



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kondrupolu, Tadepalligudem – 534101
 West Godavari District, Andhra Pradesh, India

PROPOSAL FOR UNDERTAKING JOURNEY 'SPECIAL CASUAL LEAVE'

1. Name of the applicant :
2. Designation :
3. Name of the Dept./Sec./Centre :
4. Purpose of Journey :
(Copy of the invitation letter enclosed)
5. Place of Journey :
6. Period of absence including journey period (approx.) dates are to be given :
7. Whether earlier visits were made during the current calendar year for the same purpose. If so, give brief details. :
8. Alternative arrangements made for classwork :
9. No. of working days away from the station during the current calendar year & semester :
10. No. of times away from the station during the Semester :
11. Approximate expenditure : TA: DA:
Registration Fee: Others:
12. Head of Account to which the proposed Expenditure is to be booked :
13. Balance amount available as on the date of the proposal :

Date:

Signature of the applicant

Remarks of the Head: Recommended/Not recommended

Signature of the HOD

Administration (Office use only)

- SCLs already availed :
 Now applied for :
 Balance :

Dealing of the Department (Admin/Estt)

Recommended

Approved / Not approved

Dean (Faculty Welfare)

DIRECTOR

Note: Wherever necessary, the file with relevant papers is to be enclosed for perusal of the Director.