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

**Tour-cum-Leave Application form (Faculty/Officers & regular Staff)**

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| **Sl No** | **Items** | | | **Particulars** | | | | |
| 01 | Name of Applicant/ Emp. Code/  Designation/Deptt. or Section | | |  | | | | |
| 02 | **To be filled up, if going on tour**: | | | | | | | |
| Places to be visited and Purpose of the Tour (Attach supporting document) | | Budget Head from which expenditure is to be met | | Date (s) of meeting/Conference/  Viva-voce 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 | | | EL/CL/HPL/Vacation/Commuted Leave/Deputation Leave/ Project Leave/RH/on duty/others, if any, pls. mention…………………………  Dates: From……..………to………………..(………days) | | | | |
| 04 | Saturdays, Sundays & Holidays proposed to be affixed with leave/tour | | | Prefix: NA  Suffix: | | | | |
| 05 | Purpose of leave | | |  | | | | |
| 06 | Whether proposes to avail LTC during the ensuing leave. If so, please provide details. (Separate application for LTC is also required to be filled up) | | | **Nature of LTC:** Home Town LTC/ Anywhere in India LTC  NA  Block Year:………………….Place of Visit………………………. | | | | |
| 07 | 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- | | | | |
| 08 | Address during leave period & phone no. | | |  | | | | |
| 09 | Specify the arrangement of classes missed during leave period. (Class wise details to be furnished) Attach separate sheet, if required. | | | NA | | | | |
| 10 | Person to whom Charge of Administrative Duties handed over to for the period of absence from station. | | |  | | | | |
| **Date:**  **Signature of Applicant (with date)** | | | | | | | | |
| **Recommendation of the Head of Dept./Section (Endorsement of PI/CI in case of Project work):**  **Signature (with date)**  **HOD/PI/CI** | | **Leave Approval ( HOD/HOC/RG/ DEAN (Faculty)/DEAN (R&D)\*/DT):**  **Signature (with date)**  **Designation:** | | | | **Tour Approval/Deputation Leave /Station leave on Sat-Sun-GH (RG\*\*/DT):**  **Signature (with date)**  **Designation:** | | |

1. Officers & Staff=> HOD/HOC=>RG (For all kind of leave)
2. Faculty member=>HOD/HOC=>Dean (Faculty) [ For all kind of leave]
3. Faculty members & Officers => HOD/HOC=>Dean (Faculty)/Dean (R&D)\* => DT[for Tour approval/Deputation Station leaving on Sat-Sun-GH]

\* Tour approval for project/consultancy work to be routed via Dean (R&D) instead of Dean (Faculty)

\*\* Tour approval/deputation leave/Station leave on Saturday-Sunday of Staff will be approved by RG

# All applications shall be returned to concerned faculty/staff by Establishment Section after updating leave records.