



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**  
**Tour-cum-Leave Application form (Faculty/Officers & regular Staff)**

SI No	Items	Particulars			
01	Name of Applicant/ Emp. Code/ Designation/Deptt. or Section				
02	<b>To be filled up, if going on tour:</b>				
	Places to be visited and Purpose of the Tour (Attach supporting document)	Budget Head from which expenditure is to be met	Date (s) of meeting/Conference/ Viva-voce etc.	Mode & Class of journey	Additional approval, if any required
			From: To:		
03	Please encircle the Nature of Leave applied for & mentioned the period of leave	EL/CL/HPL/Vacation/Commuted Leave/Deputation Leave/ Project Leave/RH/on duty/others, if any, pls. mention..... Dates: From.....to.....(.....days)			
04	Saturdays, Sundays & Holidays proposed to be affixed with leave/tour	Prefix: Suffix:			
05	Purpose of leave				
06	Whether proposes to avail LTC during the ensuing leave. If so, please provide details. (Separate application for LTC is also required to be filled up)	<b>Nature of LTC:</b> Home Town LTC/ Anywhere in India LTC Block Year:.....Place of Visit.....			
07	Date & Time of leaving station & Date & Time of returning station (In the cases of Tour/Station Leave)	Date & time of leaving station- Date & time of returning to station-			
08	Address during leave period & phone no.				
09	Specify the arrangement of classes missed during leave period. (Class wise details to be furnished) Attach separate sheet, if required.				
10	Person to whom Charge of Administrative Duties handed over to for the period of absence from station.				
<b>Date:</b>		<b>Signature of Applicant (with date)</b>			
<b>Recommendation of the Head of Dept./Section (Endorsement of PI/CI in case of Project work):</b>		<b>Leave Approval ( HOD/HOC/RG/ DEAN (Faculty)/DEAN (R&amp;D)*/DT):</b>		<b>Tour Approval/Deputation Leave /Station leave on Sat-Sun-GH (RG**/DT):</b>	
<b>Signature (with date) HOD/PI/CI</b>		<b>Signature (with date) Designation:</b>		<b>Signature (with date) Designation:</b>	

- Officers & Staff=> HOD/HOC=>RG (For all kind of leave)
  - Faculty member=>HOD/HOC=>Dean (Faculty) [ For all kind of leave]
  - Faculty members & Officers => HOD/HOC=>Dean (Faculty)/Dean (R&D)\* => DT[for Tour approval/Deputation Station leaving on Sat-Sun-GH]
- \* Tour approval for project/consultancy work to be routed via Dean (R&D) instead of Dean (Faculty)
- \*\* Tour approval/deputation leave/Station leave on Saturday-Sunday of Staff will be approved by RG
- # All applications shall be returned to concerned faculty/staff by Establishment Section after updating leave records.