

**Approval for Journey (Form)**

S. No.	Content	Details
1.	Name of the Applicant	
2.	Designation	
3.	Personal File No. / Roll No.	
4.	Journey date	
5.	Likely date of Return	
6.	Travel Destination	
7.	Purpose of the Journey	
8.	Mode of Travel (Tick one)	AIR <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/>
9.	Advance Required	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes please submit temporary advance form along with)
10.	Particulars of Journey	
<p>Date: _____</p> <p>For Journey and Travel Recommendation</p> <p style="text-align: right;">Signature of Applicant</p> <p style="text-align: right;">Signature of PI (For Projects)</p>		
Approval accorded/not accorded		
Signature of Competent Authority		