

TO BE USED FOR TRAVEL UNDER SCHEMES

TRAVEL APPROVAL

INDIAN INSTITUTE OF SCIENCE, BANGALORE-560012

FOR OFFICE USE (SCHEMES)

Funds availability 

YES	NO
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Department of \_\_\_\_\_

Ref. No. \_\_\_\_\_

Date : \_\_\_\_\_

Before filling up this form please ensure the availability of funds from the schemes Unit (Extension No. 254)

Scheme/Project No. 

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A. To be filled in by the Investigator-in-charge

Sub-head of Debit : Travel Grant/Contingencies

Name of the persons travelling

Designation	Class entitled			Class Travelling		
	II	I	AIR	II	I	AIR

(Strike out those not applicable)

Reasons for the travel : (purpose)

Route of journey

From 

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 To 

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Via 

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Duration of visit

From 

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 To 

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Approximate amount involved in the travel :

Particulars	Rs.	Ps.
T. A. (both ways/one way) :		
Daily allowance :		
Registration fee if any :		
<b>TOTAL</b>		

In the case of payment of Registration fee indicate the following :

Registration fee Rs. \_\_\_\_\_

Cheque/Demand Draft \_\_\_\_\_

To be prepared before 

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to be drawn in \_\_\_\_\_

Favour of \_\_\_\_\_

I Certify that the above travel is of direct relevance to the Scheme/Project. The expenditure towards T.A./D.A. and Registration fee if any in this connection may be debited to the scheme mentioned above.

Date \_\_\_\_\_

SIGNATURE OF THE INVESTIGATOR

B. The travel of the above staff member/s is approved

Date \_\_\_\_\_

SIGNATURE OF CHIRMAN OF THE DEPARTMENT

CC : UNITS : V & VIIIA VIII (For T.A. Rules please see over-leaf)

## INSTRUCTIONS

1. The following are the rules governing travel of Investigator/Scheme Staff.
2. Note: In the case of payment of any Registration fee the Investigator is to collect the Cheque/Demand Draft from the Central Office for sending the same to the organisers.
3. This form is applicable only in cases where the following norms are followed. In other cases a special application must be sent to Registrar (Schemes):

## TRAVEL RULES

### (i) Travel by Train:

- 1) Staff drawing a basic salary of Rs. 425/- and more are eligible for travel by I Class.
- 2) All other staff are eligible to travel only by II Class.
- 3) Staff drawing a pay of Rs. 1500/- and above may, at their discretion, travel by II Class A/C Two Tire-Sleeper Coach.

### (ii) Travel by Air:

- 1) All staff members drawing a basic pay of Rs. 2250/- p.m. or more can travel by air at their discretion.
- 2) All staff members drawing a basic pay between Rs. 1800/- p.m. and Rs. 2250/- p.m. can travel by air at their discretion where the distance is more than 500 kms. and the journey cannot be completed by train during the period 6-00 p.m. – 8-00 A.m. (next day).  
In the above cases, (1 & 2), Chairman of Departments can approve the request for travel and issue the necessary authorisation.
- 3) For categories not covered by (1) and (2), only the Director is empowered to sanction air travel, which will be strictly limited to essential and unavoidable cases only.

**NOTE:** For example, travel between Bangalore and Madras, Madurai, Coimbatore, Cochin, Trichy is not permissible under (2) above.

Daily allowance: As per Institute Rules (Copy available in Department Office).