



हरीश-चन्द्र अनुसंधान संस्थान, प्रयागराज
HARISH-CHANDRA RESEARCH INSTITUTE, PRAYAGRAJ

यात्रा भत्ता स्वीकृति फॉर्म (भारत में)

Travelling Allowance Approval Form (within India)

1. कर्मचारी का नाम/Name of the Employee -----
2. पदनाम/ Designation :----- पे लेवल/Pay Level -----
3. उद्देश्य /Purpose : : - -----
4. मेजबान संस्थान का नाम/ Name of the Host Institute:-----
5. भ्रमण का स्थान/Place of Visit: -----
6. मेजबान संस्थान से मदद/Support from Host Institute: Travel/ Accomm / Food / Local conv.
7. औपचारिक आमंत्रण पत्र/ डीएई आदेश Formal Invitation letter/DAE Order (**copy attached**):

8. (a) यात्रा विवरण/Travel Plan: (instructions overleaf)

<u>From (place)</u>	<u>To (place)</u>	<u>Date of Travel</u>	<u>Mode of Travel</u>	<u>Fare (Rs.)</u>

- (b) अन्य व्यय/Other Expenses (if not provided by the host Institute as mentioned in Sl.6)

<u>Accommodation</u>	<u>Food (DA)</u>	<u>Local conv.</u>	<u>Others</u>	<u>Total (Rs.)</u>

- (c) कुल धनराशि की आवश्यकता/Total Funds required (a + b):- _____

9. निधि का स्रोत/Source of Fund _____

दिनांक/Date: _____

आवेदक के हस्ताक्षर/Applicant's Signature

(Recommendation of guide (for PDF/PhD Students only) (**Project Co-ordinator / Registrar**)

आईए & एओ/IA & AO : -----

Approved /Not approved

दिनांक/Date: _____

निदेशक/Director

प्रतिलिपि/Copy to:

1. Registrar 2. Accounts Officer 3. Project Co-ordinator 4.Reception

Note:

- * Permanent staff has to stay in DAE **Guest House only (if available)**.
- * Journey is to be performed by air/train through direct route, one leg booking for onward /return journey (without break journey). In case of break journey/circuitous route (with personal leave) one sided fare will only be re-imbursed.
- * In case of journey not performed directly (by air) screenshot of direct route fare may be taken at the time of booking (in slot) for determining lowest fare in the particular day.