



APPLICATION FOR APPROVAL OF TRAVEL ON DUTY

(for attending Conference/Workshop/Seminar/Meeting/Training/Field Duty etc.)

1. Name of the Officer: _____
2. Designation & Department: _____
3. Name of the Event/Meeting: _____
4. Date & Venue of the Event: _____
5. Organizer of the Event: _____
6. Purpose of the Event (briefly): _____

7. Scheduled date of leaving station (Date & Time): _____
8. Scheduled date of return to station (Date & Time): _____
9. Address during travel on duty: _____
10. Request for : TA DA Registration Fee
 Others (specify) _____ No funding support required
11. Source of Funding: ICMR-NIRT Fund
 Project Fund (Specify) _____
12. Role of Participant: Oration Guest Lecture Oral/Poster Presentation
 Faculty Chairperson Participation Others, specify _____
13. If Oral/Paper presentation, please specify title: _____
Whether approval by Manuscript Committee obtained Yes No
14. Signature of the Applicant with Mobile No: _____
15. Justification & Recommendation of HOD: _____
 Recommended Not recommended Signature of HOD _____
16. Approval of the Director: _____