

राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
Office of Research and Consultancy

Checklist for Travel permission

Note: **Local Travel** permissions **up to Rs. 1,00,000/-** shall be obtained from **HoD.** [Travel involving JRF/Project staff shall be governed by TA/DA entitlements for JRF/Project staff office order dated 27.09.2023]

Permission to **travel by Air or by own car** need to **submitted to R&C for approval**

SL No	Particulars	✓
1	Submission* duly recommended and forwarded from the concerned HoD (*Mention budget details, Mode of travel and Available balance under the head)	
2	Copy of the AA & ES	
3	Supporting documents for the purpose of travel	