

## TOUR PROGRAMME

NAME & DESIGNATION : \_\_\_\_\_

PAY/ PAY LEVEL : \_\_\_\_\_

PLACE & PURPOSE OF VISIT : \_\_\_\_\_

NAME OF THE PROJECT : \_\_\_\_\_

DETAILS OF THE JOURNEY : \_\_\_\_\_

### DETAILS OF ONWARD JOURNEY:

Date & Time	Dep.	Date & Time	Arrival	Mode of Conveyance	Class of Journey	Fare

### DETAILS OF RETURN JOURNEY:

Date & Time	Dep.	Date & Time	Arrival	Mode of Conveyance	Class of Journey	Fare

### ADVANCE REQUIRED:

FARE : \_\_\_\_\_

LODGING : \_\_\_\_\_

D.A. : \_\_\_\_\_

TOTAL : \_\_\_\_\_

The amount of advance drawn by me shall be adjusted within 15 days from the completion of tour.

DATE:

SIGNATURE OF EMPLOYEE

RECOMMENDED BY:

SIGNATURE OF DIVISIONAL HEAD

TOUR APPROVED AND ADVANCED SANCTIONED RS. \_\_\_\_\_

DIRECTOR