



## 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 'ON DUTY'

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 assigned  
work :
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**

Recommended

Approved / Not approved

**REGISTRAR**

**DIRECTOR**

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