



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

FORM – ES / 04

APPLICATION FOR PERMISSION TO TRAVEL ON OFFICIAL TOUR *

No. – NITR/.....

Date – /..... /20.....

Name – Dr./Mr./Ms.

Emp. Code –

Department –

Designation –

Gr. Pay – ₹

1. Purpose of travel* -
(* In case of travel in relation to Conference / Symposium / Work-shop / Short Term / Course / Training / etc. please use Form – ES / 03.)
2. Destination city/town -
3. Actual Period of Work - From - To -
4. Period of absence including journey - From - To -
5. Personal leave, if any (prefix/suffix) - From - To -
(For information only, appropriate Leave Application to be submitted separately)
6. Expected place of stay - Tariff - ₹ / day
7. Estimation of expenses -
A. Both ways Fare - ₹
B. Daily Allowance - ₹
C. - ₹
8. Advance requested - ₹ [Not to exceed 90% of (A+B+C)]
9. Sources of funding - PDF Institute Grant Outside Agency -
10. Arrangement made for classes and/or other official responsibilities [mandatory for faculty & officers] –
11. Special request, if any -

I undertake to settle the above advance and/or submit my TA Bill within 10 days of my return. I shall abide by all applicable travel rules.

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Signature of the Employee

12. Recommendation of HOD/HOC/HOO: Certified that the above travel is essential in the interest of the department and/or institute and may please be permitted.

To – Establishment Office

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HOD / HOC / HOO

FOR OFFICIAL USE ONLY

Information verified from records. Advance – ₹ & Tour is recommended for kind approval.

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Verified by

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Office Superintendent

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Asst. Registrar (Estt.)

Approved as recommended. Remarks -

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Registrar / Dean (FW) / Director