



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

INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
KOLKATA CAMPUS



पी-१९, तारातला रोड, कोलकाता - ७०००८८
आईएमयू-केसी/ईएसटी/एलएपीपी/०३/२०xx-१

P-19, Taratala Road, Kolkata - 700088

IMU-KC/EST/LAPP/03/20xx-1

दौरा अनुमोदन/ अग्रिम फॉर्म 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)

यात्रा का विवरण/ 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: (₹) _____

अनुशंसक अधिकारी के हस्ताक्षर/
Signature of Recommending Officer

दिनांकित हस्ताक्षर/
Dated Signature: _____

[स्थापना/ वित्त एवं लेखा अनुभाग द्वारा उपयोग हेतु]
[For use by Establishment/ Finance & Accounts Sections]

Duration of Official Tour: _____

संबंधित सहायक (स्थापना)/ Dealing Hand (EST)

An amount of ₹ _____ may please be sanctioned on the basis tour proposal.
(As per extant norms, T.A. advance is restricted to 90% of total amount claimed)

संबंधित सहायक (वित्त)/
Dealing Hand (F)

सहायक कुलसचिव (वित्त)/
Assistant Registrar (F)

उप कुलसचिव/
Deputy Registrar

परिसर निदेशक/
Campus Director