

TOUR PROGRAMME PROFORMA

Purpose of tour _____

Particulars of Journey

Place	Date & Time	Mode of Journey	Name of the train/flight No.	Normal Entitlement
Departure :				
Arrival :				
Departure :				
Arrival :				
Departure :				
Arrival :				
Departure :				
Arrival :				
Departure :				
Arrival :				
Departure :				
Arrival :				
Departure :				
Arrival :				

Signature (with date) _____

Name of the Officer _____

Designation _____

Basic Pay / _____

Recommendation of the Unit Head.

Add. Director / Director / Joint Director / Deputy Director.

Approved as per entitlement under normal T.A. Rule.

Joint Director (CS) / Additional Director / Director