

Note: Minimum of 3 Industries to be visited

2) Advance required (Yes/No) _____

3) Amount of Advance required _____
(not exceeding 80% of total estimated amount)

Signature of O/I Tours

Details of O/I Tours (if advance required)

Name:	Father/ Husband Name:
Date of Birth (DD/MM/YYYY)	Aadhaar Number:
PAN Number:	Address 1:
City:	District:
State:	Pin Code:
Country:	Name of the Department:
Mobile No:	Email ID:
Bank Name:	Account No:
IFSC Code:	Name of Class/Group of Students:
No. of students:	Date of proceeding on tour
Purpose of tour etc:	

Signature of the Head of the Department

Enclosures:

1. List of students to go on tour
(along with addresses and telephone numbers)
2. Case for approval of transport
3. Requisition for advance of money

Remarks by DSA

No objection to the proposal

Dean of Students' Affairs

Approval of Dean Academics Affairs

Approved/Not Approved

Associate Dean UG

Dean Academics Affairs

Financial approvals

Coordinator (TEQIP-III)