



**INDIAN INSTITUTE OF TECHNOLOGY (ISM) DHANBAD**  
**Tour-cum-Leave Application form (PROJECT EMPLOYEE/INSPIRE FACULTY/IPDF)**

Sl No	Items	Particulars			
01	Name, Dept. & Identity Card Number				
02	<b>To be filled up, if going on tour:</b>				
	Places to be visited and Purpose of the Tour (Attach supporting document)	Project/Consultancy/EDP/Testing from which expenditure is to be met	Date (s) of meeting/Conference/Field work 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	Project Leave/on duty/others, if any, pls. mention..... Dates: From.....to.....(.....days)			
04	Saturdays, Sundays & Holidays proposed to be affixed with leave/tour	Prefix: Suffix:			
05	Purpose of leave				
06	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-			
07	Address during leave period & phone no.				
<b>Date:</b>					
<b>Signature of Applicant (with date)</b>					
<b>Forwarded:</b>		<b>Recommendation of the Head of Dept.:</b>	<b>Leave Approval Associate Dean, SRIC (R&amp;D)/Dean (R&amp;D):</b>		
<b>Signature (with date)</b> PI/CI		<b>Signature (with date)</b> HOD	<b>Signature (with date)</b>		