



SMU SIKKIM
MANIPAL
UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1995, recognised under 2(f) of the UGC Act, 1956

147/SMU/REG/ TW/ 17 /2019

09 April 2019

To

Director SMIT

Dean SMIMS

Medical Superintendent, CRH

Head Operations, CRH

Director, IQAC

Addl Registrar, SMUDDE

Principal SMCON

Principal SMCPT

Coordinator H&SS

Coordinator, Medical Biotechnology

Head HR SMU


Head GS SMU

Senior Finance Officer, SMU

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

1. Application for Obtaining Prior Sanction of the Competent Authority for Official Tour/Travel is forwarded herewith.
2. Henceforth this form be used for obtaining sanction of the competent authority for official tour/travel.




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

Encls : Form as above

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

The official tour/travel in respect of the above named faculty member /official is hereby recommended.

Date:

Head of the Institute

Sanction is hereby accorded for official tour of the above faculty member /official as recommended by the HOI.

Date:

Registrar/Vice Chancellor