Maulana Azad

NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL-462 003

FOREIGN TOUR

Employee Code

AUTHORISATION FORM			1	Designation				
				Department				
Name				Date of Appointment				
Conference	Details:							
	me/ Title of the	Conference		Area of Discussion/Presentation				
Name of Organizing Agency				Role of the applicant in Conference (Chairing a Session Plenary Lecture Voluntary Paper)				
Type of Conference (Regional National International)				Paper Accepto				
				Contribution of paper to be pro-				
Ra	ting of Confere (Tier-1/ Tier-11/			If paper is jointly Letter from Co-				
				Duration of C	onference			
				Prefix days	From	To	Suffix days	
City				Type of leave	applied			
Country	ountry				ve with balance position in ent calendar year			
Travel Plan	:			***				
	Departure			ourney		Arrival		
Station	Date	Time	Mode	Class	Station	Date	Time	

Brie	f Objective of Tour (in fi	fty words)							
The	11 P MT 1 1 T 1 T 1 T	76 T	QWS SANCE	· ·					
SI	Name of Country	ours (For last Perio		Years)	Pur	nose of Visit			
No	Name of Country	From	To		Purpose of Visit				
1									
2									
ž									
3									
	e P. C. A. P.	Tr.				Et tal D			
(to b	Estimated Exper be adjusted as per Gol Rules up	on submission o	f bills	Constitution (Constitution of the Constitution	130	Financial Res	ources		
10000	to A/cs Section	n)		Within th	e Institute				
1	Registration Fee	Amount IN	K	CPDA		Amount	Remarks		
	registration i ee			Non-Plan	Grant				
2	Journey Fare			Project Gr					
	10500000 CO1000			Others (pl					
3	Boarding/ Diem			Outside a					
				Name of Ag		Amount	Share in *o		
4	Visa fee								
5	Others		+						
3	Others								
	TOTAL				TOTAL				
Adv.	ance required of Estimated expenditure)								

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Necessary Class	/Duty Ar	rangement		
		Person to whom duty Assigned	Designation	Signature
Class Arrangement	UG		AND THE PROPERTY OF THE PROPER	
	PG			
Additional/Alternative Arrangement (if any)				

Certificate from an Applicant

I hereby certify that the information in this Foreign Tour Form is true to the best of my knowledge and belief. If the information stated above is found to be incorrect at later stage also. I may be held personally responsible. The amount received will be used for the purpose for which it is sanctioned. I further state that Travel Bill shall be submitted within a month time from arrival and in case of journey is not performed by me I shall return entire amount sanctioned immediately.

Da	ate:		Signature
	Specific recommendation by conce	erned HoD	Recommendation of Dean FW
	*		
Da	ate:	Signature	Signature
No			
ļ	It is mandatory to fill all the requisite information processing.		
2	Copy of Brochure of programme, Invitation letter	from organizing Agency, F	ull length research paper. Performa
-	Invoice of travel fair shall be attached.		
	If Research paper is written jointly then No-Object		
3	If Research paper is written jointly then No-Object If Financial Assistance given by the outside Agend	y, letter of sanction shall a	elso be attached.
3 4 5	If Research paper is written jointly then No-Object	cy, letter of sanction shall a dong with Tour Bill and co imbursement/adjustment.	dso be attached, opy of the same be submitted to HoD for