**Form No 42**

|  |  |  |
| --- | --- | --- |
|  | Name of the employee undertaking the journey  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date | Place | Mode of Journey | Purpose of visit | Registration fee |
| From | To |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Availability of funds for TA/DA upto date balance |  |
|  | Name of Institution bearing the Expenditure1. Boarding & Lodging
2. TA/DA
 |  |
|  | Whether the tour is tentative or final |  |
|  | Previous tours undertaken during the current financial year |  |
|  | Duty leave availed of during the calendar year |  |
|  | Courses offered |  |
|  | Arrangements for teaching during this period |  |

(Signature of the applicant)