

	ICAR– Central Institute for Research on Goats, Makhdoom, Mathura		Doc. No.: CIRG/IS/14
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FORM FOR PERMISSION FOR OFFICIAL TOUR ALONG WITH ADVANCE
(To be filled in duplicate)

1. **Head of Account** :
(Institute/ Project)
2. **Name** :
3. **Designation** :
4. **Division / Section/ Unit** :
5. **Pay Level/ Grade Pay** :
6. **Purpose of Tour** :
.....
7. **Period of Tour** :
8. **Total Expected Fare** :

Departure			Arrival			Mode of conveyance
Date	Time	Place	Date	Time	Place	

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

Place:

Dated:

Signature of the applicant

Recommended/ Not Recommended

Head of Division/ Section

Approved / Not approved

Sanctioned Rs.....

Competent Authority