APPLICATION FOR TOUR APPROVAL (STUDENTS/JRF)

1	NAME, ADM.NO., COURSE, SEMESTER & DEPTT OF THE STUDENT TO GO ON TOUR	
2	PLACE(s) TO BE VISITED & PERSONS TO BE CONTACTED, IF SO FINALIZED.	
3	PROPOSED DATE & TIME STARTING FROM THE HEADQUARTERS	
4	PROPOSED DATE & TIME RETURN TO THE HEADQUARTERS	
5	NATURE & PARTICULAR OF WORK	
6	MODE OF TRANSPORT	
7	BUDGETARY HEAD FROM WHICH EXPENDITURE IS TO BE MET	
8	DATE & TIME OF ABSENCE FROM TOUR PROGRAM FOR PERSONAL PURPOSE & TYPE OF LEAVE IF ANY PALNNED TO BE AVAILED WHILE ON TOUR	
9	ANY OTHER RELEVENT INFORMATION	
10	PLACE: DATE:	
11	FORWARDED BY GUIDE / COURE COORDINATOR	SIGNATURE: NAME /DEPT.:
12	RECOMMENDED BY FACULTY - IN – CHARGE	SIGNATURE: NAME,DESIGN./DEPT.: (OFFICE SEAL)
13	APPROVAL OF _____	