1. Name and designation of Officer proceeding on tour

2. Present Pay

3. Estimated amount of expenditure involved

4. Tentative tour programme

<table>
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<tr>
<th>Date</th>
<th>Departure</th>
<th>Date</th>
<th>Arrival</th>
<th>Mode of Travel</th>
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5. Purpose of tour

6. Whether the tour is in connection with attending the seminar or works up etc. If so, indicate the letter No. and date through which the permission of the Competent Authorities obtained.

7. Source form which the expenditure will be met and the budget position indicating the grant sanctioned, expenditure incurred till the date of submission of proposal and that anticipated during the rest of the year.

8. The following to be replied in case of "Air Travel"

I) How long would the training journey taken?

II) Whether the tour will affect the To Training and here it is proposed to managed

III) Why cannot the tour be performed, By Rail journey?

9. If revised, reason/full justification for revised tour programme

10. If avail casual leave/closed holiday in continuation of tour

11. Tour advanced required

12. Recommendation of officer-in-charge

Signature of the officer

Signature of other officer-in-charge