



147/SMU/REG/ TWL/22/2019

22 April 2019

To

Director SMIT

Dean SMIMS

Medical Superintendent, CRH

Director, SMUDDE

Director, IQAC

Head HR, SMU

Head GS, SMU

Senior Finance Officer, SMU

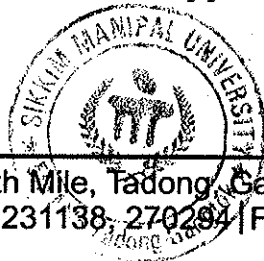
Coordinator, H&SS

Head, Medical Biotechnology

Coordinator, Hospital Administration

**APPLICATION FOR OBTAINING PRIOR SANCTION OF THE COMPETENT
AUTHORITY FOR OFFICIAL TOUR/TRAVEL**

1. Applications for obtaining prior sanction of the competent authority for Official Tour/Travel separately for HOIs/Head of the University Offices and all other employees are forwarded herewith as per Appendices A & B to this letter.
2. **Appendix A** is meant for Director, SMIT / Dean, SMIMS / MS-CRH / Head – HR, SMU/ Head-GS, SMU / Sr. Finance Officer, SMU / Director, SMU DDE / Director, IQAC.
3. **Appendix B** is meant for all other employees of Constituent Units including CRH, SMU – DDE, Hospital Administration, Humanities & Social Sciences and Medical Biotechnology.
4. With immediate effect, these forms are to be brought into use for obtaining sanction of the competent authority for official tour/travel. All financial settlements / reimbursements and ticket arrangements for official tour/travel shall enclose prior travel approved forms as in Appendix A or B.



5. **Following are the particulars of the individual assigned to liaison with "Trade Wings Ltd", Manipal for ticket arrangements:**

(a) **Ms Lata Sharma, Jr Assistant, SMU (for booking tickets (for University Head of Offices / Finance, SMU / HR, SMU / General Services, SMU / H&SS / Hospital Administration)**

(b) **Mr Chandra Prasad Sharma, Assistant Accountant, SMIT (for booking tickets for employees at SMIT)**

(c) **Mr Yogesh Baraily, Junior Assistant, SMIMS (for booking tickets for employees at SMIMS including Medical Biotechnology, SMCON, SMCPT & CRH)**

(d) **Mr Mukesh Purbey, Sr Section Officer, SMU DDE (for booking tickets for employees at SMU DDE)**

7. This has the approval of the Hon'ble Vice Chancellor.

8. SMIT Only. This disposes off your letter No. 1127/SMIT/18/2019 dated 15 Apr 2019.

9. This University letter No. 147/SMU/REG/TW/17/2019 dated 09 Apr 2019 is hereby cancelled.



(Prof (Dr) K.S. Sherpa)
Registrar

Encls : Forms as above

Copy to:-

- ✓ 1. Ms Lata Sharma, Jr Assistant, SMU
2. Mr Chandra Prasad Sharma, Assistant Accountant, SMIT
3. Mr Yogesh Baraily, Junior Assistant, SMIMS (
4. Mr Mukesh Purbey, Sr Section Officer, SMU DDE

SIKKIM MANIPAL UNIVERSITY

APPLICATION FOR OBTAINING PRIOR SANCTION OF THE COMPETENT
AUTHORITY FOR OFFICIAL TOUR/TRAVEL IN RESPECT OF THE
HEAD OF THE INSTITUTIONS AND HEAD OF UNIVERSITY OFFICES

1. Name of the applicant _____
2. Employment Code _____
3. Designation _____
4. Institution/Department _____
5. Purpose of Tour/travel _____
6. Email _____ 7. Phone No _____
8. Age _____
9. **Details of Onward Journey**
 - (a) Place – From _____ To _____
 - (b) Date of commencement of Journey _____
 - (c) Mode of Travel (Air/Train) _____
 - (d) Class of Travel _____
10. **Details of Return Journey**
 - (a) Place – From _____ To _____
 - (b) Date of commencement of return journey _____
 - (c) Mode of Travel (Air/Train) _____
 - (d) Class of Travel _____

Date: _____

(Signature of the applicant)

(Verification of Entitlement by HR)

Entitled Mode of travel: _____

TA/DA : _____

Date: _____

HR SMU/CRH/SMIMS/SMIT

Sanction is hereby accorded for the official tour/travel of _____
_____ as applied.

Date: _____

Vice Chancellor

SIKKIM MANIPAL UNIVERSITY

APPLICATION FOR OBTAINING PRIOR SANCTION OF THE COMPETENT
AUTHORITY FOR OFFICIAL TOUR/TRAVEL

1. Name of the applicant - _____
2. Employment Code - _____
3. Designation - _____
4. Institution/Department - _____
5. Purpose of Tour/travel - _____
6. Email _____ 7. Phone No _____
8. Age _____
9. **Details of Onward Journey**
 - (a) Place - From _____ To _____
 - (b) Date of commencement of Journey _____
 - (c) Mode of Travel (Air/Train) _____
 - (d) Class of Travel _____
10. **Details of Return Journey**
 - (a) Place - From _____ To _____
 - (b) Date of commencement of return journey _____
 - (c) Mode of Travel (Air/Train) _____
 - (d) Class of Travel _____

Date: _____

(Signature of the applicant)

(Verification of Entitlement by HR)

Entitled Mode of travel:

TA/DA _____

Date: _____

HR SMU/CRH/SMIMS/SMIT/SMU DDE

Sanction is hereby accorded for the official tour/travel of _____
_____ as applied.

Date: _____

Registrar (for SMU including H&SS / Hospital Administration) / MS (for CRH) / HoI
(for SMIMS including SMCN, SMCPT, Medical Biotechnology / SMIT / SMUDDE)