

# Regional Institute of Education, Mysore - 570 006

## Tour Programme

1. Name and designation of the officer : .....
2. Name of the Department/Unit/Cell/Section : .....
3. Basic Pay : .....
4. Title of the programme and its PAC Code No. of NCERT for which he/she is proceeding on Tour : .....
5. If purpose of Tour is other than NCERT programme the particulars of host Institute (Strike out of not applicable) : .....
6. Place of duty : .....
7. Purpose of the Tour : .....
8. No. of days of halt : .....
9. Address, Telephone number (s), etc., of the Institute where the programme is being organised and the place of stay while on tour :

Contact (Address : Official)

Residence

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10. Tour details : Mode of Journey by Air/by Rail/  
by Bus with fare

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a) Details of onward Journey date and time of departure from Mysore :

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b) Details of Return Journey Date and Time of Departure from tour station :

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11. a) Whether Advance is required : YES / NO

b) Amount of Advance required

I hereby given an undertaking that I will submit tour report immediately on return from tour.

*Recommendation of Head of the  
Department / Headmaster (DMS)*

*Signature of the Officer  
with date*

*Approval of the competent Authority*

*PRINCIPAL*