**Agency….……………………………………… Date:……...…………..**

**File No:……………………………………………..**

**Travel Order**

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 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