



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 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

Administration (Office use only)

SCLs already availed :
Now applied for :
Balance :

Dealing of the Department (Admin/Estt)

Recommended

Approved / Not approved

REGISTRAR

DIRECTOR

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