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| G:\download.png | **SARDAR VALLABHBHAI NATIONAL INSITUTE OF TECHNOLOGY, SURAT-395007****FORM – For Approval of Journey (Domestic) on Official Work** |

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| No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Institute Account |
| Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  CPDA |
|  |  Project No.:  |

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| **Sr. No.** | **Content** | **Details** |
| 1. | Name of the Traveler (Employee/Student/JRF/SRF) |  |
| 2. | Designation |  |
| 3. | Employee Code/Admission No, (as applicable) |  |
| 4. | Discipline/Department/Section, (as applicable) |  |
| 5. | Date of Commencement of Travel |  |
| 6. | Likely Date of Return |  |
| 7. | Travel Destination |  |
| 8. | Purpose of Journey |  |
| 9. | Mode of Travel (Air/Rail/Hired Taxi/Own Vehicle) |  |
| 10. | Approximate Fare(To & Fro) |  |
| 11. | Other Expenses , (Accommodation, D.A etc) |  |
| 12. | Total Expected Expenditure |  |
| 13. | Any previous advance pending? |  |
| 14. | Arrangement of Classes/ Duties Done? How? |  |
| 15. | Signature of the Traveler, Employee/Student/JRF/SRF) |  |
| 16. | Signature of the PI (if Project) |  |
| 17. | Duty leave taken during the current calendar year |  |
| 18. | Balance of duty leave |  |

Any other relevant information:

**Approved? Yes/No**

**Registrar/HOD/HOC/Dean (Dean FW) (Dean SW) (Dean R&C) DIRECTOR**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**: Account Section:**

**Budget Head/Code No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**D/R, Accounts**

**DEPARTMENT OF CIVIL ENGINEERING, SVNIT, SURAT**

**ALTERNATIVE ARRANGEMENT OF CLASS**

**Duration (Dates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose (Reason) of Leave / Not-engaging regular class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Date & Day** | **Class****(B.Tech / M. Tech)** | **Subject****(L/T/P)** | **Period** | **Faculty Member to Whom Class is assigned** |
| **Name** | **Signature** |
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**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**