**राष्ट्रीय पादप जिनोम अनुसंधान संस्थान**

**National Institute of Plant Genome Research**

**अरुणा आसफ अली मार्ग, नई दिल्ली-110067**

**Aruna Asaf Ali Marg, New Delhi-110067**

**यात्रा कार्यक्रम के लिए आवेदन**

**Application for tour Programme**

|  |  |
| --- | --- |
| **1. Name of the Staff Member :** |  |
| **2. Designation :** |  |
| **3. Basic pay :** |  |
| **4. Purpose of Visit :** |  |
| **5. Details of Invitation letter/Office : order**  |  |
| **6. Place of visit :** |  |
| **7. Date of onward journey :** |  |
| **8. Date of return to NIPGR :** |  |
| **9. Proposed Mode of Travel (as per entitlement) :** |  |
| **10. Whether Travel Allowance/ Boarding (or) and lodging provided :** **by organizers/hosts**  |  |
| **11. Whether any expenses are payable? If so, details thereof and source of fund (Such as registration fee, TA/DA etc.)**  |  |

**NOTE:**

1. **Application should preferably be submitted 15 days in advance.**
2. **Journey should be performed after issue of the office order/approval of the Competent Authority, and visit should not be taken as approved just by submitting the application.**
3. **Journey should be performed on approved dates. Any change in the dates of outward/return journey, should be intimated in advance/permission taken.**
4. **In case advance is required the same may be applied to Finance Section in the prescribed form on issue of proper office order.**

**Date: Signature of Applicant**

**Place:**

**Recommended and Forwarded**

**Signature of Reporting Officer**

**Signature of Controlling Officer/ Director**