): _____

Details of key speakers of Meeting/Conference: _____

Details of theme experts during the Meeting/Conference: _____

No. of visitors during the Meeting/Conference: _____

Brief of Tour/Meeting/Conference (Minimum 50 words):

अभ्यासाध्ययेतः विद्या

Outcome of Tour/Meeting/Conference (Minimum 20 words):

Signature

Forwarded to Accounts Section alongwith TA/DA Form

Counter Signature of HoD/Section Head/Coordinator/Registrar/Director