

Request No.:
(For NICSI use)

NATIONAL INFORMATICS CENTRE SERVICES INC
TOUR LOG SHEET

Date:

Please fill up the performa and send to [travelhelpdesk-nicsi@nic.in\(011-26105054\)](mailto:travelhelpdesk-nicsi@nic.in(011-26105054))

Emp Code: _____ Name: _____ Designation: _____ Grade Pay: _____ Age: _____

Email ID: _____ Phone(Off): _____ Mob: _____

Office Address: _____

Purpose of Tour: _____

Budge Head: NICSI Expenditure

Advance Required: NO / YES Rs. _____

Project Expenditure; Project NO.: _____

Date of Travel	From(Place)	To(Place)	Mode of Travel	Flight No.	Dept Date	Dept Time	Arrival Date	Arrival Time

Holidays during Tour: No/ YES Dates: _____

I undertake that I Shall Submit TA/DA Bill along with boarding passes to NICSI within 15 Days of tour completion. Beyond 15Days, bills of booking agency for air travel can be settled by NICSI at my risk.

Signature of Officer

Certified that the funds are available in project

Approval/Comments

(NIC HOD/ NICSI Project Coordinator/ NICSI-HOD)

MD(NICSI)

DG(NIC) for NIC officers