

**G.B. PANT INSTITUTE OF HIMALAYAN ENVIRONMENT & DEVELOPMENT  
KOSI-KATARMAL, ALMORA**

**TOUR REPORT**

Tour Report ..... to .....

- A. Purpose of tour (give reason details .....
- B. Name of Staff (Project fellow etc.) on tour .....
- C. Designation .....
- D. Place of posting .....
- E. Tour approved by/ date .....
- F. Day wise report, including travel time:

Day	Date/ time	Details (work performed/ Persons met/ travel) etc.
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- G. No. of days/ with dates not utilized for official work.
- H. Holidays/ weekends availed for personal work including leave period if any with dates).
- I. Any deviation from approved tour programme (along with reasons).

Date	Place	Signature of concerned staff
J. Tour report seen/ approved by	.....	Director/ Core Head/ Unit (I/C) P.I. * (along with date)
K. T.A. Claim to be settled from	H.Q./ Unit/ Project (Name)	
L. Copy of tour report sent to H.Q. S.	Vide ...../ date .....	Signature (fill dispatch No.)

In respect of Project staff tour is to be signed by PI and then countersigned by Core Head or Unit Incharge

All Unit scientists must ensure that a copy of the tour report duly signed by the unit incharge is sent to concerned Core Head by the unit office; only after entering dispatch details on the copy of the tour report to be retained with the T.A. claim form, should T.A. claim be processed by the unit. A copy of tour report in respect of scientist's incharge of the unit must be sent to the DIRECTOR and after entering dispatch details should T.A. claim be processed.

All Core Heads/ Unit Incharge/ PI must ensure that tour report is submitted (preferable typed) only in this proforma. For addition information extra sheet be attached, if required and should be signed by all concerned.