



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम  
Indian Institute of Information Technology, Design and Manufacturing,  
Kancheepuram

Dean (SR,IC&CE) Office

**APPLICATION FOR APPROVAL OF TOUR**

- 1 Name of P.I / Co-P.I :
- 2 Designation (P.I/Co-P.I) :
- 3 Name of the Project funding Agency / No :
- 4 Pay Level :
- 5 Place to be visited and period of halt at each station :
- 6 Purpose of tour :
- 7 Has the tour programme been approved by competent authority (attach letter/email) :
- 8 Duration of journey (in days) :
- 9 Rail/Road/Air fare by the entitled class/classes by which the Government servant proposes to travel for both outward and inward journey :
- 10 Advance, if any required: - :  
Travel (Road/Rail/Air)  
Daily allowance
- 11 Total Advance Amount required :
- 12 Whether any earlier advance is outstanding If so, the date on which TA bill was submitted :

Date	From Place	Date	To Place	Mode
No of days stay :				

I declare that the particulars furnished above are correct

Date: \_\_\_\_\_ Signature of P.I

**Fund Availability**

Yes / No Head :

Sricce Cell \_\_\_\_\_ Signature of AR (Sricce) \_\_\_\_\_ Dean(SR)

Remarks of Registrar

Date : \_\_\_\_\_ Signature of Registrar

Approved / Not Approved

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