



**JAWAHARLAL NEHRU CENTRE FOR ADVANCED SCIENTIFIC RESEARCH
JAKKUR P.O., BANGALORE : 560 064.**

FORM – ES / 05

APPLICATION FOR PERMISSION TO TRAVEL ON OFFICIAL TOUR *

No. – JNC/..... Date – /..... /20.....

Name – Prof./Dr./Mr./Ms. Staff Code – Debit Head -

Unit/Office – Designation – GP/AGP – Rs.....

1. Purpose of travel* -
(* In case of travel in relation to Conference / Symposium / Work-shop / Short Term / Course /Training / etc. please use Form – ES / 04.)
2. Destination city/town -
3. Actual Period of Work - From - To -
4. Period of absence including journey - From - To -
5. Personal leave, if any (prefix/suffix) - From - To -
(For information only, appropriate Leave Application to be submitted separately)
6. Expected place of stay - Tariff - Rs. / day
7. Estimation of expenses -
A. Both ways Fare - Rs.
B. Daily Allowance - Rs.
C. - Rs.
8. Advance requested - Rs. [Not to exceed 90% of (A+B+C)]
9. Sources of funding - Centre Travel Grant Outside Agency
10. Special request, if any -

I undertake to settle the above advance and/or submit my TA Bill within 15 days of my return. I shall abide by all applicable travel rules.

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Signature of the Staff

11. Recommendation of HoU/HoO : Certified that the above travel is essential in the interest of the unit and/or Centre and may please be permitted.

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HoU / HoO

12. Recommendation of Dean (FA) [in case of faculties] : Recommended / Not Recommended

To – The Administrative Officer

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Dean (FA)

FOR OFFICIAL USE ONLY

Information verified from records. Advance – Rs Recommended for kind approval.

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Dealing Asst.

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Asst. Administrative Officer

.....
Administrative Officer

Approved as recommended. Remarks -

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Administrative Officer / President