

Performa for Four Days Study Tour

Department of _____ Engineering Semester: _____. Batch: _____.

S.No.	Particulars	Numbers	Rate	Deptt: Estimate	A/c Section Recalculation
1.	Faculty member DA	1 as per policy	As per TA/DA		
2.	Faculty Stay Charges	3 Nights	-do-		
3.	Drivers DA	1 as per policy	-do-		
4.	Drivers Stay Charges	3 Nights	-do-		
5.	Cleaners DA	1 as per policy	-do-		
6.	Cleaners Stay Charges	3 Nights	-do-		
7.	Attendants DA	1 as per policy	-do-		
8.	Attendants Stay Charges	3 Nights	-do-		
9.	Students DA	As per CMS record	@ Rs.200/- per day for 4 days		
10	Students Stay Charges	3 students per room	3 Nights @ Rs.1500/- p/student		
11.	Miscellaneous	Per bus	Rs.10,000/-		
12.	Fuel Charges	Transport officer	Will be on transport card.	-	-
13.	Total Estimated Expenditure	By Deptt:			

Study Tour details

Place (City)	Schedule (Date)	Place of Visit (Site/Industry/Firm)	Invitation Letter Attached (Y/N)

CMS Use Only

Number of students on record	
Students Income (study tour)	
Outstanding Dues if any till date	
Counter signed by:	

Transport Officer Use Only

Nos. of Buses	
Approximate Fuel Charges	
Counter signed by:	

Department /Chairman:

Advisor Students Affair:

Dean Faculty:

Treasurer:

An advance of Rs. _____ approved.

Approved by:
Vice Chancellor:

Instructions:

1. Performa duly filled must be routed through Advisor Students Affairs & Dean through proper channel.
2. If students are less than 30 may be combined with other departments keeping in view limited number of buses, high fuel price / transport consumption.
3. Fuel charges need to be added in total expense however will be paid through UET transport card of PSO.
4. The number of buses will be mentioned by Transport Officer keeping in view the number of students and availability of buses.
5. Letter from industry regarding visit confirmation must be attached.
6. Supervisory staff may not be above BPS-19.
7. The number of students may be as per record of CMS and will be endorsed from CMS.
8. The students are required to clear the dues before the study tour visit and will not be allowed if outstanding is against him and will be endorsed from CMS.