



TOUR INTIMATION

Special Note: No fresh Advance to be paid unless earlier settled

To,

Accounts Department,

I _____, Dept. Entrepreneurship Training

intend to proceed on tour from / /201 to / /201 for ____ days

to _____ places.

Assignment No. & Name _____.

Any other details: _____.

Kindly arrange to pay me tour advance of Rs. _____/-

(in words) _____.

Previous tour advances have been settled by me.

(Signature of Applicant)

(Head of Dept.)

Date: / /201

(Managing Director)

COPY TO PERSONNEL DEPARTMENT

I _____, Dept. Entrepreneurship Training

intend to proceed on tour from / /201 to / /201 for ____ days

to _____ places.

(Signature of Applicant)

(Head of Dept.)

Date: / /201

(Managing Director)