



Institute of Physics
Bhubaneswar

TO BE FILLED UP BY FACULTY/SCHOLARS/STAFF VISITING ABROAD

1. Name : _____
2. Designation : _____
3. Scale of Pay/Fellowship : _____
5. Proposed Place of visit : _____
6. Period of visit : _____ days i.e from dt. _____ to dt. _____
7. Absence from Head quarter from : _____ to _____
on deputation : _____
on earned leave : _____
on sabbatical leave : _____
8. Purpose of visit : _____
(Please enclose the copy of the Invitation letter by the host) _____
9. Facilities provided by the host (Put tick (✓) mark)
Fare : By Train By Air
Both ways
One way
Local expenses Accommodation Travel ;
Other incidental Expenses
(Please specify the details)

10. Financial support requested / committed, if any from other source including HBNI please specify (Attach supporting documents): Rs. _____
11. Estimate of Financial support from the Institute : Rs. _____
- a. a. **Fare** : Rs. _____
 - b. (one way / both ways)
 - c. By Train : : Rs. _____
 - d. By Air : : Rs. _____
 - e. Health Insurance : at actual / Rs.
 - f. Visa Fees : at actual / Rs.
 - g. Accomodation : Rs. _____
 - h. Per diem to take care of the local expenses : Rs. _____
(as per rule)
 - i. Registration Fees : Rs. _____
 - j. Taxi fare : Rs. _____
 - k. Any other (Please Specify) : Rs. _____
12. Amount of advance required : Rs. _____
13. Details of other visits during current financial year. _____
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I undertake to submit the tour report along with form/questionnaire, duly filled in, within 15 days of my return to the headquarters.

Date:

Signature of the Applicant

(Recommendation by Supervisor / collaborator justifying the foreign travel by the applicant in case of scholars to be given in a separate sheet)