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**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**

**Tour-cum-Leave Application form (*PROJECT EMPLOYEE/INSPIRE FACULTY/PDF*)**

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| **Sl No** | **Items** | | | **Particulars** | | | | |
| 01 | Name, Deptt & Identity Card Number | | |  | | | | |
| 02 | **To be filled up, if going on tour**: | | | | | | | |
| Places to be visited and Purpose of the Tour (Attach supporting document) | | Project/Consultancy/ EDP/Testing from which expenditure is to be met | | Date (s) of meeting/Conference/  Field work etc. | | Mode & Class of journey | Additional approval, if any required |
|  | |  | | From:  To: | |  |  |
| 03 | Please encircle the Nature of Leave applied for & mentioned the period of leave | | | Project Leave/on duty/others, if any, pls. mention…………………………  Dates: From……..………to………………..(………days) | | | | |
| 04 | Saturdays, Sundays & Holidays proposed to be affixed with leave/tour | | | Prefix:  Suffix: | | | | |
| 05 | Purpose of leave | | |  | | | | |
| 06 | Date & Time of leaving station & Date & Time of returning station  (In the cases of Tour/Station Leave) | | | Date & time of leaving station-  Date & time of returning to station- | | | | |
| 07 | Address during leave period & phone no. | | |  | | | | |
| **Date:**    **Signature of Applicant (with date)** | | | | | | | | |
| **Forwarded:**  **Signature (with date)**  **PI/CI** | | **Recommendation of the Head of Deptt.:**  **Signature (with date)**  **HOD** | | | | **Leave Approval (Associate Dean/Dean (R&D):**  **Signature (with date)** | | |