



# भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

**INDIAN INSTITUTE OF FOREIGN TRADE**

**(Deemed to be University)**

B-21, Qutub Institutional Area, New Delhi – 110016

## (FORMAT FOR TOUR PROGRAMME BEFORE JOURNEY)

|                               |                              |
|-------------------------------|------------------------------|
| <b>NAME &amp; DESIGNATION</b> | <b>PURPOSE OF THE TOUR</b>   |
| <b>ADVANCE REQUIRED (RS.)</b> | <b>BUDGET HEAD (SUBHEAD)</b> |

| DEPARTURE   |       | ARRIVAL     |       | PARTICULARS OF JOURNEY (AIR / TRAIN / ROAD / WITH FLIGHT / TRAINS NOS.) | REMARKS |
|-------------|-------|-------------|-------|---|---------|
| DATE & TIME | PLACE | DATE & TIME | PLACE |   |         |
| I           | II    | III         | IV    | V   | VI      |
|             |       |             |       |   |         |
|             |       |             |       |   |         |
|             |       |             |       |   |         |
|             |       |             |       |   |         |
|             |       |             |       |   |         |
|             |       |             |       |   |         |

- THE ABOVE TOUR PROGRAMME MAY KINDLY BE APPROVED.
- THE ADMISSIBLE TOUR ADVANCE MAY KINDLY BE SANCTIONED TO MEET TRAVEL EXPENSES. TOUR PARTICULARS OF PREVIOUS ADVANCE/S HAVE ALREADY BEEN SUBMITTED.
- AIR TRAVEL MAY KINDLY BE SANCTIONED FOR SECTOR.....
- DA AT HOTEL RATES MAY BE SANCTIONED

(SIGNATURE)

HEAD OF THE DIVISION

NOTE: PLEASE INDICATE

- WHETHER PREVIOUS ADVANCE DRAWN HAS BEEN SETTLED / DETAILS SUBMITTED
  
- WHETHER THE ENTIRE TOUR PROGRAMME IS OFFICIAL OR PART OF IT PERSONAL
  
- IF SO SECTORS FOR WHICH EXPENDITURE IS TO BE MET BY THE INDIVIDUAL
  
- WHETHER THE PROGRAMME IS SPONSORED
  
- IF SO NAME OF THE ORGANISATION WHO WILL BEAR THE EXPENDITURE
  
- A COPY OF THE BUDGET MAY PLEASE BE ATTACHED

FINANCE SECTION

NOTE: THAT BOOKING WILL BE DONE ONLY WHEN THE TOUR PROGRAMME IS APPROVED BY THE HEAD OF THE DIVISION

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**ACKNOWLEDGEMENT**  
**(To be handed over to the employee on submission)**

**NAME:**

**PURPOSE:**

**DAIRY NO:**

**DATE:**

**(Signature of Dealing Assistant of Finance Division)**

FOR USE IN FINANCE SECTION

|   |      |
|---|------|
| HEAD OF ACCOUNT / NAME OF THE SPONSOR / NAME OF THE PROGRAMME | DATE |
| BUDGET PROVISION FOR AIR FARE / RAIL FARE / TA / DA           |      |

|       |                         |     |         |
|-------|-------------------------|-----|---------|
| 1     | AIR / RAIL FARES        | RS. | REMARKS |
| 2     | DA / TA                 |     |         |
|       | I    _____ DAYS @ RS.   |     |         |
|       | II    _____ DAYS @ RS.  |     |         |
|       | III    _____ DAYS @ RS. |     |         |
| 3     | INTRACITY               |     |         |
| 4     | HOTEL CHARGES           |     |         |
| TOTAL |                         |     |         |

TA                      ADVANCE                      OF                      RS. \_\_\_\_\_ (RUPEES  
 \_\_\_\_\_ ONLY) MAY  
 KINDLY BE SANCTIONED IN FAVOUR OF SHRI / MS. / DR. \_\_\_\_\_.

DEALING ASSISTANT

AO/AFO

DFO

| DEBIT<br>(ADVANCES TO STAFF) | AMOUNT   |     |
|------------------------------|----------|-----|
|                              | RS.      | PS. |
|                              |          |     |
|                              |          |     |
|                              |          |     |
| FILE NO.                     |          |     |
|                              |          |     |
| CREDIT                       | BANK A/C |     |
| ➤ BY CH. NO.                 | ➤ FG.    |     |

DEALING ASSISTANT

AO/AFO

Dy. FINANCE OFFICER