

Office Order

Sub: Tour Programme for outside visit/Approval of T.A. Bills

It has been decided by Board of Management that now onwards, tour programme of all faculty members/other officers shall be approved in advance by Pro. V.C. (Admin). In his absence, approval will be granted by Pro. V.C. (Academic).

After return from tour, the concerned faculty member/officer shall submit his/her "Tour Report" within 3 days which will be examined objectively before granting approval of T.A. bills by the authority who has approved the tour programme.

It is pertinent to mention that account section shall not pass any T.A bill without "Tour Report" and supporting bills/papers.

(K.K. Parashar)

Pro.Vice Chancellor