

Brief Objective of Tour (in fifty words)	

Details of official Foreign Tours (For last three Years)																			
Sl No	Name of Country	Period		Purpose of Visit															
		From	To																
1																			
2																			
3																			
Estimated Expenditure <small>(to be adjusted as per Govt Rules upon submission of bills to A/cs Section)</small>				Arrangement of Financial Resources															
<table border="1"> <thead> <tr> <th>Head</th> <th>Amount INR</th> </tr> </thead> <tbody> <tr><td>1</td><td> </td></tr> <tr><td>2</td><td> </td></tr> <tr><td>3</td><td> </td></tr> <tr><td>4</td><td> </td></tr> <tr><td>5</td><td> </td></tr> <tr><td>TOTAL</td><td> </td></tr> </tbody> </table>				Head	Amount INR	1		2		3		4		5		TOTAL		Within the Institute	
				Head	Amount INR														
1																			
2																			
3																			
4																			
5																			
TOTAL																			
				CPDA															
				Non-Plan Grant															
				Project Grant Others (pl. specify)															
				Outside agency															
				Name of Agency	Amount	Share in %													
Advance required <small>(90% of Estimated expenditure)</small>																			

Necessary Class/Duty Arrangement				
		Person to whom duty Assigned	Designation	Signature
Class Arrangement	UG			
	PG			
Additional/Alternative Arrangement (if any)				
Certificate from an Applicant				
<p>I hereby certify that the information in this Foreign Tour Form is true to the best of my knowledge and belief. If the information stated above is found to be incorrect at later stage also, I may be held personally responsible. The amount received will be used for the purpose for which it is sanctioned. I further state that Travel Bill shall be submitted within a month time from arrival and in case of journey is not performed by me I shall return entire amount sanctioned immediately.</p>				
Date:			Signature	
Specific recommendation by concerned HoD			Recommendation of Dean FW	
Date:		Signature	Signature	
Note				
1	It is mandatory to fill all the requisite information in the format & submit to Establishment Section for onward processing.			
2	Copy of Brochure of programme, Invitation letter from organizing Agency, Full length research paper. Performa Invoice of travel fair shall be attached.			
3	If Research paper is written jointly then No-Objection letter from other author shall be attached.			
4	If Financial Assistance given by the outside Agency, letter of sanction shall also be attached.			
5	Detailed day wise tour Report must be submitted along with Tour Bill and copy of the same be submitted to HoD for onward submission to Accounts Department for reimbursement/ adjustment.			
6	If any alteration needed in the format must be brought to the notice of H Vaidya for necessary action.			