

## PROPOSAL FOR STUDENTS' TOUR

(To be submitted to the Registrar well in advance)

Dated:

S.No.		
1	Name of the Department	
2	Name of class/Group of Students	
3	Number of Students	
4	Date of proceeding on Tour	
5	Purpose of Tour etc.	
6	Name and Designation of OC Tour	
7	Other Staff members Proposed (a) Other Staff (b) Lady escort, if any (c) Technical Staff (d) Attendants	
8	Whether the class now proceeding on tour went on any tour during the whole stay in the institute. If so what was the expenditure per student excluding TA to staff members chargeable to TA grant	
9	Whether this class has gone on tour during the current session? If so what was the expenditure per student excluding TA to staff members chargeable to TA grant	
10	Balance of allotment from the student tour grant of the department for the current financial year	
11	<b>Estimated expenditure involved as per details given below</b> <b>(a) AMOUNT CHARGABLE TO STUDENTS TOUR GRANT</b> (i) Expenditure on Officers (ii) Cost per student <b>(b) AMOUNT CHARGABLE TO TA (NORMAL) GRANT</b> (i) Expenditure on Officers (ii) Expenditure on Lady Escort if she is a member of the Institute staff:  (iii) Expenditure on attendant if they are from Institute staff:  (iv) Expenditure on Technical Staff <b>(c) Amount chargeable to the recurring grant of the department/course (if any)</b>	
12	Budget provision available for the proposed tour under grant and Head of Account	
13	Special remarks of the Head of the Department on estimate expenditure in budget provision	

**TOUR PROGRAMME OF STUDENTS**

<b>Departure</b>		<b>Arrival</b>		<b>Mode of Transport</b>	
<b>Date</b>	<b>Time</b>	<b>Place</b>	<b>Time</b>	<b>date</b>	<b>Place</b>

**Signature of Head of the Department**

**Enclosures:**

1. List of students to go on tour  
**(enclosed along with photographs and telephone numbers)**
2. Indent for Institute Vehicle
3. Requisition for advance of money

**Remarks of O.S. Bills regarding availability of funds**

.....  
.....

**O.S. (BILLS)**

**Remarks by the DOSW**

**No objection to the proposal**

**Dean of Students Welfare**

**Approval of Dean (Academic Studies)**

**Approved/Not Approved**

**Dean (Academic Studies)**

**CC : ADOSW (D) for action on railway concession forms.**