

REGIONAL CENTRE FOR BIO-TECHNOLOGY

(NCR BSC, Faridabad-Gurgaon Expressway, Faridabad)

APPLICATION FOR SANCTION OF TOUR PROGRAMME

1. Name & Designation :
2. Basic Pay : Rs.....
3. Place and propose of the visit :
4. Date of onward journey : / /201
5. Date of return journey : / /201
6. Proposed mode of travel : Rail/ Road or other, please specify.....
(as per entitlement)
7. Whether Boarding (or) and lodging provided by organisers/ hosts. : Yes/ NO
Please specify
8. Whether any other expenses are payable? If so, details thereof(such as registration fee etc.) :

OFFICIAL MAY PLEASE NOTE

1. Application should ordinarily be submitted atleast 15 days in advance.
2. A copy of the invitation must be attached to this application form.
3. Journey should be performed after issue of the office order/ approval of the Competent Authority , and visit should not be taken as approved just by submitting the application.
4. Journey should be performed on approved dates. Any change in the dates of outward/return journey, should be intimated in advance/permission taken.
5. Attendance certificate/ proof of attending Conference/ workshop/Symposium/ Seminar/ Presentation etc. May be provided.
6. In case advance is required the same may be applied to Accounts Branch in the prescribed form available with them, on issue of proper office order.
7. Official who makes journey by first class and above by train should enclose original tickets/railway receipts with their TA claim for settlement of claims. The claim without tickets or ticket numbers will be restricted to second class.

Signature of the Applicant

Date : / /201

Recommended and Forwarded
Office-in-charge/ Lab-in-charge

FOR USE OF ADMINISTRATION BRANCH

This is therequest of the official. He/she has already undertaken.....official tour(s) during the current year with/ without TA/DA .
If approved, official will be will not be entitled to draw TA/DA as per rules and registration fee of Rs...../-
Director/ Competent authority may kindly see for orders please.

SO/AO

This visit is approved/ approved.

SR. MANAGER(A&F)

Signature of the Director/Competent Authority