



NATIONAL INSTITUTE OF TECHNOLOGY GOA

APPLICATION FORM FOR APPROVAL OF TOUR PROGRAMME IN INDIA

Ref. NITG/_____

Date:-_____

Tour Expenses From :-

Project

Institute

SAC

Ph.D Contingency

If, it's From Project, mention sanction order no. & name of Project: _____

Name of Student/JRF/SRF:-_____ Programme:_____

Roll No.:-_____ Department:-_____ Guide/PI/FA Name:-_____

Email ID:-_____

Tour Details:

Name of workshop/conference/seminar/project/other work.	Place of Visit	Start Date of workshop/conference/seminar/project/other work.	Closing Date of workshop/conference/seminar/project/other work.
Paper Name, if any:-			

****Kindly attach workshop/conference/seminar/any other document for the above tour.**

On Duty Leave date From: _____ **To** _____

Registration Fee: _____

Tour Programme & On Duty Details

Journey Details	Departure Date	Departure (Place)	Arrival (Place)	Arrival Date	Journey Mode
Outward Journey From Goa					Air/Rail/Road/
					Air/Rail/Road/
					Air/Rail/Road/
Return Journey To Goa					Air/Rail/Road/
					Air/Rail/Road/
					Air/Rail/Road/

• Estimated Total TA-DA Expenditure Rs. _____ (Including Registration Fees/other exp.)

Signature of Applicant

Signature of Guide/PI/FA

HoD/Head Signature

Dean (If, applicable)

Dealing Asst.

Asst. Registrar (Acad) (If, applicable)

Registrar

Director

P.T.O



NATIONAL INSTITUTE OF TECHNOLOGY GOA

APPLICATION FORM FOR APPROVAL OF TOUR PROGRAMME IN INDIA

1. Original with Applicant (For Reimbursement)
2. Copy to Asst. Registrar (Academics)
3. Copy to Accounts
4. Copy to Concerned Guide/PI/Supervisor
5. Copy to Registrar office
6. Copy to HoD, concerned Department.
7. Copy to applicants Personal File.

****Attachments****

1. Abstract/Full paper submitted.
2. Letter of acceptance for presentation.
3. Project sanctioned copy.
4. Conference/workshop/seminar/symposium brochures

Flow Chart For Tour Application Form

1. After filling complete details in form, student/JRF/SRF shall signed.



2. After student/JRF/SRF signed, take signature of Guide/PI/FA and submit to Department.
(PI-Project Investigator, FA-Faculty Advisor)



3. HoD shall check and forward to Concern Dean office.

(A- Application from Project then send to Dean R&C)

(B- Application from SAC then send to Dean SW)

(C- Application from Institute/Ph. Contingency then send to Dean Academics)



4. After signature of concern Dean, application forward to Academics office.



5. Concern Deal. Asst. shall check, if any more clarification require then may ask to applicant, after cross check send to Asst. Registrar (Acad) for verification.



6. After verification Asst. Registrar (Acad) forward application to Registrar office for sanction.



7. Registrar shall sanctioned and put to Directorate office for approval.



8. After Director's approval application returns back to Academics office.



9. Concern Deal. Asst. shall inform to Applicant for collection of original approval and scanned copy of approval send to all concerns.

Notes:-

1. Student/JRF/SRF take original application form and keep with themselves and submit to Accounts section along with TA Bills for reimbursement.