सीएसआईआर-उत्तर पूर्व विज्ञान तथा प्रोद्योगिकी संस्थान, जोरहाट , असम
CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY, JORHAT: ASSAM

दौरे के अनुमोदन का फॉर्म PROFORMA FOR APPROVAL OF TOUR

पहचान संख्या **I.D. No.**	(as mention in I Card)	नाम **Name (in capital)**	(as in I Card)		
प्रभाग/अनुभाग **Div./Sec**		पद **Designation**		बेसिक वेतन **Basic Pay**	
मोबाइल न.**Mobile No.**		जन्म तिथि **DOB**		वेतन लेवल **Pay Level**	
ई-मेल **E-Mail**					

संगोष्ठी/गोष्ठी/समिति बैठक/परियोजना आदि (उल्लेखित हो) का नाम **Name of the Project/Committee Meeting/ Seminar/ Symposium/ others official meeting (to be specified with valid documents)**	
क्या दौरा आंतरिक/सीएसआईआर परियोजना/ बाह्य परियोजना पोषित/आमंत्रित है **Whether Tour pertains to In-house/ CSIR Project/ Externally Funded Project/ Invited (Enc. approval copy)**	
निस्ट परियोजना सं/अगर निस्ट द्वारा देय है तो बजेट शीर्ष/ प्रायोजित या आमंत्रित होने की स्थिति में फ़ंड/आवंटित राशि विवरण **NEIST Project No/Budget Head if to be paid by NEIST/ Other sources of fund in case of Sponsored/Invited tours along with allocation therein**	
मुख्यालय से जाने की प्रस्तावित तिथि **Proposed date of starting from Headquarter**	**Pick up time & place/Qtr.No.(if)**
वापसी की प्रस्तावित तिथि **Proposed date of return at NEIST/ Jorhat**	**Pick up time & place/Aiport/Rly.(if)**

स्थान जहां जाना है एवं वहाँ रुकने की अवधि **Place to be visited and duration of halt :**	स्थान जहां जाना है **Place to be visited** **(In case of hired vehicle by road, pl. mention all places to be visited and return)**	रुकने की अवधि **Duration of halt**

दौरे का वर्गिकरण **Mode of Journey**				
हवाई माध्यम By Air	से **From**	तक **To**	यात्रा तिथि **Travel Date**	**वापसी** Return Date (with mode of Journey)
Air Entitled : Yes/ No				
If No, enc. prior approval				
If Yes, 1. Mention route 2.Travel by Private airlines, obtain relaxation from CSIR				
रेल माध्यम **By Rail**				
Entitled Class				
रोड माध्यम **By Road**				

कार्यालय/ किराए में लिए गए वाहन द्वारा रोड यात्रा Road Journey by official/ Hired Vehicle: Car (like Indigo)/ SUV(like Innova)/ others …….

Car Entitleded: Yes/ No	Destination/ area is connected by normal mode of communication like train/bus service : Yes/No
Please give Justification Use separate sheet if required with valid documents.	1.Under Project Field work with manpower, materials, instruments etc. 2.Survey 3.Urgent meeting/ required 4.Others Pl. specify:..

क्या अग्रिम यात्रा/दैनिक भत्ता चाहिए हाँ/नहीं
Is Advance TA /DA required Yes /No

यात्री के हस्ताक्षर Signature of Touring Officer

प्रभारी/प्रधान के हस्ताक्षर Signature of Officer-in-Charge/HOD

वाहन अनुभाग Vehicle Section	**1.Hired Vehicle: Car (like Indigo)/ SUV(like Innova)/ others ……available/ not available** **2.To be hired from vendor on fixed rate of contract, in case not available in office :**

Expenditure debited from ***Budget Head*** (P-03TA) - ***Projects*** (GPP/SSP/CNP/CLP/NWP/Task Force/FAC/SIP) - ***Fellowship/Scholarship*** (HRD Related)

दिनांक Date…….....**प्रधान Head (पीपीएम PPM/ एचआरडी HRD**

निधि उपलब्ध है/ नहीं है Fund available / not available

लेखा अनुभाग **Finance & Accounts**

निदेशक का आदेश Order of Director

Copy to: 1.Bill Section 2.Finance & Accounts3.Vehicle Section

निदेशक / Director

BILL UNIT

CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY,JORHAT:ASSAM

Head of Accounts		For the month of			
पहचान संख्या **I.D. No.**		नाम **Name**			
प्रभाग/अनुभाग **Div./Sec**		पद **Designation**			
वेतन **Pay**		वेतन लेवल **Pay Level**		Voucher No	

ADVANCE OF T.A./D.A.

1. 1st class / A.C.II tier /3 tier/ Air fare form..... Rs.....
   to .....(.....km) each way
2. Bus fare From .....to ..... Rs.....
3. D.A. for.....days at ordinary rate @ Rs.....Per day Rs.....
4. D.A. for.....days at higher rate @ Rs .....Per day Rs.....

Total

Say Advance.

Passed for Rs.....(Rupees.....only)

Dated.....

Head of Office & D.D. Officer

CONTENTS RECEIVED

Received .....

Office NEIST

Dated..... Signature of claimant
with revenue stamp

Noted at Page ..... of TA

Audit Register and also in OB Pay Rs. .....

Vide Item No. ..... of ..... only

Paid vide Cheque No. .....Date .....

For Rs .....(Rupees .... only.)

DA (F&A) **SO (F&A)** **FAO**