



JAWALAKHEL GROUP OF INDUSTRIES

Travel Authorization Form

Name: Raj Kumar Gupta

Date: 02-Aug-2019

Place of Visit: VDPL Factory (Bhairahawa)

Purpose of Visit: Factory Visit with COO & CAO

Visit Form : 06-Aug-2019 To 08-Aug-2019 Total 3 Days

Advance For Tour : Rs. 10000 (Ten Thousand)

Mode of Transport: Aeroplane

Niraj Subedi

Niraj Subedi

Signature of Employee

Recommended By

Approving Authority

To Account Section:

Please provide to give him/her tour advance Rs. 10000 which will be adjusted after presenting travel expenses & tour report within 15 days.

Administration Department

I am responsible to do his/her official works in his/her absence from office due to travelling/leave training.

Name: Sagar Dahal

Design: Dy. Procurement Manager

Date: 02-Aug-2019

Signature: