

**V.O.CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**

No.FIN-OFFAO-CRT-MONT-V1-17

Date: 3.07.2017

**CIRCULAR- 04 /2017-18**

Sub: Tour Approval -reg.  
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Please find attached a format for Tour Approval for compliance by all officers and employees. It is informed that w.e.f.1.7.2017 tour approval shall be submitted only in the enclosed format.

Encl: Annexure

To  
All Heads of Department /VOCPT

Copy to:

1. PA to Dy.CPT
2. PA to CPT

  
3/7/17  
Financial Adviser and  
Chief Accounts Officer

**V.O.CHIDAMBARANAR PORT TRUST**

**FORMAT FOR TOUR APPROVAL**

*Rest. Circular No.3-2017-18*

1	Name of the Officer																																											
2	Designation																																											
3	Employee Number																																											
4	Basic Pay	Rs.																																										
5	Purpose of the Tour/ Official Tour/ Training/ Attending Seminar/ Legal Cases, etc & Reference letter No/ date																																											
6	Duration of the Tour Period	From	To																																									
7	Place of Tour																																											
8	Date of Journey	From	To																																									
9	Details of Journey <b><u>Onward Journey</u></b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:10%;">Sl No</th> <th style="width:20%;">Date</th> <th style="width:20%;">FN/ AN</th> <th style="width:30%;">From</th> <th style="width:20%;">To</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <b><u>Return Journey</u></b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:10%;">Sl No</th> <th style="width:20%;">Date</th> <th style="width:20%;">FN/ AN</th> <th style="width:30%;">From</th> <th style="width:20%;">To</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Sl No	Date	FN/ AN	From	To																Sl No	Date	FN/ AN	From	To															
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10	Entitlement Class	Rail I Class <input type="checkbox"/> II A/c <input type="checkbox"/> III A/c <input type="checkbox"/>	Air																																									
11	Whether any relaxation is sought to travel by non-eligible mode/ class/ other than Air India. If by other than Air India Proforma for approval by MOS is enclosed																																											
12	Whether Previous Tour Advance if any is pending																																											
13	Local transport arrangement permission																																											
14	Any Holidays/leave prefix/suffix Tour																																											
15	Copy of the relevant note/ order for the nomination of the officer attached																																											
16	DOP Sl.No.31	Dy.CPT/CPT																																										

Signature of Officer

HOD

Dy.CPT

CPT