



# योजना एवं वास्तुकला विद्यालय, भोपाल

FA-7

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

दौरा अनुमोदन एवं अग्रिम फार्म (संकाय एवं स्टॉफ हेतु) / Tour Approval and Advance Form (For Faculty and Staff)

1. नाम / Name \_\_\_\_\_
2. पी.एफ. क्र. / P.F NO. \_\_\_\_\_ पद / Designation \_\_\_\_\_
3. विभाग / Department \_\_\_\_\_ पै बेण्ड / PAY & GP/AGP \_\_\_\_\_
4. दौरे का उद्देश्य / Purpose of Trip \_\_\_\_\_
5. प्रस्थान दिनांक / Date of Departure \_\_\_\_\_ वापिसी दिनांक / Date of Return \_\_\_\_\_
6. अवकाश का विवरण / Details of Leave:

Leave applied for	From	To	Days

Prefix			Saturday/Sunday/Gazetted Holiday/ Restricted Holiday/other leave
Suffix			

## Proposed Expenditure

Air / Train / Road	To	From	Class	Fare
Local Transport	Taxi / Auto etc		Distance	Fare
Accommodation	Date of check In	Date of Check out	Amount	
Food	Number of day		Amount	
Others	Amount			
Total expenditure				Rs.

अग्रिम आवेदक द्वारा अनुमानित राशि के आधार पर स्वीकृत किया जा सकता है। लेकिन अग्रिम का समायोजन अधिकारी/कर्मचारी की पात्रता के अनुसार ही किया जायेगा।  
Please note that amount of advance may be sanctioned as per estimated amount given above by the applicant. However, advance shall be processed for settlement as per entitlement of the employee.

7. Required Advance – Rs. \_\_\_\_\_

8. Whether any TA Advance is outstanding – YES/NO

If yes, then outstanding TA advance – Rs. \_\_\_\_\_

आवेदक के हस्ताक्षर / Signature of Applicant

अनुशंसित / अनुशंसित नहीं / (Recommended / Not Recommended).

विभाग प्रमुख HOD \_\_\_\_\_ संकायाध्यक्ष (शैक्षणिक) Dean(Academics) / कुलसचिव Registrar \_\_\_\_\_

निदेशक

Director

Forwarded to Account Section for Payment