

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 (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.:
		SIGNATURE:	
12	RECOMMENDED BY FACULTY - IN – CHARGE	NAME.DESIGN./DEPT.:	
		(OFFICE SEAL)	
13	APPROVAL OF		