



भारतीय समुद्री विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय, भारत सरकार)
कोलकाता परिसर

पी-१९, तारातला रोड, कोलकाता - ७०००८८

INDIAN MARITIME UNIVERSITY

(A Central University, Govt. of India)

KOLKATA CAMPUS

P-19, Taratala Road, Kolkata - 700088



Form No.: IMU-KC/EST/LAPP/03/20xx-1

TOUR APPROVAL / ADVANCE FORM

Employee Name: _____ Employee Code: _____

Designation: _____ Mobile No.: _____

Pay Level / Scale of Pay: _____ Basic / Consolidated Pay: _____

Location & Purpose of Travel: _____

(Please attach proof of Sanction/Assignment, clearly indicating the location and dates of official Tour/Duty)

Details of Travel:

DEPARTURE		ARRIVAL		Mode of Journey		Remarks
Date & Time	From	Date & Time	To	Entitled Class	Higher Class	

(Any deviation from the entitlement shall require special approval of the Competent Authority. Such cases will be categorized under higher class)

Advance required (YES/NO): _____

Fare (Entitled/Higher Class): (₹) _____

DA- Hotel/Guest House: (₹) _____

DA – Food: (₹) _____

Local Travel: (₹) _____

Total Amount: (₹) _____

Signature of Recommending Officer

Dated Signature: _____

[For use by Establishment / Finance & Accounts Sections]

Duration of Official Tour: _____

Dealing Hand (EST)

An amount of ₹ _____ may please be sanctioned on the basis tour proposal.

(As per earlier approval, T.A. advance is restricted to 90% of total amount claimed)

Dealing Hand (F&A)

Assistant Registrar (F)

Deputy Registrar

Campus Director