भारतीय सूचना प्रौद्योगिकी संस्थान राँची
Indian Institute of Information Technology Ranchi
(An Institute of National Importance under an Act of Parliament)
Ranchi, Jharkhand, India

APPLICATION FOR TOUR APPROVAL

1.	Name, designation & Deptt./Section of the employee proposing to go on tour.	
2.	Place(s) to be visited & persons to be contacted, if so finalized	
3.	Proposed date & time of starting from the headquarters	
4.	Proposed date & time of returning to the headquarters	
5.	Nature & particulars of the work	
6.	Mode of transport	
7.	Additional approvals required, if any: i.e. journey by Air: higher class/longer route than entitle for additional LTE:hiring of taxi,etc.In case the LTE proposed local movements to be indicated in the prescribed Performa	
8.	Budget head from which expenditure is to be met	
9.	Date(s) & time of absence from tour programme for personnel purpose & type of leave, if any, planned to be availed while on tour.	
10.	Any other relevant information	
11.	Place: Ranchi Date:	Signature Official Seal:
12.	Recommendation of the Faculty In-Charge/Head Of The Section:	Recommended Signature:_____ Name, Design. /Deptt. (Office Seal)
13.	Approval of Competent authority:	Approved Registrar /Director
14.	Order/Approval of competent authority regarding Sl. No. 7 above	 Registrar/Director