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| **PERSONAL DETAILS** |
| NAME | Click or tap here to enter text. |
| DESIGNATION | Click or tap here to enter text. |
| DEPARTMENT | Click or tap here to enter text. |
| EMPLOYMENT TYPE | [ ]  BPS | [ ]  TTS  | [ ]  CONTRACT  |
| **PLACE TO BE VISITED** |
| Click or tap here to enter text. |
| **NAME OF THE FOCAL PERSON TO BE VISITED** |
| Click or tap here to enter text. |
| **PURPOSE/JUSTIFICATION OF THE VISIT (Do not leave this unfilled. Attach related document, if any)** |
|  |
| **PLANNED DATE OF DEPARTURE** | **PLANNED DATE OF RETURN** |
| Click or tap to enter a date. | Click or tap to enter a date. |
| **MODE OF TRAVEL** |
| [ ]  Personal Car | [ ]  Official Car | [ ]  Hired Car |
| [ ]  Public Bus/Coach | [ ]  Airplane | [ ]  Train |
| **DATE OF REQUEST:**  | **APPLICANT’S SIGNATURE:** |
| Click or tap to enter a date. |  |

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| **HEAD OF THE DEPARTMENT/INITIATING OFFICER** |
| REMARKS: (considering department’s benefit/loss) |  |
| [ ]  Recommended | [ ]  Not Recommended |
| Date: | STAMP & SIGNATURE: |
| **DEAN/REGISTRAR/SENIOR REPORTING OFFICER** |
| REMARKS:(considering university’s benefit/loss) |  |
| [ ]  Recommended | [ ]  Not Recommended |
| Date:  | STAMP & SIGNATURE: |