***Form I***

File No………………………………………

Travel Order

**Date:**

# 

As per the decision of the HRC/Undersigned vide Note sheet No dated

………………………..………, the following official(s) is/are hereby relieved from his/her office duty as detailed below;

**Purpose of Travel:**…………………………………………………..…………………………..

**Duration: From**………………………………...**To**…………………………………………………………………

**Place(s) of Visit:**……………………………………………………...…………………………..

**Mode of Travel:** Pool Vehicle Private Car Bus Taxi Air Train Foot

**Funding Source(s):** ………………………………………………………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Official** | **Designation** | **Position Level** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The official (s) is/are instructed to claim the travel entitlements strictly as per this order in accordance to the prevailing travel rules.

Name, Sign & Seal

# Head of Budgetary Body/Agency/Controlling Officer

Copy to:

1. Controlling Officer of the Individual.
2. Individual Concerned.