



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त संस्थान)

Institute of Nano Science and Technology

(An Autonomous Institute of Department of Science and Technology, Govt. of India)

Form No.16

TOUR PROGRAMME APPROVAL

(For regular employees & other staff)

1. Name : _____ 2. Designation: _____
3. Employee Code: _____ 4. Section: _____
5. Pay Level: _____ 6. Place(s) of Visit: _____
7. Purpose of Visit: _____
8. Period of programme: _____
9. Travel Details:

Departure Date and Time	From	Arrival Date and Time	To	Mode of Travel

10. Source of Fund (Institute/Project-RP/IRD) _____
11. Amount of Advance Required (In Rs.): _____
12. If T.A. Bill(s) in respect of previous journey(s) pending: _____

Date

Signature

Note: In case invited / nominated, please enclose a copy of invitation / order

RECOMMENDATION OF THE OFFICER IN-CHARGE OF THE EMPLOYEE

Date

Signature

FOR OFFICE USE ONLY

TA Advance pending : Yes / No

Tour Programme	TA / DA Advance
Approved / Not Approved	Approved / Not Approved

Dealing Assistant

Head of Office

HoO / Director