

**INDIAN INSTITUTE OF SOIL SCIENCE
BHOPAL – 462 038**

Form of requesting Permission for going on Tour
(To be filled in duplicate)

1. Name : _____
2. (a) Designation : _____
(b) Division/Section : _____
3. Purpose of Tour : _____
4. Period of Tour : _____

DEPARTURE			ARRIVAL			Mode of Conveyance
Place	Date	Time	Place	Date	Time	

5. I shall submit the T.A. Bill within a week's time after completion of the above tour.

Approved / not approved

Signature of Govt. Servant

DIRECTOR / SENIOR ADMN. OFF

Copy to:

1. D.D.O. (two copies)
2. Officer requesting permission,

**INDIAN INSTITUTE OF SOIL SCIENCE
BHOPAL – 462 038**

Date

Form for Tour Advance

(To be filled in duplicate)

1. Name : _____
2. Designation : _____
3. Division / Section : _____
4. Purpose of Tour : _____
5. Period of Tour : _____
6. No. of Days : _____
7. Date of return to HQ : _____
8. Name of places (to be visited): _____
9. Total Railway fare : Rs. _____
10. Total Air fare : Rs. _____
11. Daily Allowance : Rs. _____
12. Amount of advance required : Rs. _____
13. Amount to be booked to : **INSTITUTE/PROJECT/MISCELLANEOUS**

I undertake to settle the above TA Advance by submission of my TA Bill within a week from the completion of the tour. Otherwise advance may be recovered from my salary.

Signature of the applicant

Recommendation of the Head of Division

Recommended / Not Recommended

Signature of the Head of Division

Advance of Rs.

Sanctioned / Not Sanctioned

Signature of the Director

Copy to : 1. Administrative officer, IISS, Bhopal