

**Tour Dairy in resepect of**

**Designation :**

**Type of Appointment :**

**Present Basic :**

**Name of Office with Address :**

**Residential Address :**

**Reporting Office :**

Date	Time of Departure	Source	Time of Arrival	Destination	Remarks / Purpose

\_\_\_\_\_  
**Counter-Signature of Competent Authority**

\_\_\_\_\_  
**Signature of the Claimant**