INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE
JHANSI – 284 003

PROFORMA OF TOUR PROGRAMME

Name of Officer/ employee :

Designation :

Basic pay :

Plan under which the Officer worked :

Details of journey :

Department		Arrival		Means of journey	Distance in Km	Estimated fare Mail/ Bus (Rs.)	D.A (Rs)	Proposed T.A. Advance	Purpose of journey
Date & Time 1.	Place 2.	Date & Time 3.	Place 4.	5.	6.	7.	8	9.	10.

Signature of the Officer/Officials with date

Approved/ Not Approved

Head

Director

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