**V.O.CHIDAMBARANAR PORT TRUST**

**FORMAT FOR TOUR APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Name of the Officer |  | | |
| 2 | Designation |  | | |
| 3 | Employee Number |  | | |
| 4 | Basic Pay |  | | |
| 5 | Purpose of the Tour/ Official Tour/ Training/Attending Seminar/ Legal Cases, etc& Reference letter No/ date |  | | |
| 6 | Duration of the Tour Period | From | | To |
| 7 | Place of Tour |  | | |
| 8 | Date of Journey | From | | To |
| 9 | Details of Journey  **Onward Journey**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sl No | Date | FN/ AN | From | To | |  |  |  |  |  |   **Return Journey**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sl No | Date | FN/ AN | From | To | |  |  |  |  |  | | | | |
| 10 | Entitlement Class | | Rail  I Class  II A/c  III A/c | Air |
| 11 | Whether any relaxation is sought to travel by non-eligible mode/ class/ other than Air India. If by other than Air India Proforma for approval by MOS is enclosed | |  | |
| 12 | Whether Previous Tour Advance if any is pending | |  | |
| 13 | Local transport arrangement permission | |  | |
| 14 | Any Holidays/leave prefix/suffix Tour | |  | |
| 15 | Copy of the relevant note/ order for the  nomination of the officer attached | |  | |
| 16 | DOP Sl.No.31 | | Dy.CPT/CPT | |

Signature of Officer HOD Dy.CPT CPT

FIN-OFF-TOUR-01.07.2017